

## GENERAL INSTRUCTIONS – SOQ COMPLIANCE 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 SOQ Compliance Submission

Once you have logged into the SSWS, you will view a menu with different application options. Please choose the option marked 'SOQ Compliance.' 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 be directed to a screen stating "Welcome to the SOQ Data Collection."

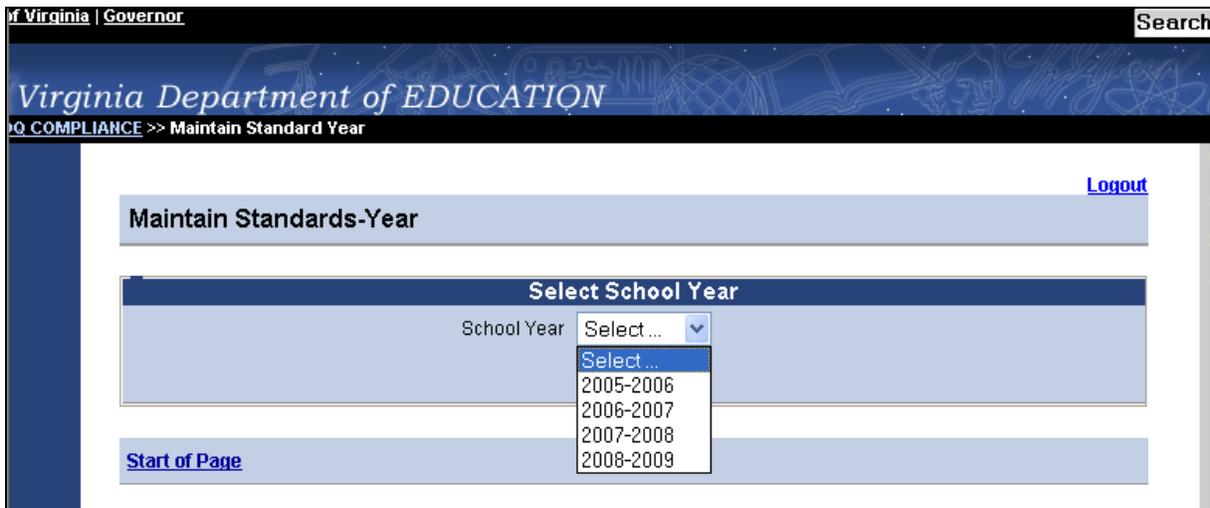
The screenshot displays the 'SOQ Compliance' interface. At the top, it shows the 'Virginia Department of EDUCATION' logo and a navigation menu with 'Menu >> SOQ Compliance'. A 'Logout' link is visible in the top right corner. The main heading is 'Educational Agencies Selection', followed by the instruction 'Please select one of the Educational Agencies listed below'. Below this is a table of school divisions.

SCHOOL DIVISIONS	
<a href="#">ACCOMACK CO (001)</a>	<a href="#">LEE CO (062)</a>
<a href="#">ALBEMARLE CO (002)</a>	<a href="#">LEXINGTON CITY (137)</a>
<a href="#">ALEXANDRIA CITY (101)</a>	<a href="#">LOUDOUN CO (053)</a>
<a href="#">ALLEGHANY CO (003)</a>	<a href="#">LOUISA CO (054)</a>
<a href="#">AMELIA CO (004)</a>	<a href="#">LUNENBURG CO (055)</a>

Once you have clicked on your division, you will view a screen with a welcoming greeting and a brief description of the submission. Once you can view the welcoming screen, you should click on the option 'Maintain Standards' on the right-hand side of your screen.



You will then view the following screen:



You should choose 2008-2009 as your option. **(Should you select a prior year, you will see in read-only form your division’s submission from last year.)** Once you have selected 2008-2009, you will view the following screen:

Compliance Status	Standards	Description	Current Status	Print Blank
-	<a href="#">STANDARD 1:</a>	INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 2:</a>	INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 3:</a>	ACCREDITATION, OTHER STANDARDS AND EVALUATION	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 4:</a>	STUDENT ACHIEVEMENT AND GRADUATION REQUIREMENTS	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 5:</a>	QUALITY OF CLASSROOM INSTRUCTION AND EDUCATIONAL LEADERSHIP	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 6:</a>	PLANNING AND PUBLIC INVOLVEMENT	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 7:</a>	SCHOOL BOARD POLICIES	Pending	<a href="#">Print</a>
-	<a href="#">STANDARD 8:</a>	COMPLIANCE	Pending	<a href="#">Print</a>
-	<a href="#">NON STANDARDS:</a>	CONTINUING CONTRACT PERSONNEL EVALUATIONS AND COMPULSORY SCHOOL ATTENDANCE LAWS AND TRUANCY	Pending	<a href="#">Print</a>

