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

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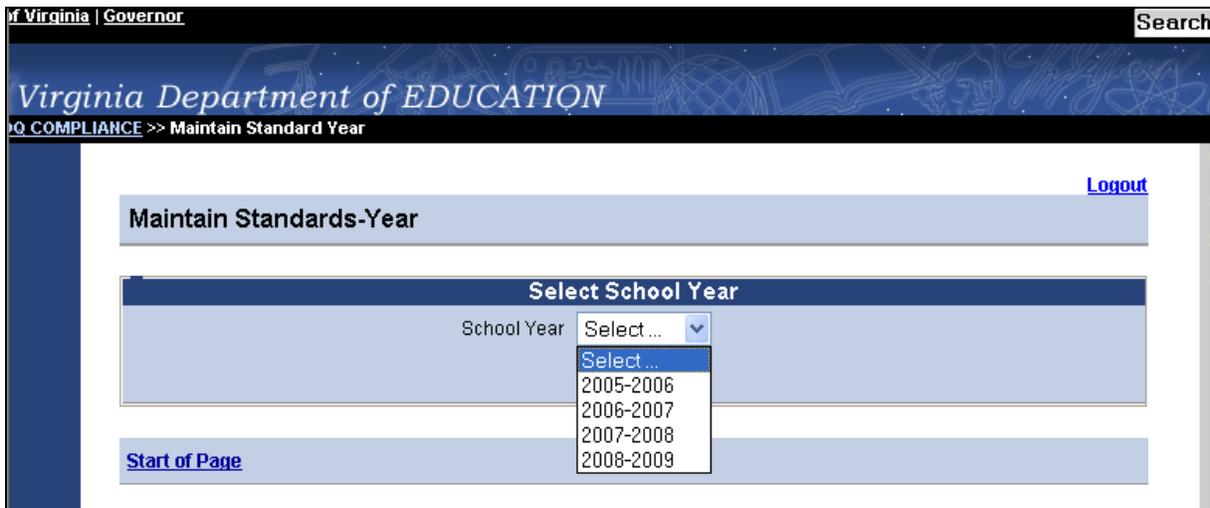
Once you have clicked on your division, you will view a screen with a welcoming greeting and a brief description of the submission. Once you can view the welcoming screen, you should click on the option 'Maintain Standards' on the right-hand side of your screen.

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

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:

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.

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	STANDARD 1 :	INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.	Complete	Print
Yes	STANDARD 2:	INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL	Complete	Print
No	STANDARD 3:	ACCREDITATION, OTHER STANDARDS AND EVALUATION	Complete	Print
Yes	STANDARD 4:	STUDENT ACHIEVEMENT AND GRADUATION REQUIREMENTS	Complete	Print
Yes	STANDARD 5:	QUALITY OF CLASSROOM INSTRUCTION AND EDUCATIONAL LEADERSHIP	Complete	Print
Yes	STANDARD 6:	PLANNING AND PUBLIC INVOLVEMENT	Complete	Print
Yes	STANDARD 7:	SCHOOL BOARD POLICIES	Complete	Print
Yes	STANDARD 8:	COMPLIANCE	Complete	Print
Yes	NON STANDARDS:	CONTINUING CONTRACT PERSONNEL EVALUATIONS AND COMPULSORY SCHOOL ATTENDANCE LAWS AND TRUANCY	Complete	Print

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:

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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

[Submit to VDOE]

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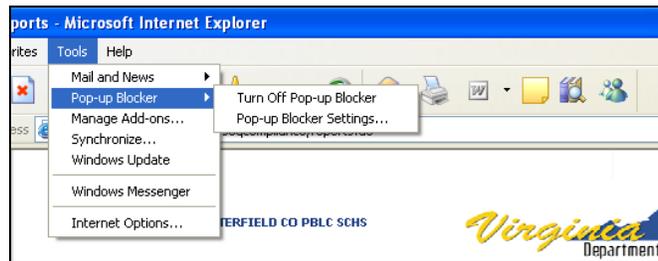
To generate the verification report, choose the option marked "Verification Report." Once you
have chosen this option, you will view the following screen:

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 <u>and</u> your submission is finalized, it will be displayed in PDF format and look similar to the screen shot below:
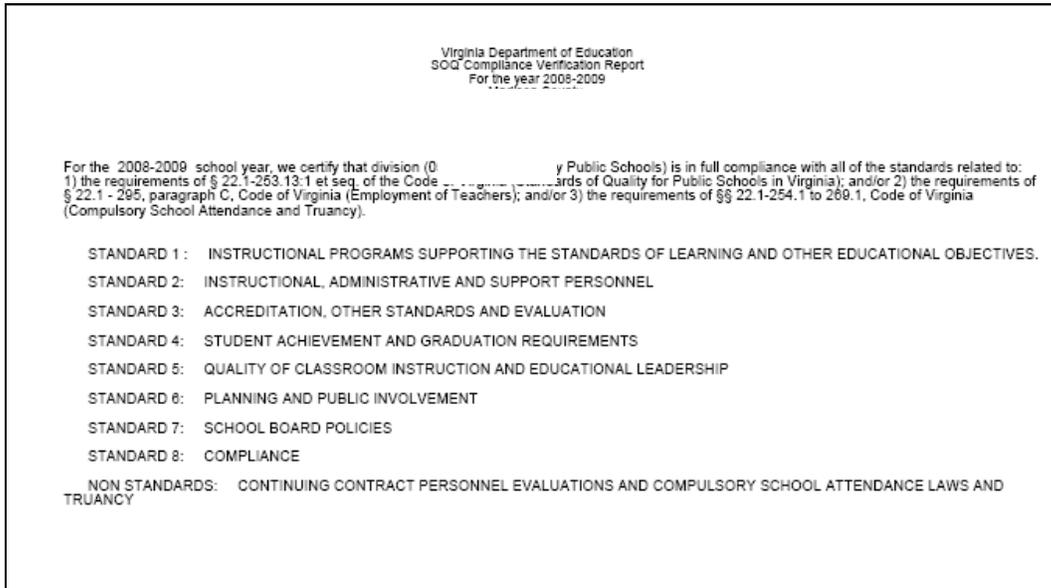
The first page of the report must be signed by the division superintendent and chairman of the school board and submitted to the Department of Education. **Please do not send the entire report to the department, only the certification page.**

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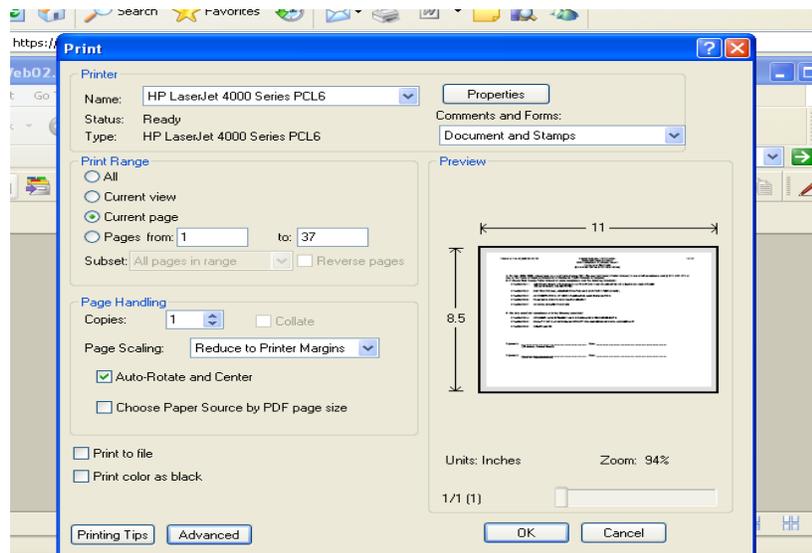
Instructions for transmitting **only the signed certification sheet** are outlined in the Superintendent's Memo.