



*COMMONWEALTH of VIRGINIA*  
DEPARTMENT OF EDUCATION

DATE: June 29, 2023  
TO: Division Superintendents  
FROM: Dr. Lisa Coons, Superintendent of Public Instruction  
SUBJECT: **Procedures for Completing the 2023-2024 Educational Registry  
Application Data Collection Due: August 18, 2023**

Information collected in the Educational Registry Application (ERA) is the Virginia Department of Education's (VDOE) official means of identifying schools and staff for mailings, contacts for web-based data submissions, and the Virginia Educational Directory. Items of particular importance include the division superintendent's contact information used for official communication with division superintendents, school-year calendar information, official names of all schools used in the School Quality Profiles, certificate creation, and official announcements from the Department.

School divisions and regional centers are asked to keep the ERA current throughout the school year since VDOE relies on this data for communications to school divisions. School divisions must identify a staff contact for all administrative areas, as well as all SSWS applications within SSWS.

**Beginning July 12, 2023**, updates to school division, regional center, school, and staff data can be made through the Educational Registry Application (ERA) [Web-based form](#) in the Single Sign-on for Web Systems (SSWS) portal.

The Educational Registry Application Verification form must be submitted by the division superintendent or regional center director through the Superintendent Data Collection Approval (SDCA) Application **by August 18, 2023**. Early completion is appreciated.

Questions or comments relating to the Educational Registry Application should be directed to [Danielle.Dooley@doe.virginia.gov](mailto:Danielle.Dooley@doe.virginia.gov) in the Office of Data Services.

LC/DAD