

## 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

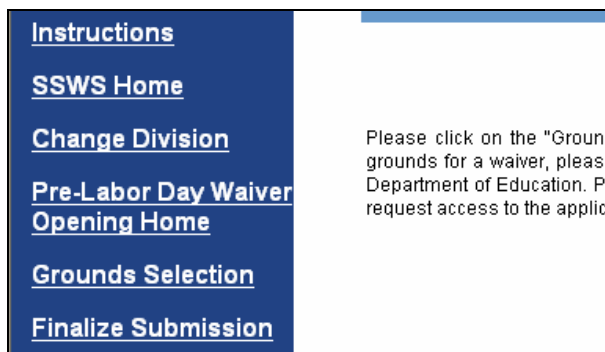
Please go to the following web link for general information regarding the SSWS system:  
[https://p1pe.doe.virginia.gov/ssws/sswswebapp/jsp/common/SSWS\\_User\\_Guide.pdf](https://p1pe.doe.virginia.gov/ssws/sswswebapp/jsp/common/SSWS_User_Guide.pdf)

### Part II – Accessing the Pre-Labor Day Waiver Opening

Once you have logged into the SSWS, you will view a menu with different options:

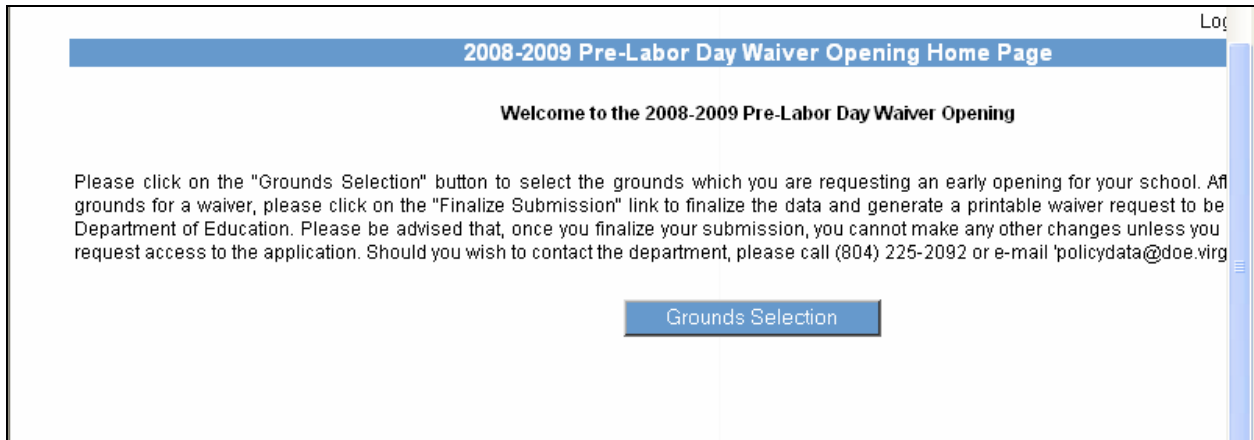
<p><a href="#">Miscellaneous Statistics</a> - School information and other demographic data needed to support Student Record Collection</p> <p><a href="#">Pre-Labor Day Waiver Opening</a> - Pre-Labor Day Waiver Opening facilitates a division's completion of the form to request a waiver allowing the division to begin classes before Labor Day.</p> <p><a href="#">SOQ Compliance</a> - SOQ Compliance System provides paperless process to collect the data regarding whether the school division is in compliance with the Standards of Quality or not.</p>
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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:



