GENERAL INSTRUCTIONS – PRE-LABOR DAY WAIVER SUBMISSION USING THE VIRGINIA DEPARTMENT OF EDUCATION SINGLE SIGN-ON FOR WEB APPLICATION SYSTEMS

Part I – SSWS General Information

Overview:

Single **S**ign-on for **W**eb **S**ystems (SSWS) is a portal through which school division personnel may access many of the Virginia Department of Education data collection processes and other applications. It is intended to provide a simple, secure, and reliable environment for access to all of the different types of education information managed by the divisions. SSWS, as the name implies, allows each user to have access to many different data collection processes as well as other applications with one single User Id and password. Security and access to data is maintained at the User Id level so that each user only has access to their information, and to only those applications that they need to see. User account security is maintained by the use of a password that is only known to the user.

The local SSWS Account Manager in each division is assigned the duties of maintaining the user accounts and granting access to applications. They must establish a user account for each person needing access, and grant each user in their division permission for access to each required application. Before a user can perform any work within SSWS, they must first be setup by their Account Manager and granted access to any required application modules.

Software / Hardware Requirements:
Standard office desktop computer equipment with an Internet connection is required, as is a browser such as Internet Explorer 5.5 or higher or Netscape 6.2 or higher.

Accessing SSWS:
From your WEB browser, enter the Web address (URL) for SSWS:
https://p1pe.doe.virginia.gov/ssws/login.page.do

The system will connect you to the VDOE Web server through a secure connection. Before access is granted you must first identify yourself. The system will prompt you for your User Name and Password. The user name is the user id established for you by the SSWS Account Manager. The password will have been communicated to you via e-mail or is one that you selected. Enter the requested information and click on the "Login" button.

You will either be presented with your SSWS welcome page, or a login error message. If you are given the "Login Incorrect" message, it indicates that either the user id or password you entered was not correct. Click on the "Click Here To Continue" link to try again. Please note that user id's and passwords are case sensitive, make sure you are using the correct case when typing the entries. Also please note that three failed login attempts will lock your account and the local SSWS Account Manager must unlock it for continued access.

After successfully logging in, the VDOE Sign-On Home Page will appear. The "menu" in the center of the page will display the systems you may access. Speak with your local SSWS Account Manager if you feel that there is an application that you should have access to but do not. They should be able to resolve the problem.

On the left of the SSWS page is a blue bar, which is the SSWS navigation bar. On it will be links to preprogrammed functions that you can use. Normally at this point the only one available will be "Log Out", used to sign you off of the system. The other way to sign off is simply to close the browser.

Forgotten Password:
If you are unable to login, but are sure you are entering the correct user id, it must mean that you have forgotten your password. A new one can be assigned to you by clicking on the "I Forgot My Password" link. This action will require you to enter your user id, and the e-mail address established for you for SSWS communications. Once all of the information has been correctly entered, an automatic e-mail will be sent to you with a new temporary password. You will be able to use that password one time to access SSWS.

Required Password Change:
From time to time users are required to change their password. This will happen at login time if the time period from the last password change has exceeded the limit. You will be prompted to enter a new password. It cannot be the same as the old one, and cannot be the same one used for several cycles in the past. You will be given system messages to indicate if the new password was accepted or you need to try again.

Temporary Passwords:
Any time the system generates a password for a user account, such as a forgotten password, or Account Manager password reset, it will be considered a temporary password. Temporary passwords are only valid for one login to SSWS, and the user will be required to change it at the first successful login.

E-mail Address:
Also required is an e-mail address that SSWS can use to communicate important information to you. It should be one that only you have access to, and can be a local, state, or personal account. This account will be used any time your password is automatically changed, or any of your other account information is changed. If an e-mail address has not been identified for you, a prompt will be presented by the system requesting you to enter the information. It is very important that the address entered is correct; the automated processes will use it to communicate with you. For this reason, you are required to enter the address twice to make sure there are no typing errors. In the case that a user has not logged in for some time, has forgotten their password, and has not established an e-mail address; they will need to visit their SSWS Account Manager. The Account Manager will establish their e-mail address for them and reset their password. The user will then need to read the automatically generated e-mail to learn the password and login to their SSWS account.

