



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

June 23, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Procedures for Completing the 2016-2017 Educational Registry Application Data Collection including the Other Academic Indicator Selection**  
**Due: August 22, 2016**

Information collected in the Educational Registry Application (ERA) is the Department of Education's official means of identifying schools and staff for reporting, mailings, contacts for Web-based data submissions, and the Virginia Educational Directory. **All contact data within ERA must be kept current.** Items of particular importance include the superintendent contact information used for official communication with division superintendents and the schools' long name used in the School Report Card, certificate creation, and official announcements from the Department.

Beginning **July 8, 2016**, updates to school division, school, staff data, and the Other Academic Indicator (OAI) can be made through the Educational Registry Application (ERA) [Web-based form](#) in the Single Sign-on for Web Systems (SSWS) portal.

In preparation for the transition from the *Elementary and Secondary Education Act of 1965* (ESEA) flexibility agreement to *Every Student Succeeds Act of 2015* (ESSA) implementation, the state may still be required to report the performance on the Other Academic Indicator (OAI) for one more school year. Therefore, schools without a graduating class must have an identified OAI solely for reporting purposes. The four choices include: attendance, Science SOL achievement, History SOL achievement, or Writing SOL achievement.

The *Educational Registry Application Verification*, the *SSWS/Application Security Review Certification*, and the *OAI Verification* forms must be signed by the division superintendent and sent to the Department of Education by **August 22, 2016**.

Questions or comments relating to the Educational Registry Application Data Collection or the AMO Other Academic Indicator selection should be directed to Educational Applications at [Resultshelp@doe.virginia.gov](mailto:Resultshelp@doe.virginia.gov).

SRS/SMW/ml