



COMMONWEALTH of VIRGINIA
Department of Education

June 27, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: 2013-2014 Data Collection: *Standards of Quality* Compliance and Other Miscellaneous Reporting Requirements

Each year, in response to [§ 22.1-18](#) of the *Code of Virginia*, the annual report to the General Assembly on the condition and needs of public education in Virginia includes the level of local school board compliance with the *Standards of Quality* (SOQ) and other legal and regulatory requirements. This memo describes this year's process for collecting the information needed from each local school division.

The 2013-2014 data collection through the Single Sign-On for Web-based Systems (SSWS) "SOQ Compliance" application will be available beginning **Monday, June 30, 2014**. All school divisions must complete data submission via SSWS portal **no later than August 1, 2014**.

Helpful information for the 2013-2014 SOQ Compliance data collection process:

- Before entering data in the "SOQ Compliance" application in the SSWS portal, please read the instructions on the SOQ Compliance home page.
- To print copies of each section as it appears on the screen, simply right click your mouse while on the page you would like to print. A menu will pop up and you may select "print."
- Section One – "SOQ Compliance," requires a corrective action plan in the accompanying text box for any element of noncompliance.
- Section Two – "Nonstandards: Miscellaneous Reporting," does not allow empty text boxes, so all text boxes must include either the information requested or the term "Not applicable."
- After entering all data, the system will generate reports of your responses that you may print for your records or save for future reference.
- The application window will lock after you submit all data and click the "Finish" button and/or after the submission deadline of August 1. Once locked, access to the SOQ Compliance application requires contact with the Policy Office at the phone number or e-mail address below.
- The division superintendent and school board chair must sign the signature page of the verification report and submit the signed copy to the Policy office at policydata@doe.virginia.gov by **August 13, 2014**.
Please do not send entire reports.

This year, Department of Education staff members have worked to improve the efficiency of the data collection, to ensure the information collected is not duplicated in other sources, and to streamline the reporting process wherever possible. We hope that you find the changes helpful as you complete the report, and we welcome your feedback. If you would be willing to participate in a discussion group to help suggest additional improvements for next year's data collection, please send an e-mail to policydata@doe.virginia.gov. If you have questions

regarding the 2013-2014 SOQ Compliance data collection, please contact the Office of Policy at (804) 225-2092 or policydata@doe.virginia.gov.

SRS/SBW/kfg

Attachment:

A. [Data Collection Components](#) (PDF)