User Password and E-mail Change:
Each user has the ability to change his/her password when desired. A user can also change his/her e-mail address as needed. Both of these functions are links within the user interface of SSWS. It is recommended that the user should change his/her password whenever he or she feels that another user has discovered it. It should be noted that users can only change passwords every seven (7) days. The e-mail address must be changed any time the user changes e-mail services or is given a new address.

Part II – Accessing the Pre-Labor Day Waiver Opening

Once you have logged into the SSWS, you will view a menu with different options:
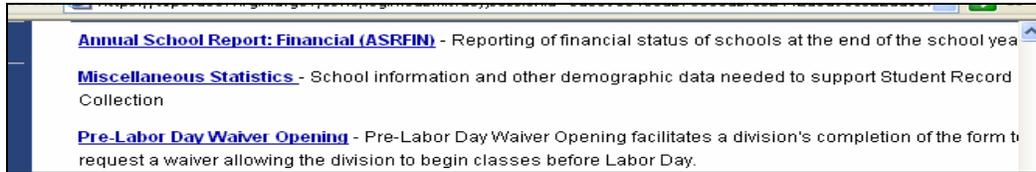
Please choose the option marked 'Pre-Labor Day Waiver Opening.' You will then be directed to the following screen where your school division name and number will be displayed. From this screen, please use the mouse to click on the name of your school division, and you will then be directed to a screen stating "Welcome to the Pre-Labor Day Waiver Opening Submission." While viewing this screen, you will have options on the left hand side of the screen marked as follows:
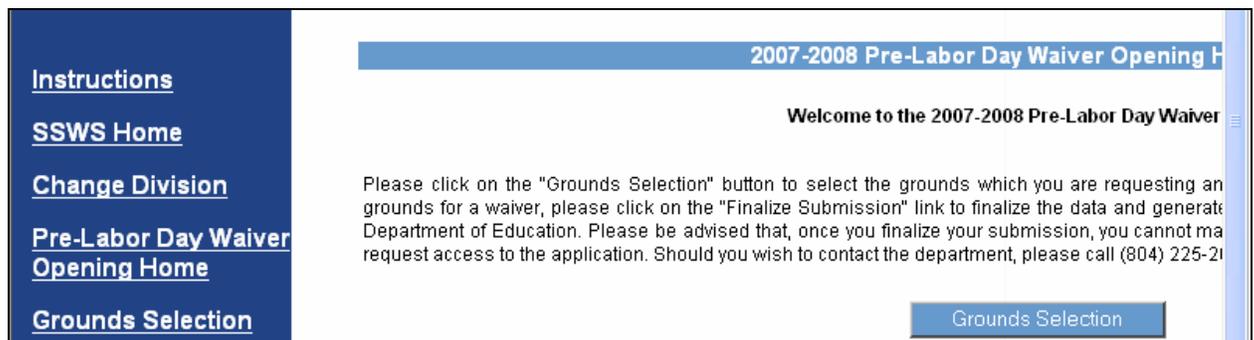
Please choose the option marked 'Pre-Labor Day Waiver Opening Home' to access the submission. At any time that you are logged into SSWS, you may exit the system at any time by clicking an option marked 'Logout', which can be found at the bottom of your screen.

Once you have clicked on the option for 'Pre-Labor Day Waiver Opening Home,' you will view the following screen:
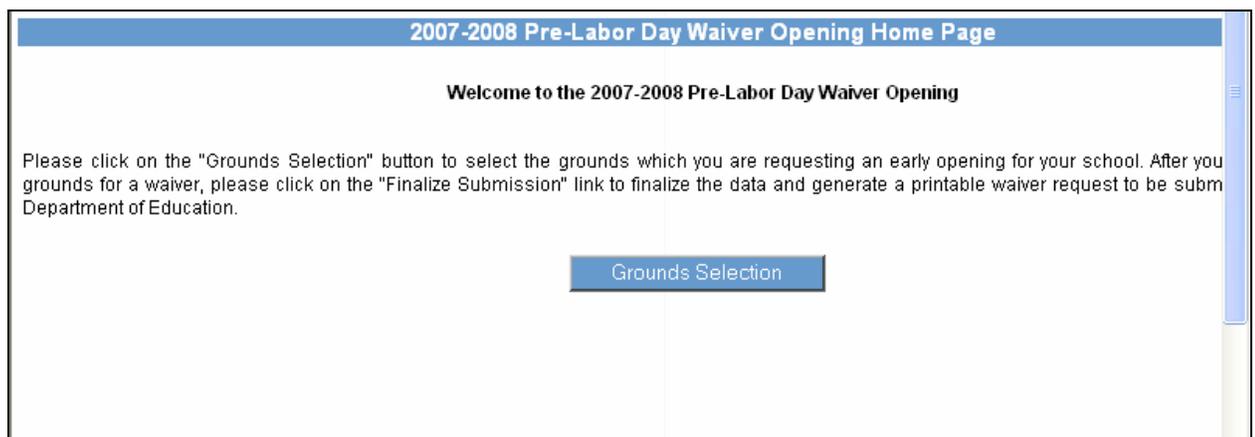
This screen gives you the option to select "Grounds Selection." Please choose this option and continue to the next screen.

