



#188-22

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #188-22

DATE: August 26, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Title IV, Part A Required Federal Reporting**

In compliance with the *Elementary Secondary Education Act of 1965* (ESEA), as amended by the *Every Student Succeed Act of 2015 section 4104(a)(2)*, the Local Education Agency (LEA) must report to the State on the degree to which it has made progress toward meeting objectives and outcomes in the approved Title IV, Part A application. In addition, State Education Agencies (SEA) have the responsibility of publicly reporting the degree to which the LEAs have made progress toward meeting the objectives and outcomes.

The Virginia Department of Education has developed the *Title IV, Part A Submission* application to collect the federally required data and produce a report for public viewing. Divisions will access the application through the Single Sign-On Web Systems (SSWS). Individuals who will be entering data need to obtain access by contacting their SSWS Account Manager designated for their respective school division.

Reporting will be conducted this year for the FY 2019 and FY 2020 Title IV, Part A awards. The Department will administer two collection windows. The collection window of the divisions' objectives and outcomes for the FY 2019 ESEA application will begin on Monday, September 26, 2022 and close on Friday, Nov. 4, 2022. The collection window for the FY 2020 ESEA application will be conducted at the beginning of the 2023 calendar year. The specific open and close dates will be communicated at a later date.

All school divisions, including those that transfer 100% of Title IV, Part A funds to another federal program, must report in the *Title IV, Part A Submission* application.

- School divisions that transfer 100% of their funds to another federal program are required to report in the SSWS application the federal programs to which their funds were transferred.
- School divisions that expend a portion of their Title IV, Part A award are required to report the following information:
 - The federal program to which a portion of the award was transferred, if applicable.
 - For the funds remaining in the Title IV, Part A award,
 - The objectives as written and approved in the most recent approved ESEA application.
 - The level of progress made for each objective as “Met or Exceeded”, “Progressing Toward”, or “Not Met” based upon data that supports the selection.
 - A description for each objective that uses data identified by the division in the objective that supports the selected level of progress.
 - The Title IV, Part A category supported by the objective (well-rounded education, safe and healthy students, and effective use of technology).

The division superintendent or designee must electronically verify the report in SSWS for final submission.

An introductory webinar on the Title IV, Part A Submission application will be conducted on Tuesday, September 20, 2022 at 9:00 a.m. via Zoom. The meeting can be accessed using the following information:

- [Join Zoom meeting](#)
- Meeting ID: 822 2338 8464
- Passcode: 184343

For more information

Questions regarding the Title IV, Part A, allocations or application process should be directed to Marsha Granderson, Title IV Coordinator, at Marsha.Granderson@doe.virginia.gov or (804) 786-1993.

JB/SLR/mc