



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

DATE: June 22, 2023
TO: Division Superintendents
FROM: Dr. Lisa Coons, Superintendent of Public Instruction
SUBJECT: **SOQ Compliance Data Collection 2022-2023**

Each year, in accordance with § [22.1-18](#) of the Code of Virginia, the Board of Education's annual report to the General Assembly includes the level of local school board compliance with the [Standards of Quality](#) (SOQ). In addition, other statutory, regulatory, and budgetary provisions also require annual certifications or responses from each school division. The information needed to fulfill both the SOQ and other reporting requirements is collected through the [SOQ Compliance Data Collection](#).

Dates for Completion

- **July 3, 2023** – The 2022-2023 SOQ Compliance application will be available through the [Single Sign-On for Web-based Systems \(SSWS\)](#) portal Monday, July 3, 2023.
- **August 4, 2023** – All school divisions must complete the data submission via the SSWS portal no later than Friday, August 4, 2023.
- **August 18, 2023** – The “SOQ Compliance Verification Report” must be printed, signed by both the local superintendent and school board chair, scanned, and emailed to policy@doe.virginia.gov by Friday, August 18, 2023.

Instructions for Completing the Data Collection

Data Submission in SSWS

First, complete the data entry in the SOQ Compliance application in SSWS **by August 4, 2023**.

The application includes two sections:

- Section One: SOQ Standards - any reported noncompliance in this section requires a written corrective action plan in the text box accompanying.
- Section Two: Other Required Reporting - all text boxes in this section must include either a substantive response or "Not applicable."

The SOQ Compliance application will lock after you submit all data and click the "Finish" button. The application also locks automatically after the submission **deadline of August 4, 2023**. To request your division's application be unlocked, you must email the Policy Office at policy@doe.virginia.gov.

Verification Report

Once the data submission is complete in SSWS, the division superintendent and school board chair must sign the "SOQ Compliance Verification Report." This verification report can be printed by selecting "Reports" from the menu on the right side of the screen in SSWS.

After signatures are obtained, scan and email both pages of the verification report to the Policy Office at policy@doe.virginia.gov. Please note that real signatures are required; electronic signatures will not suffice for this certification.

Questions

Please direct questions regarding the SOQ Compliance Data Collection to the Policy Office at policy@doe.virginia.gov or (804) 225-2117.

LC/EMC

Attachment:

- A. [2022-2023 SOQ Compliance Data Collection Certifications](#) (Word) - the complete list of all questions included in the data collection