If you are a division that **has not been approved** to operate an experimental/innovative program, you will then view a screen that contains the following:

If you are a division that **has been approved** to operate an experimental/innovative program, you will then view a screen that contains the following:

Before choosing the applicable grounds for your division, you must enter the date approved by the local school board. Please note that you cannot finalize the submission without entering this information.

You should also note that you can re-enter your data at any time by hitting the "Reset" button at the bottom of the screen.

Option 1: Number of Days Closed

Section 22.1-79.1 of the Code of Virginia states that the Board of Education may waive the requirement to open school after Labor Day if "A school division has been closed on average of eight days per year during any five of the last 10 years because of severe weather conditions, energy shortages, power failures, or other emergency situations…"

If this situation pertains to your division and your local school board has approved the request for an opening prior to Labor Day, please check the following "Number of Days Closed", as illustrated below:

You will see a table on this screen asking you to enter the number of days missed beginning with the most recent year, 2006-2007, and ending with 1997-1998. Once you have entered this information, you will receive a message on the screen indicating whether your division qualifies for a waiver under the criteria in the Code.

If your division qualifies for a waiver under option 1, you will see the message "Criteria Met" in green at the bottom of your screen. You may then click the "Save Grounds" button and continue to the next menu screen to finalize your submission.

If your division does not qualify for a waiver under option 1, you will see the message "Criteria Not Met" in red at the bottom of your screen. Should you receive this message, then the only options available to you are options 2 and 3 for dependent programs or experimental/innovative programs. These options are explained below.

Option 2: Dependency on Other Divisions

Section 22.1-79.1 of the Code of Virginia states that the Board of Education may waive the requirement to open school after Labor Day if "A school division is providing, in the school year for which the waiver is sought, an instructional program or programs in one or more of its elementary or middle or high schools, excluding the electronic classroom, which are dependent on and provided in one or more elementary or middle or high schools of another school division that qualifies for such waiver. However, any waiver granted by the Board of Education pursuant

to this subdivision shall only apply to the opening date for those schools where such dependent programs are provided…."

If this situation pertains to your division and your local school board has approved the request for an opening prior to Labor Day, please check the following "Dependency on Other Divisions", as illustrated below:
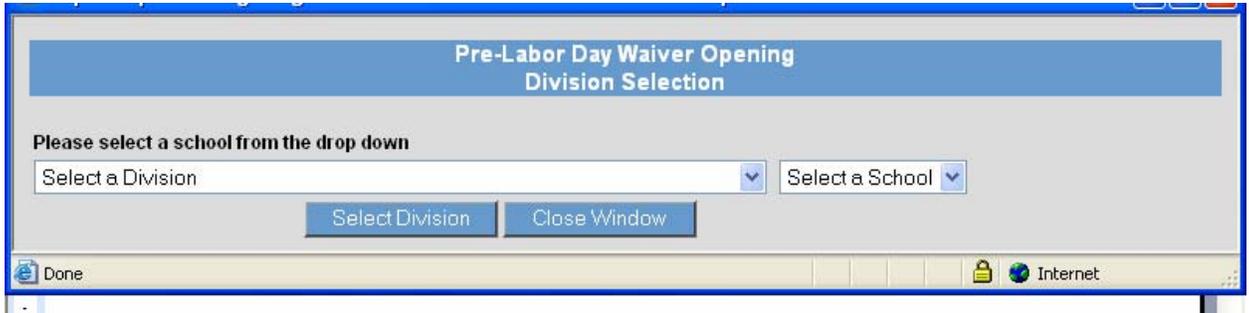

You will see a table asking that you identify the school in your division for which you are applying for the waiver. To do this, please select the down arrow under the "School" column and a textbox with a listing of schools in your divisions will appear. Please choose the applicable school from this box and then select the "Select School" option. Please note: The "Close Window" option simply closes the window and does not record your choice.

