

Virginia Department of Education
Calendar of Data Collections for 2023-2024
Rev Sept 2023

Due Date	Report Name	Contact Office	Collection Contact	Contact Phone No.	Report Status	Web Site Link & Notes	Funding Type	Submission Type	Frequency
July 31, 2024	CTE Credentialing Collection (CTECC)	Career, Technical, and Adult Education	Career, Technical, and Adult Education	804-225-2051	Revised	Career & Technical Education	Both	Electronic	Annually
January 31, 2024	Title I, Part A, Comparability Report	ESEA Programs	Latonia Anderson	804-225-2907	Same	Federal Programs	Federal	Electronic	Annually
Nov-23	Count of Children Who Are Neglected or Delinquent (Title I, Part D, Subpart 1 and Subpart 2)	ESEA Programs	Gueringe' Richardson	804-371-0770	Same	Federal Programs	Federal	Electronic	Annually
November 2023	21st Century Community Learning Centers State Evaluation	ESEA Programs	Michael Courtney	804-371-2934	Same	Title IV, Part B	Federal	Electronic	Annually
October 15, 2022	Driver Education Program Approval	STEM & Innovation	Vanessa Wigand	804-225-3300	Same	Driver Education Data Collection	State	Electronic	Annually
October 15, 2022	Laboratory FEE approval	STEM & Innovation	Vanessa Wigand	804-225-3300	Same	Driver Education Data Collection	State	Electronic	Annually
June 30, 2023	Driver Education Status Questionnaire	STEM & Innovation	Vanessa Wigand	804-225-3300	Same	Driver Education Data Collection	State	Electronic	Annually
June 30, 2023	Wellness Related Fitness Report	STEM & Innovation	Vanessa Wigand	804-225-3300	Same	Physical Education	State	Electronic	Annually
September 29, 2023	Programs for the Gifted, Annual Report	STEM & Innovation	Amanda Nevetral	804-225-2884	Same	Gifted Programs	State	Electronic	Annually
July 31, 2023	Foster Care Enrollment Report	Budgeting	Budget Staff	804-225-2025	Same	Finance Data Collection	State	Electronic	Annually
September 14, 2023	Annual School Report -Financial Section	Budgeting	Budget Staff	804-225-2025	Same	Finance Data Collection	Both	Electronic	Annually
July 22, 2023	Certification of Adequate Funds Budgeted to Meet Required Local Effort for the Standards of Quality and Local Match Requirements for Certain State Funds	Budgeting	Budget Staff	804-225-2025	Same	Finance Data Collection	State	Electronic	Annually
October 31, 2022	K-3 Primary Class Size Reduction Program	Budgeting	Budget Staff	804-225-2025	Same	Student Record Collection	State	Electronic	Annually
July 27, 2024	Adult Education and Family Literacy Act (Federal) and General Adult Education (State) Programs	Career, Technical, and Adult Education	Thomas Suh	804-786-8367	Same	Adult Education Grants & Funding	Both	Electronic	Annually

