



COMMONWEALTH of VIRGINIA
Department of Education

November 14, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: 2014-2015 Discipline, Crime, and Violence New Application and Data Submission Procedures

The purpose of this memo is to provide information on the new Discipline, Crime, and Violence (DCV) application and data submission procedures for collected data regarding incidences of discipline, crime, and violence in public school divisions and regional centers/programs for the 2014-2015 school year. Data submitted must meet the following reporting requirements:

- *No Child Left Behind Act of 2001* (NCLB)
- *Regulations Establishing Standards for Accrediting Public Schools in Virginia* safety indicator for the School Report Card under 8 VAC 20-131
- *Annual Report on Discipline, Crime and Violence* in Section 22.1-279.3:1 of the *Code of Virginia*
- The *Individuals with Disabilities Education Act (IDEA)* report on suspensions and expulsions of students with disabilities
- *Federal Gun-Free Schools Act*
- Federal Office of Special Education Programs (OSEP)

Data Submission Procedures:

The data collection process remains the same for 2014-2015. The data submitted will include the regular 2014-2015 school year and the data from summer school programs during summer 2014. DCV data will be collected for a 365-day period beginning June 20, 2014, and ending on June 19, 2015. Summer school data for 2014 will be included in this time period.

The closing date for submission for the regional centers/programs data is July 15, 2015. The school divisions cannot finalize their DCV data until regional centers/programs have submitted their data to the divisions. The closing date for submission for the school divisions is July 31, 2015.

New DCV Application:

The DCV submission window is open effective November 7, 2014. Although submission procedures and functionality remain the same for 2014-2015 as in previous years, the appearance of the application within the Single Sign-On for Web Systems (SSWS) portal has changed. Please follow the instructions found on the Department of Education's Web site at

http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml. Additional training webinars will also be posted. Please note that single data entry and the file submission method are still available for data submission.

Additional information related to the data collection process and new DCV application can be downloaded from the Department of Education's Web site at <http://www.doe.virginia.gov/>. Users can select "Information Management" on the left side of the home page, and then select "Data Collection" on the right side of the page, and then select "Student & School Support" on the right side of the page. On the "Student & School Support" page, select "School Safety" in the middle of the screen to view all the documents pertaining to the *Annual Report for Discipline, Crime and Violence*. The Web address to access instructions for submission is: http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml.

Questions regarding the discipline, crime, and violence data may be directed to Tara McDaniel via e-mail at: Tara.McDaniel@doe.virginia.gov or by telephone to the Office of Special Education Program Improvement at (804) 225-2715.

SRS/TM