This screen gives you the option to select any of the eight (8) standards and one nonstandard or print the entire submission with no data entered, which you may wish to do if additional personnel are assisting with the submission. Please read carefully the notes at the top of the screen, which provide general information on the certification of compliance and submission of the signed verification form to the department. Also, please note that, until data for all eight (8) standards and one nonstandard have been successfully entered, you will continue to see a note in red at the bottom of the screen stating: **“You have not completed the data entry for all SOQ Compliance standards.”**

As an example, if you choose Standard 1 from the options noted in the screen above, you will view another screen that will go through each requirement of the standard in detail:

The screenshot shows a web form titled "Maintain Standards-Details" for the "2008-2009 School Year". The main heading is "STANDARD 1 : INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES." Below this, there are two sections for requirements:

- B.1.** The school division has implemented Standards of Learning objectives or the equivalent or standards that exceed the Board of Education's requirements.  Yes  No
- Explanation/Corrective Action :** (Please enter if No selected) [Text input field]
- B.2.** The school division expects students to achieve the educational objectives established by the school division at appropriate age or grade levels.  Yes  No

You will continue to fill out data in a similar form for all eight (8) standards and one nonstandard. You may use either the mouse or the tab key on your keyboard to move between fields within the submission. When you have finished entering data for a particular standard, you will see options at the bottom of the screen once the entire standard has been reviewed.

This screenshot shows a portion of the form with a "Save" button and a "Start of Page" link. The text above the button describes requirement O.1: "The school board provides support services necessary for the efficient and cost-effective operation and maintenance of the schools including services provided by the school board members; the superintendent; assistant superintendents; student services (including guidance counselors, social workers, and homebound, improvement, principal's office, and library-media positions); attendance and health positions; administrative, technical, and clerical positions; operation and maintenance positions; educational technology positions; school nurses; and pupil transportation positions." Below this text is an "Explanation/Corrective Action" field and a "Save" button. At the bottom, there is a "Start of Page" link.

You must click on "Save" before you leave each standard in order for your work not to be lost. You do not have to answer each question in order to save your work. You can save at any time and come back to a particular standard to complete it.

Once you have finished entering your data and have hit the "Save" button, you can go back to other standards by clicking the "Maintain Standards List" at the top of your screen.

You must answer all questions for all standards in order to access the certification form that is to be signed by the division superintendent and chairman of the school board. To check the status of each standard, you may view the data on the right-hand side of the screen.

Compliance Status	Standards	Description	Current Status	Print Blank
No	<a href="#">STANDARD 1:</a>	INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 2:</a>	INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL	Complete	<a href="#">Print</a>
No	<a href="#">STANDARD 3:</a>	ACCREDITATION, OTHER STANDARDS AND EVALUATION	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 4:</a>	STUDENT ACHIEVEMENT AND GRADUATION REQUIREMENTS	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 5:</a>	QUALITY OF CLASSROOM INSTRUCTION AND EDUCATIONAL LEADERSHIP	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 6:</a>	PLANNING AND PUBLIC INVOLVEMENT	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 7:</a>	SCHOOL BOARD POLICIES	Complete	<a href="#">Print</a>
Yes	<a href="#">STANDARD 8:</a>	COMPLIANCE	Complete	<a href="#">Print</a>
Yes	<a href="#">NON STANDARDS:</a>	CONTINUING CONTRACT PERSONNEL EVALUATIONS AND COMPULSORY SCHOOL ATTENDANCE LAWS AND TRUANCY	Complete	<a href="#">Print</a>

When the current status column reads “Complete” for each entry, you may then click the “Submit to VDOE” button as well as the check box to the left of the button. If any of the entries shows a “Pending” status, you must go back and check the submission because you will be unable to access any certification forms.

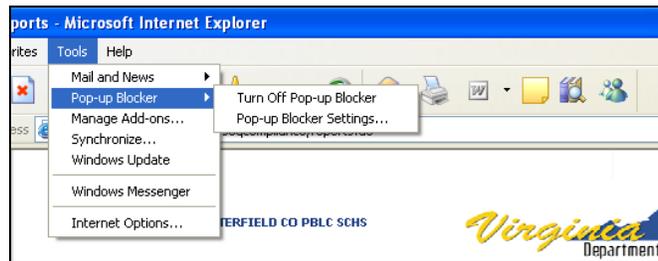
Once you have reviewed the data, you can click on the “Submit to VDOE” button at the bottom of the screen. After you submit your report, please note that you will be unable to make any further edits without contacting the department. A message at the bottom of the screen will be displayed:

Once, all eight standards and one nonstandard have been reviewed and all required data entry has been completed. Submit this data to VDOE by clickion on Submit to VDOE button.please be aware that once you submit data to VDOE, you will not be able to edit your information unless you contact the Division of Policy and Communications within the department for permission at either (804) 225-2092 or at [policydata@doe.virginia.gov](mailto:policydata@doe.virginia.gov)