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July 27, 2024	Integrated English Literacy/Civics Education Program Report	Career, Technical, and Adult Education	Thomas Suh	804-786-8367	Same	Adult Education Grants and Funding	Federal	Electronic	Annually
July 31, 2024	Race to GED Program Report	Career, Technical, and Adult Education	Beverly Godwin	804-786-7644	Same	Adult Education Grants & Funding	State	Form	2 Times a Year
April 26, 2024	Career and Technical Education Financial Report	Career, Technical, and Adult Education	Career, Technical, and Adult Education	804-225-3349	Revised	Career and Technical Education	State	Electronic	Annually
Fall- January 30, 2024 EOY- August 14, 2023	Secondary Enrollment Demographic Form (SEDF)	Career, Technical, and Adult Education	Career, Technical, and Adult Education	804-225-2052	Revised	Career and Technical Education	State	Electronic	2 Times a Year
August 25, 2023	Substitute Tests	Data Services	Allison May	804-418-4697	Revised	SOL Substitute Test Collection	Both	Electronic	Annually
Fall SRC - October 27, 2023 Spring SRC - April 26, 2024 EOY SRC - July 19, 2024 Summer SRC -August 16, 2024	Student Record Collection	Data Services	Brittney Kanard	804-225-3909	Revised	Student Record Collection	Both	Electronic	4 Times a Year
Summer - August 7, 2023 Fall - November 3, 2023 End-of-Year - August 16, 2024	Positions and Exits Collection	Data Services	Aleta Fonville	804-225-3918	Both	Positions and Exits Collection		Electronic	3 Times a Year
Fall - December 22, 2023 EOY - August 14, 2024	Master Schedule Data Collection also includes IPAL and SEDF	Data Services	Dana Ratcliffe	804-225-2827	Same	Master Schedule Collection	Both	Electronic	2 Times a Year
August 16, 2024	Educational Registry Application (ERA)	Data Services	Danielle Dooley	804-786-0558	Same	Educational Registry Application	Both	Electronic	Annually
Preliminary - March 15, 2024 EOY - August 16, 2024	Student Behavior and Administrative Response Collection	Data Services	Patricia Mealy	804-750-8641	New	Student Behavior and Administrative Response Collection	Both	Electronic	Optional Monthly Submission/Required Annually
Mid-August 2023	Standards of Quality Compliance Data Collection	Policy	Elizabeth Carlton	804-225-2117	Same	SOQ Compliance Data Collection	State	Electronic	Annually
October 1, 2022	Student Data Collection for Homeless Children & Youth For Subgrantees	Student Services - Project Hope	Patricia Popp	757-221-4002	Same	William & Mary - Project Hope	Federal	Electronic	Annually
November 15, 2022	Report of Free/Reduced Meal Applications	School Nutrition Prog	Sandra Curwood	804-225-2074	Same	School Nutrition	Federal	Electronic	Annually
January 31, 2023	School Nutrition Programs Semi-Annual Financial Report for July-December	School Nutrition Prog	Sandra Curwood	804-225-2074	Same	School Nutrition	Federal	Electronic	Annually

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July 1, 2023	School Nutrition Programs Annual Application	School Nutrition Prog	Sandra Curwood	804-225-2074	Same	School Nutrition	Federal	Electronic	Annually
July 31, 2023	School Nutrition Programs Annual Financial Report for July -June	School Nutrition Prog	Sandra Curwood	804-225-2074	Same	School Nutrition	Federal	Electronic	Annually
July 2024	Coordinated Early Intervening Services Survey	Special Education Data	Lisa Comfort	804-750-8194	Revised	Coordinated Early Intervening Services (CEIS) Survey Virginia Department of Education	Federal	Electronic	Annually
December 14, 2023	December 1 Child Count	Special Education Data	Karen Puckett	804-371-4725	Revised	Special Education December 1 Child Count Virginia Department of Education	Federal	Electronic	Annually
December 14, 2023	Parentally Placed Private School and Homeschooled Students Survey	Special Education Data	Karen Puckett	804-371-4725	Revised	Survey is part of the December 1 Child Count	Federal	Electronic	Annually
August 15, 2024	Special Education State Performance Report Indicator Data	Special Education Program Improvement	Jeff Phenicie	804-786-0308	Revised	Special Education Indicators Virginia Department of Education	Federal	Electronic	Annually
Late January 2024	Individuals with Disabilities Education Act Maintenance of Effort	Special Education Finance and Budget	Shalonda Lewis	804-225-2701	Same	Special Education Grants and Funding	State/Local	Electronic	Annually
Mid-May 2024	Special Education Excess Cost	Special Education Finance and Budget	Shalonda Lewis	804-225-2701	Same	Special Education Grants and Funding	Federal	Electronic	Annually
Mid-November 2023	Special Education Proportionate Set Aside	Special Education Finance and Budget	Shalonda Lewis	804-225-2701	Same	Special Education Grants and Funding	Federal	Electronic	Annually
September 18, 2023	Homebound Student Services	Student Services	Amy Edwards	804-692-0150	Same	Homebound Instruction Services	State	Electronic	Annually
September 29, 2023	Students with Intensive Support Needs Application	Special Education Finance and Budget	Cynthia Reid	804-225-2043	New	Students with Intensive Support Needs Application	State	Electronic	Annually
Enrollment- Mid-October 2023 Late Enrollment-January 2024 Projected- Mid-May 2024	Virginia Preschool Initiative	Early Childhood Quality and Workforce	Tiffanie Meehling	804-750-8703	Revised	Virginia Preschool Initiative	State	Electronic	3x per year
15 2023 Projection 2 July 1- August 15 2023 Projected 3 September 1- October 15 2023	VPI Local Criteria Waiver Application	Early Childhood Quality and Workforce	Tiffanie Meehling	804-750-8703		Virginia Preschool Initiative	State	Electronic	3x per year
Report- Monthly Certification- August 2023	Crash/Incident Report & Certification of School Bus Insurance	Support Services	Vijay Ramnarain	804-225-2037	Same	Pupil Transportation Virginia Department of Education	State	Electronic	Annually

