



**#136-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #136-22**

DATE: June 24, 2022  
TO: Division Superintendents  
FROM: Jillian Balow, Superintendent of Public Instruction  
SUBJECT: **Procedures for Completing the 2022-2023 Educational Registry Application Data Collection**

Information collected in the Educational Registry Application (ERA) is the Virginia Department of Education's (VDOE) official means of identifying schools and staff for mailings, contacts for Web-based data submissions, and the Virginia Educational Directory. Items of particular importance include the division superintendent's contact information used for official communication with division superintendents, school-year calendar information, and the official names of all schools used in the School Quality Profiles, certificate creation, and official announcements from the Department.

The following changes to the ERA will be implemented for the 2022-2023 school year:

- Regional Centers are required to complete the Educational Registry Application Data Collection. Regional Centers should use the name and contact information of the director in lieu of a division superintendent.
- A new module to report Multi-Division Online Providers (MOPs) has been added to the list of data reporting and verification processes. This new module will allow school divisions to indicate which MOPs they contract with to provide curriculum and instructional services for a given school year. The new MOP Contracts module can be

found on the Division menu. This information will be used to verify MOP course data on the Master Schedule Collection such that completeness and accuracy are essential.

School divisions and regional centers are asked to keep the ERA current throughout the school year since VDOE relies on this data for communications to school divisions.

School divisions must identify a staff contact for all administrative areas as well as all SSWS applications and within SSWS.

Beginning July 5, 2022, updates to school division, regional center, school, and staff data can be made through the Educational Registry Application (ERA) [Web-based form](#) in the Single Sign-on for Web Systems (SSWS) portal.

The *Educational Registry Application Verification* form must be submitted by the division superintendent or regional center director through the Superintendent Data Collection Approval (SDCA) Application by August 19, 2022. Early completion is appreciated.

### For more information

Questions or comments relating to the Educational Registry Application should be directed to [Danielle Dooley](#) in the Office of Data Services.

JB/SMW/DAD