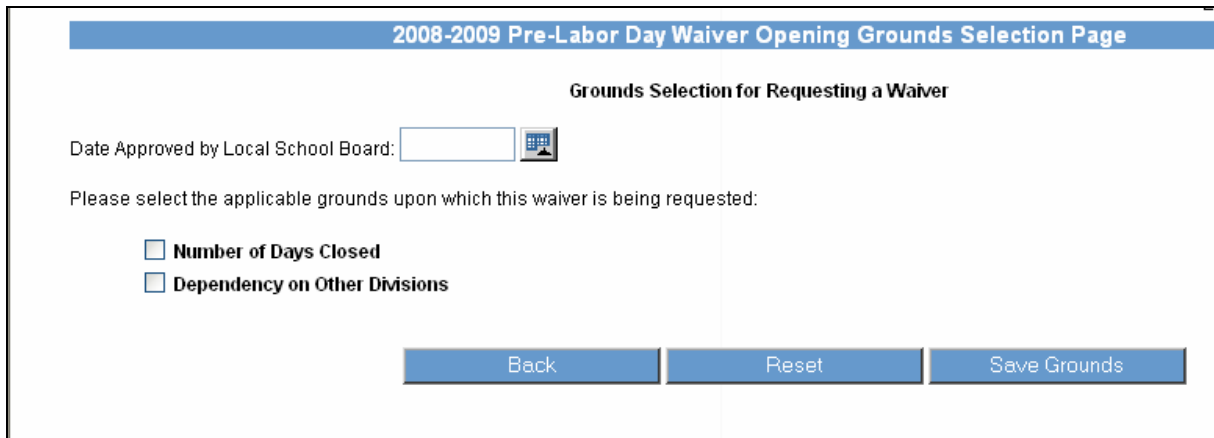
Please choose the option marked 'Pre-Labor Day Waiver Opening Home' to access the submission. At any time that you are logged into SSWS, you may exit the system by clicking an option marked 'Logout', which can be found at the bottom of your screen.

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:

2008-2009 Pre-Labor Day Waiver Opening Grounds Selection Page

Grounds Selection for Requesting a Waiver

Date Approved by Local School Board:

Please select the applicable grounds upon which this waiver is being requested:

Number of Days Closed

Dependency on Other Divisions

Innovative or Experimental Program

Back    Reset    Save Grounds


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. **New for the 2008-2009 school year: You cannot enter a date that is either: 1) the actual date that you are entering data in the SSWS system or 2) a date for future local board action. You can only enter a date prior to the day that you are accessing the system. Otherwise, you will receive an error message.**

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:

2008-2009 Pre-Labor Day Waiver Opening Grounds Selection	
<b>Grounds Selection for Requesting a Waiver</b>	
Date Approved by Local School Board:	01/03/2008 
Please select the applicable grounds upon which this waiver is being requested:	
<input checked="" type="checkbox"/>	<b>Number of Days Closed</b> This school division was closed an average of at eight instructional days in five of the past ten years due to power failures, or other emergency situations.
School Year	No. of Days Missed
2007 - 2008	<input type="text"/>
2006 - 2007	8
2005 - 2006	8
2004 - 2005	8
2003 - 2004	5
2002 - 2003	5
2001 - 2002	5

You will see a table on this screen asking you to enter the number of days missed. If your division entered data into the SSWS for Option 1 in last year, then the data you entered will automatically populate for the years 1997-1998 to 2006-2007. In this case, you only need to enter data for 2007-2008. If your division did not enter data into the SSWS last year, then you will need to enter data for the entire time period 1997-1998 to 2007-2008.

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. **(Please note: you must receive a formal e-mail from the department approving your request.)**

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:

Please select the applicable grounds upon which this waiver is being requested:

**Number of Days Closed**

**Dependency on Other Divisions**

The school division has one or more of its elementary, middle or high schools, excluding the elementary, middle, or high school of a dependent division, which are dependent on and provided in one or more elementary, middle, or high school of a dependent division which qualifies for a waiver based on item 1 above. Provide a list of each of the schools in your division and the schools in the other division upon which they are dependent on the sheet provided. Provide additional information requested.

