Department of Education

P. O. BOX 2120

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# ADULT EDUCATION MEMO NO. 058-23

**DATE:** May 23, 2023

**TO:** Adult Education Program Administrators

**FROM:** Dr. J. Anthony Williams, Acting Director

Office of Career, Technical, and Adult Education

## SUBJECT: 2022-23 End-of-Year Data Entry Guidance for Adult Education Grantees

**End-of-Year Data Entry Guidance for Adult Education Grantees,** sent with this Memo, details reporting guidance for closing out program year 2022-2023. The 2022-2023 SSWS collection window will be open until **midnight**, **July 28, 2023**. Note: The Virginia statewide report for the *Workforce Innovation and Opportunity Act* (WIOA) must be submitted by October 1, 2023, so assistance with timely data entry is important and appreciated.

If you have further questions, please contact Heidi Silver-Pacuilla, Ph.D., Adult Education Coordinator, by email at [OAEL@doe.virginia.gov](mailto:OAEL@doe.virginia.gov) or by telephone at (804) 786-3347.

JAW/HSP/sed

**Attachment**:

A. End-of-Year Data Entry Guidance for Adult Education Grantees 2022-2023 (Word)