



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

June 12, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: 2014-2015 End of Year Master Schedule Collection**

**DUE: Successful Submission due August 28, 2015 Final Verifications due September 30, 2015**

In order to comply with the reporting requirements of Indicators (b)(1), (b)(2), and (b)(3) of the State Fiscal Stabilization Fund (SFSF) Assurances, school divisions are required to submit data for the End of Year Master Schedule Collection (EOY MSC). The Master Schedule Collection assists in fulfilling:

- Indicator (b)(1): States that “the 12 elements described in section 6401(e) (2) (D) of the America COMPETES Act are to be included in Virginia’s statewide longitudinal data system.” The EOY MSC satisfies Element 8 by creating the ability to match teachers to students and Element 9 by gathering student-level transcript information, including information on courses completed, and grades earned.
- Indicator (b)(2): States that Virginia “...must provide student growth data on a teacher’s current students and the students they taught in the previous year to, at a minimum, teachers of reading/language arts and mathematics in grades in which the State administers assessments in those subjects in a manner that is timely and informs instructional programs.”
- Indicator (b)(3): States that Virginia will “...provide teachers of reading/language arts and mathematics in grades in which the State administers assessments in those subjects with reports of individual teacher impact on student achievement on those assessments.”

The EOY MSC will include course-level data by student and teacher for all students grades K-12. Final grade reporting is required for grades 6-12. This data should reflect information for fall 2014, spring 2015, and summer 2015.

The Secondary Enrollment Demographics Form (SEDF) data, collected by Career and Technical Education (CTE), will be reported through the MSC. The SEDF data are used to determine the Standards of Quality (SOQ) add-on funding for career and technical education. As a result, several elements have been added to collect the required information. The final summary reports will still be available through the SEDF application in the Single Sign-on for Web Systems (SSWS) portal, but data collection will be completed exclusively through the MSC.

In order for the Virginia Department of Education to comply with the SFSF assurances and to meet Standards of Quality add-on funding deadlines, it is important that all school divisions complete a successful submission of the End of Year Master Schedule Collection no later than Friday, August 28, 2015. In addition to the electronic

submission, the MSC and SEDF verification reports, signed by the division superintendent, must also be submitted by **Wednesday, September 30, 2015**. Early submission is strongly encouraged.

A detailed listing of the data elements on the EOY MSC will be posted on the Virginia Department of Education's Web site at

[http://www.doe.virginia.gov/info\\_management/data\\_collection/master\\_schedule\\_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml).

Questions or concerns relating to the 2014-2015 EOY MSC should be directed to Educational Applications by e-mail at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov) or by phone at (804) 229-2099.

Questions regarding the CTE Secondary Enrollment Demographics Form should be directed to George Wilcox, coordinator of planning, administration and accountability, Office of Career and Technical Education, by e-mail 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 e-mail at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov) or telephone at (804) 225-2025.

More details about the State Fiscal Stabilization Fund may be accessed on the VDOE Web site at

[http://www.doe.virginia.gov/school\\_finance/arra/stabilization/index.shtml](http://www.doe.virginia.gov/school_finance/arra/stabilization/index.shtml). More information on Indicators (b) (1), (b)(2), and (b)(3) can be found on the SFSF Phase 2 Application, pages 59-63. Questions about indicator (b) (1) should be directed to Bethann Canada, director, Office of Educational Information Management, by e-mail at [Bethann.Canada@doe.virginia.gov](mailto:Bethann.Canada@doe.virginia.gov) or by phone at (804) 225-2951. Questions about indicators (b)(2) and (b)(3) should be directed to the Office of Student Assessment by e-mail at [student\\_assessment@doe.virginia.gov](mailto:student_assessment@doe.virginia.gov) or by phone at (804) 225-2102.

SRS/SMW/aly