**Note: Selecting a School or Dependent Division will open a new window.**

DEPENDENT SCHOOL INFO				
School	Dependent Division	Dependent School	Type of Program	Start
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

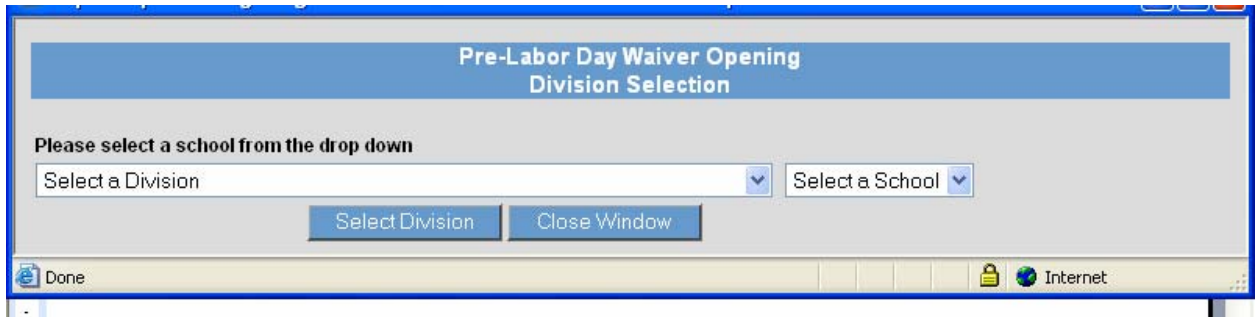
You will see a table asking that you identify the school in your division for which you are applying for the waiver. To do this, please select the down arrow under the “School” column and a textbox with a listing of schools in your division will appear. Please choose the applicable school from this box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

**Pre-Labor Day Waiver Opening School Selection**

**Please select a school from the drop down**

Select a School

Done Internet



You will see a table asking that you identify both the school division and applicable school outside of your division upon which your school is dependent for its instructional programs. To make this selection, please select the down arrow under the “Select a Division” option 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.

Information requested:

Selecting a School or Dependent Division will open a new window.

DEPENDENT SCHOOL INFO			
	Dependent Division	Dependent School	Type of Program
	▼	▼	
	▼	▼	
	▼	▼	

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.

*will open a new window.*

DEPENDENT SCHOOL INFO			
	Dependent School	Type of Program	Start Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

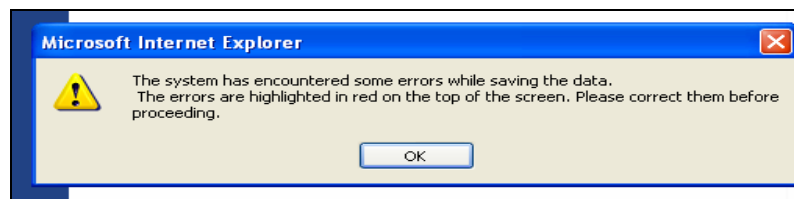
Once “Start Date” has been entered, you will need to specify the number of students affected by the dependent program in the “No. of Students from Applying Division Enrolled.” Please enter the number of students (in whole numbers) in this table as follows:

*ew window.*

DEPENDENT SCHOOL INFO				
Dependent School	Type of Program	Start Date	No. of Students from Applying Division Enrolled	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 state 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:

Please select the applicable grounds upon which this waiver is being requested:

- Number of Days Closed
- Dependency on Other Divisions
- Innovative or Experimental Program**  
The schools listed below are operating an experimental or innovative program that has been previously approved by the Board of Education prior to Labor Day. In accordance with action taken by the Board of Education in 2001, an evaluation of the results of each program is required. Evaluations are due to the department on September 1, 2007. Please contact the Office of Policy at (804) 225-2092 or policydata@doe.virginia.gov for additional information.