If you have clicked on “Submit to VDOE”, you will then be able to generate the complete Superintendent’s Verification Report. To access this report, please click on the “Reports” option on the right hand side of the screen. **(New for 2008-2009: You can now access the verification report even if you have not finalized your data and submitted your report to VDOE. To access a report that is not yet finalized, use the reports toolbar on the right hand side of the screen to go to the Verification Report. You can generate the report and it will produce a PDF**

**document that will display your answers to the questions for each standard and nonstandard but the document will not produce a verification page for signatures [the first page of report.] The signature page will be produce after you finalize the submission.)**

To generate the verification report, your browser popup must be turned off in order to Export/View the report. If you have google toolbar installed, select "Ctrl" key when Exporting/Viewing the report. You may also turn off the popup blocker in the manner illustrated below:

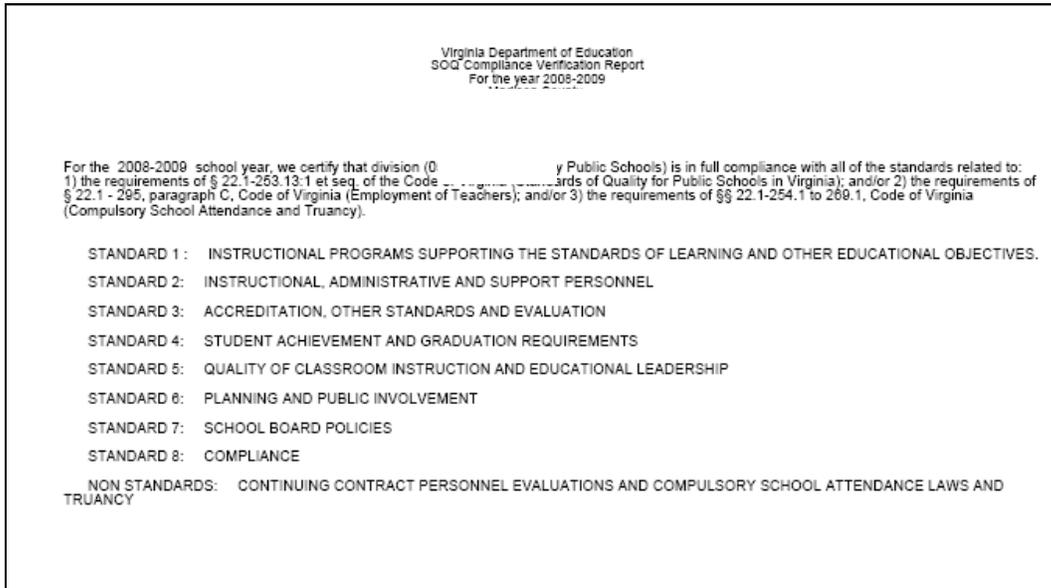


To generate the verification report, choose the option marked “Verification Report.” Once you have chosen this option, you will view the following screen:



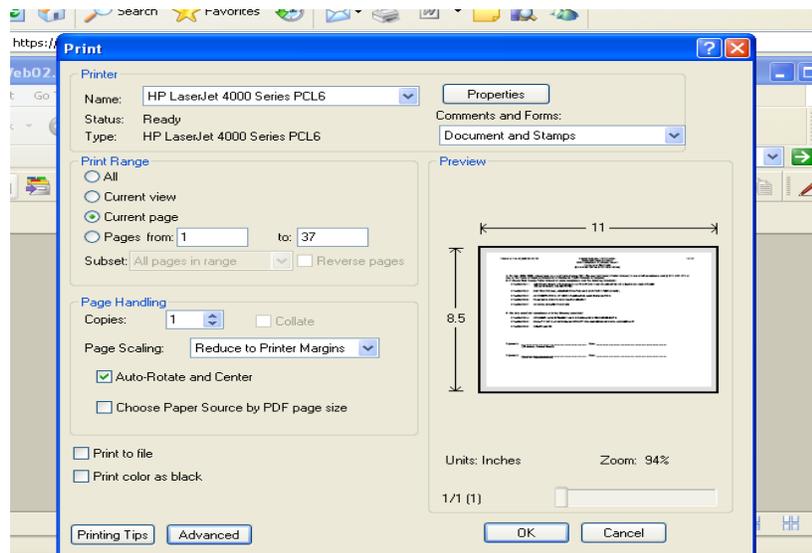
You should choose the option marked “View Report” and allow several minutes for the report to generate. Once the report is ready, you will be given the option to open the report or save it to your computer.

Once the PDF file of your report is generated and your submission is finalized, it will be displayed in PDF format and look similar to the screen shot below:



The first page of the report must be signed by the division superintendent and chairman of the school board and submitted to the Department of Education. **Please do not send the entire report to the department, only the certification page.**

The entire PDF report is rather lengthy (approximately 49 pages). If you would prefer to print only the certification page, use the “Current Page” option from the Print Range section of the print menu:



Instructions for transmitting **only the signed certification sheet** are outlined in the Superintendent's Memo.