

# **Instructions for submitting the Special Permission Credit Accommodation for Locally Awarded Verified Credit Eligibility Criteria Request for Review to the Virginia Department of Education**

## **Instructions for submitting to the Virginia Department of Education**

Once the excel form is completed and verified make sure your cursor is anywhere on the Data Entry tab/worksheet, then click save as and use the file name convention below:

schooldivisionname-datesubmitted **(Example: henricocounty-11-1-2018)**

Submit the form to VDOE through the Single Sign-on for Web Systems (SSWS) Dropbox as directed below. Do not submit via email. The process for sending the Special Permission Credit Accommodation through the SSWS Dropbox is as follows:

1. Log in to your SSWS Dropbox.
2. Under “To: School Division” use the drop-down menu to select “Virginia Department of Education.” Then under the “Receiver” field, use the drop-down menu to select **“Burnett, Zenia.”**
3. Next, select the drop-down menu for “CC: School Division” and select “Virginia Department of Education” and for the “Receiver” select **“Wynter, Beverly.”**
4. In the “Subject” field type in “Special Permission Credit Accommodation” and your school division name.
5. The “Select File” field should be set to “New.”
6. The last field is “File to Upload.” Click on “Choose File” to enter in the file name, including the full local path, or use the Browse button to select the file to be sent.
7. Click the submit button to send the file to each of the receivers selected.

The results of the VDOE review will be provided to the school division’s Special Education Director through the SSWS Dropbox.