



COMMONWEALTH of VIRGINIA  
Department of Education

**DATE:** October 13, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT:** **2017 Fall Master Schedule Collection: 1) Secondary Enrollment Demographics Form (SEDF) Data; 2) Instructional Personnel and Verification of Licensure Endorsement Report; 3) Instructional Personnel Survey Data Report; and 4) Supply and Demand Report**

**DUE: Successful Submission Due December 8, 2017; Verification Reports Due January 31, 2018**

In order to comply with federal reporting requirements, school divisions are required to submit data for the Fall Master Schedule Collection (MSC) that includes the following:

1. Secondary Enrollment Demographics Form (SEDF);
2. Instructional Personnel and Verification of Licensure Endorsement Report;
3. Instructional Personnel Survey Data Report; and
4. Supply and Demand Report.

The Fall MSC will include course-level data by student and teacher for all students in grades PreK-12. This data should reflect grade-level or course information for all classes that are being taught or will be taught during the 2017-2018 school year.

The Secondary Enrollment Demographics Form (SEDF) data will be collected through MSC. Data collected on the SEDF are used to generate the number of Career and Technical Education (CTE) positions recognized for funding under the Standards of Quality (SOQ), based on the current SOQ funding methodology adopted by the General Assembly.

In order for the Virginia Department of Education (VDOE) to comply with federal requirements, all school divisions must have a successful submission of the Fall Master Schedule Collection and Instruction Personnel and Verification of Licensure Endorsement Report **no later than December 8, 2017**. A final submission and verification reports, signed by the division superintendent, must be submitted by **January 31, 2018**. Early submission is strongly encouraged.

A detailed listing of the [data elements](#) on the Fall MSC-IPAL is available on the Virginia Department of Education's website.

Questions relating to the 2017 Fall MSC-IPAL should be directed to Educational Applications by email at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov).

The VDOE staff member responsible for each of the four specific content areas within the Fall MSC is provided below, along with the staff member's contact information. If you have questions regarding any of this content, please contact the appropriate staff member.

## 1. Secondary Enrollment Demographics Form (SEDF) Data

The Secondary Enrollment Demographics Form (SEDF) data, collected by the Office of Career, Technical, and Adult Education (OCTEA), will be reported through the MSC. SEDF data are used to determine the Standards of Quality (SOQ) add-on funding for career and technical education. As a result, several elements have been added to collect the required information. The final summary reports will still be available through the SEDF application in the Single Sign-on for Web Systems (SSWS) portal, but data collection will be completed exclusively through the MSC.

Questions regarding the CTE Secondary Enrollment Demographics Form should be directed to George Willcox, Associate Director, Office of Career, Technical, and Adult Education, by email at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or telephone at (804) 225-2052.

Questions regarding career and technical education SOQ add-on funding should be directed to the Budget Office by email at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov) or telephone at (804) 225-2025.

## 2. Instructional Personnel and Verification of Licensure Endorsement Report

The Instructional Personnel and Verification of Licensure Endorsement Report should reflect a “snapshot” of your school division's personnel as of October 1, 2017. Please remember that data corrections will not be available in the Instructional Personnel and Verification of Licensure Endorsement Report application. Data corrections must be made at the source of the data and resubmitted through the MSC and Instructional Personnel and Verification of Licensure Endorsement Report applications.

You must report all school-level instructional personnel. Please ensure that substitute teachers are identified by the appropriate role type in your submission. In addition, please note that Pre-Kindergarten teachers must be entered in the MSC for any class with Pre-Kindergarten students.

All requests for licenses should have been submitted to the Division of Teacher Education and Licensure to ensure that all instructional personnel are properly licensed as required by Section 22.1-299 of the *Code of Virginia*. The Fall MSC identifies verified credit courses for high school graduation. The teacher of record for these courses must hold a Virginia license with the appropriate content endorsement. If you have questions or need assistance with the licensing of your employees, please contact personnel in the Division of Teacher Education and Licensure.

As you are aware, speech-language pathologists are no longer licensed by the VDOE. They are required to hold a license from the Virginia Board of Audiology and Speech-Language Pathology. However, for statistical purposes, please continue to report speech-language pathologists employed in your schools. In addition, the Office of Special Education Instructional Services requests that all special education student-teacher linkages be reported on the Fall MSC-IPAL, including those where special education resource teachers are supporting content area teachers in a classroom. Questions regarding teachers of students with disabilities and their students should be directed to Dr. Pat Abrams, Director, Special Education Instructional Services, via email at [Pat.Abrams@doe.virginia.gov](mailto:Pat.Abrams@doe.virginia.gov) or telephone at (804) 225-2932.

Questions regarding licensure should be directed to Dr. Kendra Crump, Director, Licensure and School Leadership, by email at [Kendra.Crump@doe.virginia.gov](mailto:Kendra.Crump@doe.virginia.gov) or telephone at (804) 371-2471. Questions or concerns relating to the technical submission of the report may be directed to Brian Mason, Project Specialist for Teacher Education and Licensure, via email at [Brian.Mason@doe.virginia.gov](mailto:Brian.Mason@doe.virginia.gov) or telephone at (804) 225-2823.

## 3. Instructional Personnel Survey Data Report

The Instructional Personnel Survey Data Report includes six subsections. The Virginia Department of Education staff member responsible for each of these subsections is provided, along with the staff member's contact information. If you have questions regarding any of these components of the Instructional Personnel Survey Data Report, please contact the appropriate staff member.

- i. Central Office Personnel – Allison May, Education Data Specialist, [Allison.May@doe.virginia.gov](mailto:Allison.May@doe.virginia.gov), (804) 225-3909
- ii. Support Staff – Allison May, Education Data Specialist, [Allison.May@doe.virginia.gov](mailto:Allison.May@doe.virginia.gov), (804) 225-3909
- iii. School Level Title I Paraprofessionals – Brian Mason, Project Specialist for Teacher Education and Licensure, [Brian.Mason@doe.virginia.gov](mailto:Brian.Mason@doe.virginia.gov), (804) 225-2823
- iv. Special Education Personnel – Tara McDaniel, Data Manager, [Tara.McDaniel@doe.virginia.gov](mailto:Tara.McDaniel@doe.virginia.gov), (804) 225-2715
- v. Special Education Paraprofessionals – Tara McDaniel, Data Manager, [Tara.McDaniel@doe.virginia.gov](mailto:Tara.McDaniel@doe.virginia.gov), (804) 225-2715
- vi. Division Level Paraprofessionals – Allison May, Education Data Specialist, [Allison.May@doe.virginia.gov](mailto:Allison.May@doe.virginia.gov), (804) 225-3909

#### **4. Supply and Demand Report**

The *Code of Virginia* and federal requirements call for the Virginia Department of Education to report annually on the critical teaching shortage areas in Virginia. This data is collected through the Supply and Demand Report. Questions regarding the Supply and Demand Report should be directed to Dr. Joan Johnson, Director, Teacher Education, by email at [Joan.Johnson@doe.virginia.gov](mailto:Joan.Johnson@doe.virginia.gov) or telephone at (804) 371-2475.

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