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October 2022	Pupil Transportation Report	Support Services	Vijay Ramnarain	804-225-2037	Same	Pupil Transportation Virginia Department of Education	State	Electronic	Annually
August 1, 2023	School Security Equipment Grant	Support Services	Vijay Ramnarain	804-225-2037	Revised	Security Equipment Grants Virginia Department of Education	State	Electronic	Annually
August 30, 2023	Driver Critical Shortage Survey	Support Services	Vijay Ramnarain	804-225-2037	New	Pupil Transportation Virginia Department of Education	State	Electronic	Annually
June 2023	Mentor Teacher Program Evaluation & Program Reports	Licensure and School Leadership	Shawna LeBlond	804-692-0172	Same	Instructional Personnel Data Collection	State	Electronic	Annually
Fall 2023	New Teachers Data Collection (NTDC)	Licensure and School Leadership	Shawna LeBlond	804-692-0172	Same	Supt's Memo #213-22 New Teachers Data Collection for the Mentor Teacher Program and Career Switcher Mentor Program	State	Electronic	Annually
Fall 2023	National Board Certification Incentive Award Report	Licensure and School Leadership	Shawna LeBlond	804-692-0172	Same	National Board Certification	Both	Electronic	Annually
Vacancy- August 2023 - Teacher - April 2024	STEM Teacher Recruitment and Retention Initiatives	Licensure and School Leadership	Shawna LeBlond	804-692-0172	Revised		State	Electronic	Annually
Teacher - April 2024 Vacancy - August 31, 2023	Recruitment Incentive for Public Education	Licensure and School Leadership	Shawna LeBlond	804-692-0172	Same	Supt's Memo #176-22 Recruitment Incentive for Public Education (RIPE)	State	Electronic	Currently, a one time incentive
June 30, 2023	School Health Services Survey	Student Services	Tracy White	804-786-8671			State		
Spring 2024	ESSER, GEER and EANS Annual Report	Federal Pandemic Relief Programs	Carol Sylvester	804-371-0908	Same	Federal Pandemic Relief Programs	Federal	Form	Annually
	ESSER State	ESSER State Reporting Collection	Carol Sylvester	804-371-0908	Same	Federal Pandemic Relief Programs	State/Federal	Electronic	Annually through 2024
September 2023	Virginia School Survey of Climate and Working Conditions	Strategic Analysis and Research	Xianxuan Xu	757-903-6206	Same	https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-climate-working-conditions	State	Electronic	Annually
December 2023	Human Subjects Research Report	Strategic Analysis and Research	Xianxuan Xu	757-903-6206	Same		State	Electronic	Annually