



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

DATE: June 29, 2023
TO: Division Superintendents
FROM: Dr. Lisa Coons, Superintendent of Public Instruction
SUBJECT: **2022-2023 Summer Student Record Collection - Due: August 18, 2023**

The individual student records reported in the 2022-2023 Summer Student Record Collection (SRC) reflect both summer school graduate and Career and Technical Education (CTE) Finisher information. Only graduates who earned a diploma or other high school completion during summer school should be included in the 2022-2023 Summer SRC.

Every school division must complete a summer submission even if there are no summer graduates in order to generate the Final Term Graduate Report. A detailed listing of the data elements on the Summer SRC and instructions for completing and submitting the data can be found on the [Student Record Collection webpage](#).

Aggregated Remedial Summer School participation data is also included in the Summer SRC. Elementary and Secondary Remedial Summer School ADM will be entered through the Division Level Miscellaneous Collection section of the Summer SRC application.

A successful submission and verification of the Summer **SRC student records are required by the Virginia Department of Education (VDOE) on or before August 18, 2023**. Early submission and verification is strongly encouraged as the VDOE intends to publicly release final cohort graduation data in September 2023. The Summer Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal starting July 31, 2023.

For questions regarding the 2022-23 Summer SRC, please contact Brittney Kanard, Education Data Specialist, at (804) 225-3909 or Brittney.Kanard@doe.virginia.gov.

Questions or comments relating to the Remedial Summer School data collection should be directed to Budget Office staff at doebudgetoffice@doe.virginia.gov.

LC/SW/bk