



#078-21

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #078-21

DATE: March 26, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: Early College Scholars Certificates

The automated process for [Early College Scholars](#) certificates enables school divisions to print these certificates on-site through the [Single Sign-on for Web Systems \(SSWS\) portal](#). Access to the Certificate Generator application must be requested through the school division's SSWS account manager.

The Certificate Generator uses data from the Early College Scholars Program Code on the Spring Student Record Collection (Spring SRC) to prepare the certificates. Only students with a valid code for this data element will have a certificate created in the Certificate Generator.

In order for a student to be identified as participating on the Spring SRC, the student, their parents/guardians, the high school principal, and the school counselor must sign the Governor's Early College Scholars program agreement. On the Spring SRC, divisions will denote if the student completed the Early College Scholars Program agreement.

The codes for the Early College Scholars program are:

1 = Student has completed the Early College Scholars Program agreement; and

2 = Student has earned the Governor's Early College Scholars certificate.

The Certificate Generator will be populated with names of students who are included in the spring SRC and have been flagged in the Early College Scholars' field numbers 1 or 2. Students not identified in the spring records collection will not be included in the data file for printing certificates.

To print the certificates, log into SSWS and select *Certificate Generator* application. Select "Generate Certificate" on the right hand side in the menu that presents the option for printing the Early College Scholars certificates. Select "Early College Scholars" and a drop down menu will appear with the specific division and school name(s).

Certificates will be available after the successful completion of the Spring SRC. The Certificate Generator can be used to create single certificates, batches of certificates by school or division, or blank certificates. Certificates are available to print or for download in Portable Document Format (PDF).

For more information

For more information, please contact Sarah Bazemore, School Counseling Specialist, Office of Student Services, by email at Sarah.Bazemore@doe.virginia.gov, or by telephone at (804) 225-4024.

JFL/SB