



COMMONWEALTH of VIRGINIA
Department of Education

June 20, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Procedures for Completing the 2014-2015 Educational Registry Application Data Collection including the Other Academic Indicator Selection
Due: August 22, 2014

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 Education 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 2, 2014**, 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.

Under the provisions of Virginia's approved application for waivers from certain requirements of the *Elementary and Secondary Education Act of 1965* (ESEA), the Other Academic Indicator (OAI) is no longer a determining factor in meeting federal annual measurable objectives (AMOs). However, the state must still report the performance on the OAI under the ESEA flexibility agreement. Therefore, schools without a graduating class, must have an identified OAI solely for reporting purposes. The four choices include: attendance; science; history; or writing.

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, 2014**.

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 Vickie.McCrary@doe.virginia.gov or by telephone at (804) 225-2827.

Questions or comments relating to the ESEA Waiver and the requirement to choose an Other Academic Indicator should be directed to Veronica Tate, director of the Office of Program Administration and Accountability at veronica.tate@doe.virginia.gov or (804) 225-2870.

SRS/SMW/vlm

