



**COMMONWEALTH of VIRGINIA
Department of Education**

July 11, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: 2013-2014 Summer Student Record Collection

DUE: August 29, 2014

To comply with the information and reporting requirements for school report cards and performance indicators of the *Elementary and Secondary Education Act* (ESEA), the Department of Education is conducting the Summer Student Record Collection for the 2013-2014 school year.

The 2013-2014 Summer Student Record Collection (SRC) reflects both summer school graduates and Career and Technical (CTE) Finisher information. Only graduates who earned a diploma during summer school should be included in the 2013-2014 Summer SRC.

Every school division must complete a summer submission in order to generate the Final Term Graduate Report. The Final Term Graduate Report shows data that will be reported for your division. A detailed listing of the data elements on the student record collection and instructions for completing and submitting the data can be found on the Virginia Department of Education's Web site at

http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml.

Data are required by the Department of Education on or before the closing date of August 29, 2014. Early submission and verification is strongly encouraged as the Department of Education intends to publicly release final graduation data based on the student record soon after the closing of this data collection. The Summer Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal starting August 4, 2014. Questions or comments relating to the 2013-2014 Summer Student Record Collection should be directed to Educational Applications at RESULTSHELP@doe.virginia.gov.

SRS/SMW/cwb