



COMMONWEALTH of VIRGINIA
Department of Education

March 1, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: 2012-2013 Spring Student Record Collection and Miscellaneous Statistics
DUE: APRIL 19, 2013

In order to comply with the information and reporting requirements for March 31 average daily membership, report cards, and performance indicators of the Elementary and Secondary Education Act (ESEA), school divisions are required to submit data for the Spring Student Record Collection (SPR SRC). This data should reflect students' records as of March 31, 2013.

The reports from the SPR SRC will include:

- March 31 average daily membership (ADM) report.
- Secondary Student Career Clusters Enrollment Report (SSCCER) – The data requested for the SSCCER report will include the number of students who are identified with a CTE Career Cluster Code and CTE Special Populations Code.
- Special Education Tuition Reimbursement – The data requested will be used for claiming reimbursement for services provided by certain regional special education programs that have been approved by the state. The dollar amounts your division will report will likely be obtained from your special education office.

Final state payments for Standards of Quality accounts (Basic Aid, fringe benefits, etc.) and several other Direct Aid to Public Education accounts for fiscal year 2013 will be based on average daily membership (ADM) as of March 31, 2013.

Any additions to March 31, 2013, ADM identified after the submission deadline of April 19, 2013, will not be used to adjust final fiscal year 2013 Direct Aid payments unless the Department receives them on or before May 3, 2013. Please note this critical deadline. Reductions to March 31 ADM may be submitted to the Department at any time; however, school divisions are encouraged to submit any changes on or before May 3, 2013.

In order for the May and June electronic fund transfers (EFT) to reflect school division payments based on final March 31, 2013, ADM, it is important that all school divisions complete the Spring Student Record Collection no later than April 19, 2013. In addition to the electronic submission, the verification report, signed by the division superintendent, must also be submitted by **Friday, April 19, 2013**. Early submission is strongly encouraged.

A detailed listing of the data elements on the SPR SRC, the aggregate data collected on the Web-based form, instructions for completing and submitting the data, and March 31 ADM-related resources will be posted on the Virginia Department of Education's Web site at

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

Questions or concerns relating to the 2013 SPR SRC should be directed to Educational Applications at RESULTSHELP@doe.virginia.gov. Questions regarding provisions in the Appropriation Act, Board of Education Regulations, and the *Code of Virginia* that govern the calculation of March 31 ADM should be directed to the Budget Office at (804) 225-2025. Questions regarding the Special Education Tuition Reimbursement should be directed to Tracie Coleman at tracie.coleman@doe.virginia.gov or at (804) 225-2704.

PIW/SMW/cwb