

## **2023-2024 Kickoff Webinar Q&A**

**A Fatal Error is given for additional staff records if a Local Provider is listed more than once for a section. How do we report additional staff who serve multiple students with distinct learning needs/disabilities? Do we use the Multiple Disabilities Code?**

Teacher Role Code 4 is used to report additional teachers for a few students. When reporting a scenario such as a collaborative special education teacher who works with five students, a Defined Class Type (DCT) must be reported in the D Record for the collaborative teacher. Two F records should be reported for the 5 students served by the collaborative teacher. The DCT should identify the services delivered through the class by each teacher role (not the student's disability). If there isn't a specific DCT, report the one that applies to the majority of the students served by the additional teacher. The teacher should only be reported once per section.

**Are the MSC timelines the same for Private Day Schools?**

Lisa Comfort provides the timeline for Private Schools for Students with Disabilities. Most likely that timeline is shorter than divisions have. Lisa can be contacted at [Lisa.Comfort@doe.virginia.gov](mailto:Lisa.Comfort@doe.virginia.gov).

**Can you review the SCED Course Level update again? Can we report blank for elementary?**

Blank SCED Course Levels are no longer permitted. Code E is one possibility for elementary courses since it's intended for non-secondary courses.

**What happens when a teacher leaves mid-year?**

Each teacher associated with a section who provided at least 20 hours of instruction should be reported on the MSC. This includes long-term subs and newly hired teachers.

**Should students be withdrawn from one section and enrolled in a new section created for a new teacher replacing one that resigned?**

Students should not be withdrawn from the section when there is a new Teacher of Record. Withdrawing students and enrolling students will create duplicate records in the database for the same course. This will affect the Credit Awarded Flag percentage since each section is included in the count.

**What does DCT stand for?**

The Defined Class Type identifies the services delivered through the class by each teacher role. This element is necessary to determine if the teacher listed is properly endorsed for the services and content delivered in the section.

**MSC Closing on December 22, 2023 and will vastly affect the IPAL reporting. I understand the collection can be reopened one week, but how will the office of licensure work with this deadline?**

VDOE intends to provide new licenses 2 – 4 weeks from when the paperwork is received. The Updated IPAL report is dynamic and updates when downloaded. The IPAL Report is a snapshot in time and doesn't change unless new data is submitted.

**If a resubmission is needed, does it need to be requested by the superintendent?**

No, the MSC Collection Manager can email Dana Ratcliffe at [Dana.Ratcliffe@doe.virginia.gov](mailto:Dana.Ratcliffe@doe.virginia.gov) or [ResultsHelp@doe.virginia.gov](mailto:ResultsHelp@doe.virginia.gov) the week the Fall Collection is open for correction.