



COMMONWEALTH of VIRGINIA  
Department of Education

June 14, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: 2012-2013 End of Year Master Schedule Collection**

**DUE: September 30, 2013**

In order to comply with the reporting requirements of Indicators (b)(1), (b)(2), and (b)(3) of the State Fiscal Stabilization Fund (SFSF) Assurances, school divisions are required to submit data for the End of Year Master Schedule Collection (EOY MSC). The Master Schedule Collection assists in fulfilling:

- Indicator (b)(1): States that “the 12 elements described in section 6401(e) (2) (D) of the America COMPETES Act are to be included in Virginia’s statewide longitudinal data system.” EOY MSC satisfies Element 8 by creating the ability to match teachers to students and Element 9 by gathering student-level transcript information, including information on courses completed and grades earned.
- Indicator (b)(2): States that Virginia “...must provide student growth data on a teacher’s current students and the students they taught in the previous year to, at a minimum, teachers of reading/language arts and mathematics in grades in which the State administers assessments in those subjects in a manner that is timely and informs instructional programs.”
- Indicator (b)(3): States that Virginia will “...provide teachers of reading/language arts and mathematics in grades in which the State administers assessments in those subjects with reports of individual teacher impact on student achievement on those assessments.”

The EOY MSC will include course-level data by student and teacher for all students grades K-12. Final grade reporting is required for grades 6-12. This data should reflect information for fall 2012, spring 2013, and summer 2013.

In order for the Virginia Department of Education to comply with the SFSF assurances, it is important that all school divisions complete the End of Year Master Schedule Collection no later than September 30, 2013. In addition to the electronic submission, the verification report, signed by the division superintendent, must also be submitted by **Monday, September 30, 2013**. Early submission is strongly encouraged.

A detailed listing of the data elements on the EOY MSC will be posted on the Virginia Department of Education’s Web site at

[http://www.doe.virginia.gov/info\\_management/data\\_collection/master\\_schedule\\_collection/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml).

Questions or concerns relating to the 2012-2013 EOY MSC should be directed to Educational Applications by e-mail at [RESULTSHELP@doe.virginia.gov](mailto:RESULTSHELP@doe.virginia.gov) or by phone at (804) 229-2099.

More details about the State Fiscal Stabilization Fund may be accessed on the VDOE Web site at [http://www.doe.virginia.gov/school\\_finance/arra/stabilization/index.shtml](http://www.doe.virginia.gov/school_finance/arra/stabilization/index.shtml). More information on Indicators (b)

(1), (b)(2), and (b)(3) can be found on the SFSF Phase 2 Application, pages 59-63. Questions about indicator (b)(1) should be directed to Bethann Canada, director, Office of Educational Information Management, by e-mail at [Bethann.Canada@doe.virginia.gov](mailto:Bethann.Canada@doe.virginia.gov) or by phone at (804) 225-2951. Questions about indicators (b)(2) and (b)(3) should be directed to the Office of Student Assessment by e-mail at [student\\_assessment@doe.virginia.gov](mailto:student_assessment@doe.virginia.gov) or by phone at (804) 225-2102.

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