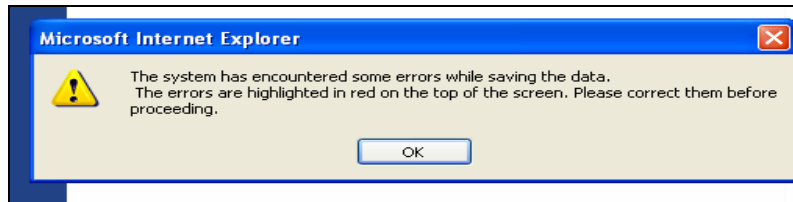
INNOVATIVE OR EXPERIMENTAL PROGRAM		
School	Program Description	State Board Approval Date

Refresh

You will see a table that will automatically populate all schools that have been approved by the state Board to open before Labor Day. The name of the school, the type of program, and the date approved by the state Board will be shown. Should your division have a school that you do not need to request an early opening for, you may delete the entry by clicking on the red “X” on right hand side of the screen next to the state Board approval date. Please note that you need to check the position of your cursor to ensure that it is point to the line for the correct school. Also, at any time, you may click the “Refresh School” button if you want to clear your entries and show all schools again.

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:

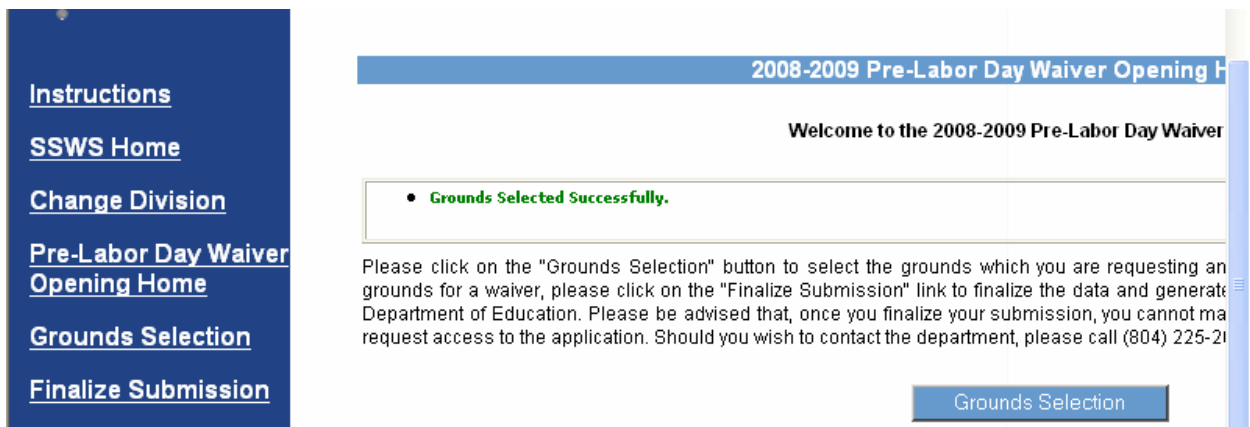




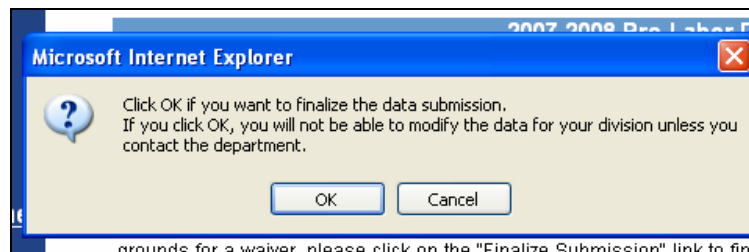
Please check the top of the screen for any error messages. Once errors have been reviewed and corrected, you may then choose the “Save Grounds” button again and you will then view a screen that will indicate that the grounds entered by you have been saved successfully.