You will see a table asking that you identify both the school division and applicable school <u>outside of your division</u> upon which your school is dependent for its instructional programs. To make this selection, please select the down arrow under the "Select a Division" options and a textbox with a listing of divisions will appear. Please choose the applicable division from this box and take corresponding action for the "Select a School" option. Once finished, please select the "Select Division" option. Please note: The "Close Window" option simply closes the window and does not record your choices.

Once you have entered this information, you will need to provide a general description (no more than 25 characters) in the "Type of Program" field. This description pertains to the nature of the program dependency with another division. The dependency could include but not be limited to: 1) special education; 2) alternative education; 3) gifted education; 4) career and technical education; or 5) another type of regional program. Please be specific in your explanation as a lack of specificity could delay approval should the department need additional information.

Once these data have been entered, please provide information in the "Start Date" field regarding the proposed date for the dependent program. Please note that this date must be prior to Labor Day or you will receive an error message.

Once "Start Date" has been entered, you will need to specify the number of students affected by the dependent program in the "No. of Students from Applying Division Enrolled." Please enter the number of students (in whole numbers) in this table as follows:

Once this information has been entered for the first school in your division, you may then add other schools. The "Add Another School" button is designed to accommodate entries of greater than three schools.

Once all entries have been made, please choose the "Save Grounds" button. If there are errors in your submission, a text box will prompt you to view the errors in the following manner:

Please check the top of the screen for any error messages. Once errors have been reviewed and corrected, you may then choose the "Save Grounds" button again and you will then view a screen that will indicate that the grounds entered by you have been saved successfully.

Option 3: Innovative or Experimental Programs

Section 22.1-79.1 of the Code of Virginia states that the Board of Education may waive the requirement to open school after Labor Day if "A school division is providing its students, in the school year for which the waiver is sought, with an experimental or innovative program which requires an earlier opening date than that established in subsection A of this section and which has been approved by the Department of Education pursuant to the regulations of the Board of Education establishing standards for accrediting public schools. However, any waiver or extension of the school year granted by the Board of Education pursuant to this subdivision or its standards for accrediting public schools for such an experimental or innovative program shall only apply to the opening date for those schools where such experimental or innovative programs are offered generally to the student body of the school. For the purposes of this subdivision, experimental or innovative programs shall include instructional programs that are offered on a year-round basis by the school division in one or more of its elementary or middle or high schools."

If the Board has already approved one or more schools in your division to operate an experimental/innovative program, you will see an option in the system to select "Innovative or Experimental Program", as illustrated below:


You will see a table asking that you identify the school in your division for which you are applying for a continuation of an experimental/innovative program. To do this, please select the down arrow under the "School" column and a textbox with a listing of schools in your division will appear. Please choose the applicable school from this box and then select the "Select School" option. Please note: The "Close Window" option simply closes the window and does not record your choice.
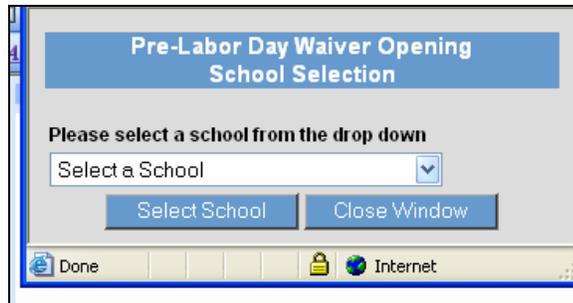
Once you have entered this information, you will need to choose "Select a Program Description" using the drop down box on the following screen. You may choose either "Experimental and/or Innovative" or "Year round program" as your options.
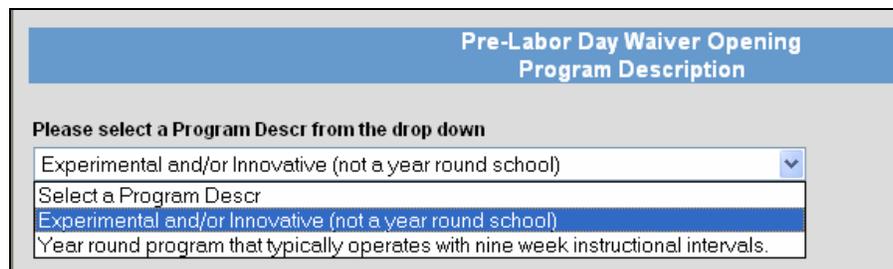
Once these data have been entered, please provide information in the "Start Date" field regarding the proposed date for the experimental/innovative program. Please note that this date must be prior to Labor Day or you will receive an error message.

