Discipline, Crime, and Violence Report

Protocols for Submission and Resubmission of Data

School Year 2003-2004

These guidelines are designed to provide consistency and accuracy in the submission and resubmission of data for the Discipline, Crime and Violence Report. They are to be used only by those school divisions who feel that their data has been mistakenly entered, or if a data base error has occurred.

Protocol for Submission

- The Web submission process will begin August 2, 2004.
- If an extension is necessary, the division must contact VADOE before the window of submission closes.
- The closing date for the web submission is September 17, 2004.
- The division may submit as many times as necessary as long as the Web site is still open and no verification report has been signed.
- Upon successful receipt of the data, a verification report can be generated and printed by the division.
- Each division has a window of 5 business days to revise and resubmit their data before the verification report needs to be signed and faxed to VADOE.
- The "Safety Information Verification for Persistently Dangerous Schools" page may generate an "Aler*t*" that will indicate that a school will be cautioned. If this "Alert" appears, a second signature will be necessary.
- The signed verification page (s) should be faxed to VADOE.
- All signed verification page (s) must be received by September 30, 2004.
- Upon receipt of the signed verification report, the data becomes final.

Protocol for Resubmission After VADOE has Contacted the Division Concerning Questionable Data

- If the Web site has closed and verification report has been signed and submitted then the following procedure must be followed:
  - o E-mail or fax from the division superintendent to the Assistant Superintendent of Special Education and Special

Services at VADOE stating the changes to be made and the reason for the changes.
- o A phone call or an e-mail to the Data Administration Specialist for the Discipline, Crime and Violence report requesting that the web site needs to be opened and a detailed summary of intended changes.
- o Please note that the resubmission must be in the same electronic data format as the original submission.
- o After the Web submission is successful, regenerate the new verification report and have it signed and faxed to VADOE.

Protocol for Resubmission of Final Data Initiated by LEA That is Less Than One year Old

- If the Web site has closed but the verification report has not been signed then the division may send an e-mail request for an extension.
- If the Web site has closed and verification report has been signed and submitted then the following procedure must be followed if the final date is less than one year old.
    - o E-mail or fax from the division superintendent to the Superintendent of Public Instruction requesting a resubmission of data stating the changes to be made and the reason for the changes.
    - o Upon approval by the Superintendent of Public Instruction a phone call to the Data Administration Specialist for the Discipline, Crime and Violence report should be made to request that the Web site be opened and a detail summary of intended changes.
    - o Please note that the resubmission must be in the same electronic data format as the original submission.
    - o After Web submission is successful, regenerate the new verification report and have it signed and faxed.