



**COMMONWEALTH of VIRGINIA
Department of Education**

July 15, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Homebound Instruction Services Data Reporting

The reporting of Homebound Instruction Services data for school year 2015-2016 will be collected through the Single Sign-On for Web Systems (SSWS) portal. The data requested will include: each homebound teacher's license number, hourly rate of payment, and number of hours worked. In addition, in order to process any online instruction reimbursements, the license number of the teacher monitoring online homebound instruction will be needed.

The data must be submitted electronically through SSWS, which may be accessed at: <https://plpe.doe.virginia.gov/ssws>. The SSWS will be open for submission of reports from August 12, 2016 - September 16, 2016. Data entered before the initiation date will be lost when the system opens. Please wait until August 12, 2016, to enter any data. It is critical that school divisions meet the September 16 deadline for submission of this report to ensure timely reimbursement from fiscal year 2017 state funds. Individuals who will be entering data, but who do not have a current homebound password, will need to contact the SSWS Account Manager designated for their respective school division.

In addition to submitting the data electronically, the completed report must be printed, signed by the division superintendent, and mailed by September 16, 2016, to Susan Trulove, homebound services specialist, Office of Student Services, Virginia Department of Education, P.O. Box 2120, Richmond, Virginia 23218-2120.

If you have any questions, please feel free to contact Susan Trulove, homebound services specialist, at (804) 786-0720, or by e-mail at Susan.Trulove@doe.virginia.gov.

SRS/smt