



COMMONWEALTH of VIRGINIA
Department of Education

May 3, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

SUBJECT: 2012-2013 End-of-Year Student Record Collection and Miscellaneous Statistics

DUE: July 19, 2013

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 End-of-Year Student Record Collection (EOY SRC) for the 2012-2013 school year.

The 2012-2013 End-of-Year Student Record Collection should reflect students' records as of the last day of the 2012-2013 school year. The End-of-Year Collection includes a Web-based entry form to collect the number of days in session as well as the number of instructional hours at each school.

New for this year, the Web-based entry form will also collect the number of high school students who earn the one year Uniform Certificate of General Studies or an Associate's Degree from a community college in the Commonwealth concurrent with a high school diploma.

A detailed listing of the data elements on the student record, the aggregate data collected on the Web-based form, and instructions for completing and submitting the data can be found on the Department of Education's Web site at:

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

Data must be submitted by divisions on or before the July 19, 2013, deadline. Early submission and verification is strongly encouraged.

The End-of-Year Student Record Collection will be open and accessible through the Single Sign-on for Web Systems (SSWS) on June 10, 2013.

Questions or comments relating to the End-of-Year Student Record Data Collection should be directed to Educational Applications at RESULTSHELP@doe.virginia.gov.

PIW/SMW/cwb