Once this information has been entered for the first school in your division, you may then add other schools. The "Add Another School" button is designed to accommodate entries of greater than three schools.

Once all entries have been made, please choose the "Save Grounds" button. If there are errors in your submission, a text box will prompt you to view the errors in the following manner:

Please check the top of the screen for any error messages. Once errors have been reviewed and corrected, you may then choose the "Save Grounds" button again and you will then view a screen that will indicate that the grounds entered by you have been saved successfully.

Finalizing Your Submission

Once you have chosen the option or options for the Pre-Labor Day Waiver application and have selected "Save Grounds" for any of these options, you will be brought to the following screen:
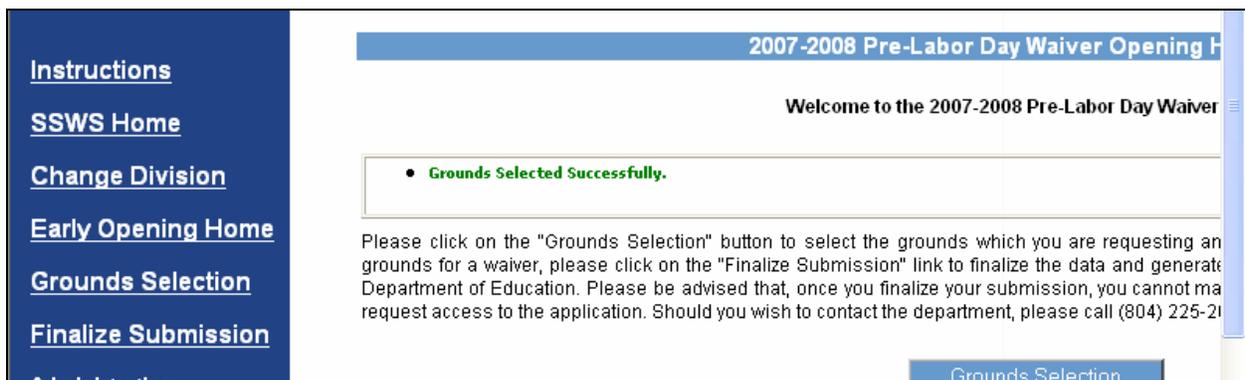
On the left hand side of the screen, you will see an option stating "Finalize Submission." If you have entered all necessary data for the options that you have chosen, you may click on this option in order to generate a waiver request form to be signed by the division superintendent and local school board chair. When you select this option, the following screen will appear:

Once you click "Ok", you will then view the following screen:

Please choose the option to "Generate Waiver Request" in order to access the form that must be signed and provided to the department. The form will look like this:

This report must be signed by the division superintendent and chairman of the school board and submitted to the Department of Education. When printing this page, you may access the "Printer Friendly" option in the upper right hand corner of the screen.

Approval of Your Submission

Once your information has been submitted in the SWSS system and the department has received a hard-copy of your division's signed waiver request, your submission will be reviewed for approval. You will be notified via e-mail from the e-mail address 'policydata@doe.virginia.gov' of the status of your request (either approval or denial). Should unusual circumstances exist where additional information is needed, the department will contact you via e-mail for specific information. For this reason, it is very important that the contact information for this application reflect the designated contact person for this issue.