

## 2023 Fall Master Schedule Collection Guide

In order to comply with a statutory reporting requirement of the Every Student Succeeds Act (ESSA), school divisions are required to submit transcript-like data as of October 1st of each school year through the Fall Master Schedule Collection (MSC). Data collected in the Fall MSC will also be used for the:

1. Student Enrollment Demographic Form (SEDF) for the Office of Career, Technical, and Adult Education which is used to determine the Standards of Quality (SOQ) add-on funding as directed in [Item 145 B.7a.](#) of the 2022 Appropriations Act.
2. Instructional Personnel reports (IPAL) for the Office of Licensure and School Leadership.
3. College, Career and Civic Readiness Indicator (CCCRI) for Accreditation calculations.
4. Validation of teacher licenses and endorsements for private special education placements pursuant to the 2021 Appropriation Act, [Chapter 552, Item 138.G.6.](#)

The data collected in the Fall MSC includes course-level data for all offerings in grades PreK-12. This data should reflect course, teacher and roster information for all sections taught during the 2023-2024 school year including planned sections that begin in the second semester.

The Fall Master Schedule Collection will be open and accessible through Single Sign-on for Web Systems (SSWS) on **October 9, 2023**. A successful submission of the Fall Master Schedule Collection is due **no later than November 17, 2023**. Superintendents must electronically approve the verifications through Superintendent Data Collection Approval (SDCA) no later than **December 22, 2023**. Early submission is strongly encouraged.

A detailed listing of the data elements, SCED codes, training webinars and other resources are available on the [Master Schedule Collection](#) website.

### For more information

Questions about the resources or the submission of the data file should be emailed to [Dana Ratcliffe](#), in the Office of Data Services.

Questions regarding the CTE Student Enrollment Demographic Form should be directed to the Office of Career, Technical, and Adult Education, by email at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or telephone at (804) 225-2052.

Questions regarding career and technical education SOQ add-on funding should be directed to the Budget Office by email at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov) or telephone at (804) 225-2025.

9/11/2023

Questions regarding licensure should be directed to the Office of Licensure and Leadership by email at [lisensure@doe.virginia.gov](mailto:lisensure@doe.virginia.gov) or telephone (804)786-2302.

Questions regarding private day schools should be directed to Danielle Basham, Office of Facilities and Family Engagement, by email at [Danielle.Basham@doe.virginia.gov](mailto:Danielle.Basham@doe.virginia.gov) or telephone (804)225-2725.

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