



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

June 28, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: NCES Identifiers for New Schools in 2013-14**  
**Due: July 31, 2013**

Each year, the Virginia Department of Education provides the National Center for Education Statistics (NCES) with general information on public schools in Virginia through the Common Core of Data (CCD) collection. The CCD collection requires each school to have an NCES Identifier. These NCES Identifiers are not only vital to the U.S. Department of Education, but they are also required on many federal grant applications.

In order to receive an NCES School Identifier for a new school, the [Request to Open/Close a School](#) form should be submitted for (1) new schools that will be opening in the 2013-2014 school year and beyond, and (2) changes in the organization of a school, center, or program that will affect the administration type. The form and instructions can be downloaded from the Department's Web site at [http://www.doe.virginia.gov/info\\_management/data\\_collection/educational\\_registry/index.shtml](http://www.doe.virginia.gov/info_management/data_collection/educational_registry/index.shtml).

Planned schools with an established opening date may be given a temporary name until an official name has been designated. As in past years, the deadline for submitting new school requests is July 31, 2013.

Questions or comments relating to the Request to Open/Close a School form should be directed to Vickie McCrary at [vickie.mccrary@doe.virginia.gov](mailto:vickie.mccrary@doe.virginia.gov) or (804) 225-2827.

PIW/SMW/vlm