**Instructions for Completing SOQ Compliance Data Collection 2023-2024**

**Data Submission in SSWS**

First, complete the data entry in the SOQ Compliance application in SSWS **by August 2, 2024**. The application includes two sections:

* Section One: SOQ Standards - any reported noncompliance in this section requires a written corrective action plan in the accompanying text box.
* Section Two: Other Required Reporting - all text boxes in this section must include either a substantive response or “Not applicable.”

The SOQ Compliance application will lock after you submit all data and click the “Finish” button. The application also locks automatically after the submission **deadline of August 2, 2024**. To request your division’s application be unlocked, you must email the Policy Office at [policy@doe.virginia.gov.](mailto:policy@doe.virginia.gov)

**Verification Report**

Once the data submission is complete in SSWS, the division superintendent and school board chair must sign the “SOQ Compliance Verification Report.” This verification report can be printed by selecting “Reports” from the menu on the right side of the screen in SSWS.

After signatures are obtained, scan and email both pages of the verification report to the Policy Office at [policy@doe.virginia.gov.](mailto:policy@doe.virginia.gov) Please note that authentic signatures are required; electronic signatures will not suffice for this certification.

**Questions**

Please see link for detailed instructions on SWSS data submission and division verification reports or feel free to contact the Office of Policy, [policy@doe.virginia.gov](mailto:policy@doe.virginia.gov) or (804) 750-8109 with any additional questions.