### Finalizing Your Submission

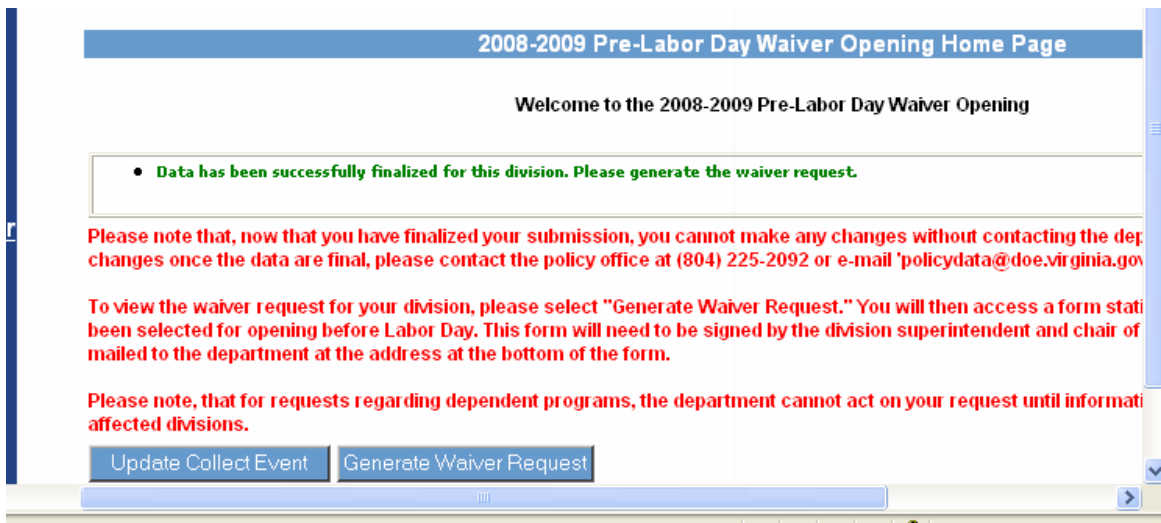
Once you have chosen the option or options for the Pre-Labor Day Waiver application and have selected “Save Grounds” for any of these options, you will be brought to the following screen:



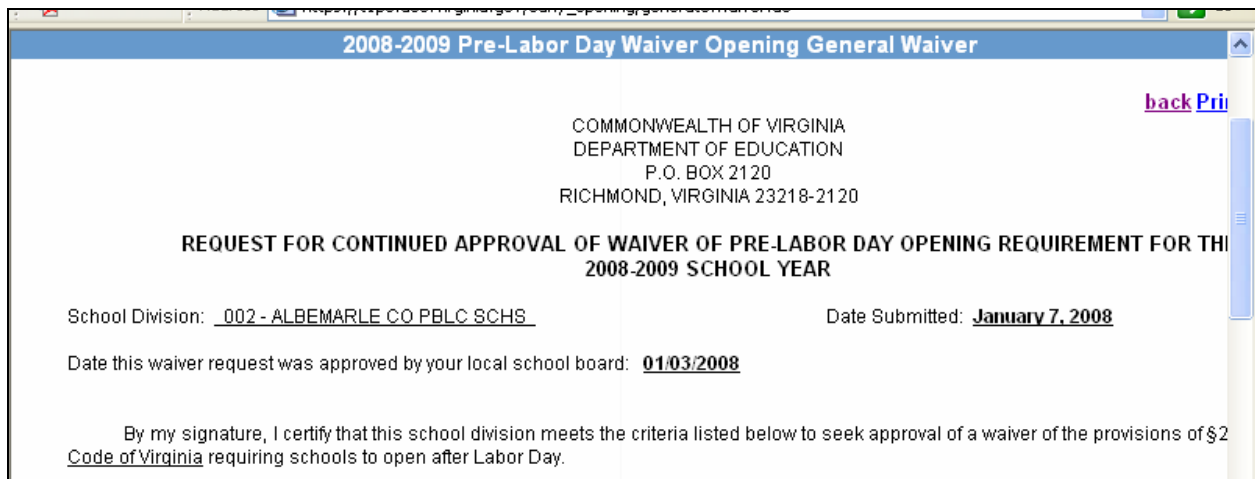
On the left hand side of the screen, you will see an option stating “Finalize Submission.” If you have entered all necessary data for the options that you have chosen, you may click on this option in order to generate a waiver request form to be signed by the division superintendent and local school 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.

The SSWS will be made available no later than 12:00 pm on Tuesday, January 22, 2008 for entries.