COMMONWEALTH of VIRGINIA
Department of Education

February 26, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Early College Scholars Certificates

The automated process for Early College Scholars certificates enables school divisions to print these certificates on-site through the Single Sign-on for Web Systems (SSWS). Access to the application must be requested through the school division's SSWS account manager. The Certificate Generator uses data from the spring Student Record Collection (SRC) to prepare the certificates. Submission of spring SRC is due April 15, 2016 as announced in Superintendent's Memo #029-16.

In the SRC in Data Element 345, the Early College Scholar Program Code identifies the student who is participating in the Governor's Early College Scholars Program. Participating students, their parents/guardians, the high school principal, and the school counselor must sign the Governor's Early College Scholar Program agreement. The Codes for the Early College Scholars Program are:

1 = Student has completed the Early College Scholar Program agreement, and

2 = Student has earned the Governor's Early College Scholar certificate.

The Certificate Generator will be populated with names of students who are included in the spring SRC and have been flagged in the Early College Scholars' field number two, which designates the student has earned the Governor's Early College Scholars certificate. Students not identified in the spring records collection will not be included in the data file for printing certificates.

To print the certificates, log in to SSWS and click on Certificate Generator. Click on "Generate Certificate" on the gray menu to the right that presents the option for printing Early College Scholars certificates. Click on "Early College Scholars" and a drop down menu will appear with the specific division and school name(s).

All certificates will be available upon successful completion of the spring SRC. The Certificate Generator can be used to print one certificate at a time, or batched all together by school or division. The Certificate Generator also creates an electronic copy of the certificate in PDF format that can be printed at a later date. A blank certificate is also available.

For more information, please contact Tracy Fair Robertson, English coordinator, Office of Humanities and Early Childhood, by e-mail at Tracy.Robertson@doe.virginia.gov or by telephone at (804) 371-7585; or Joseph A. Wharff, school counseling specialist, Office of Student Services, by e-mail at Joseph.Wharff@doe.virginia.gov or by telephone at (804) 225-3370.

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