

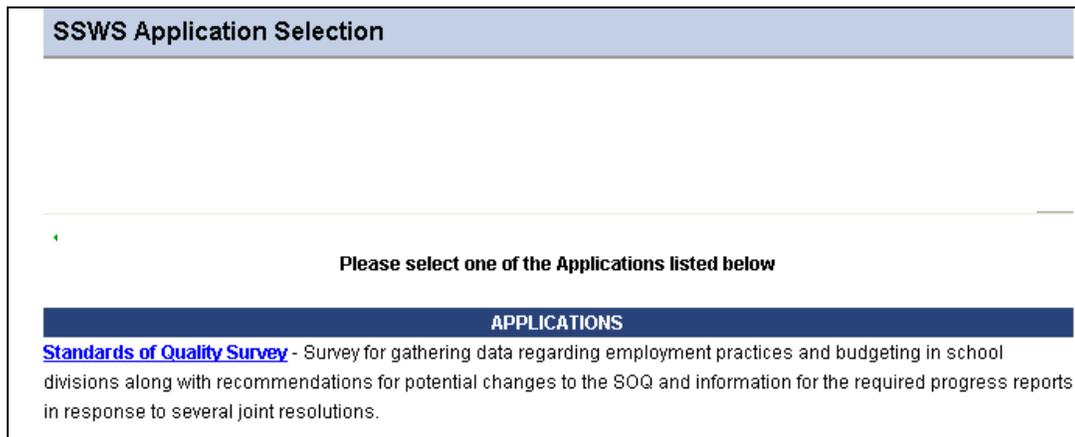
GENERAL INSTRUCTIONS – *STANDARDS OF QUALITY* (SOQ) SURVEY SUBMISSION  
USING THE VIRGINIA DEPARTMENT OF EDUCATION’S SINGLE SIGN-ON FOR WEB  
APPLICATION SYSTEMS (SSWS)

**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 Survey**

Once you have logged into the SSWS, you may view a menu with different application options.  
Please choose the option marked ‘*Standards of Quality Survey.*’



**SSWS Application Selection**

---

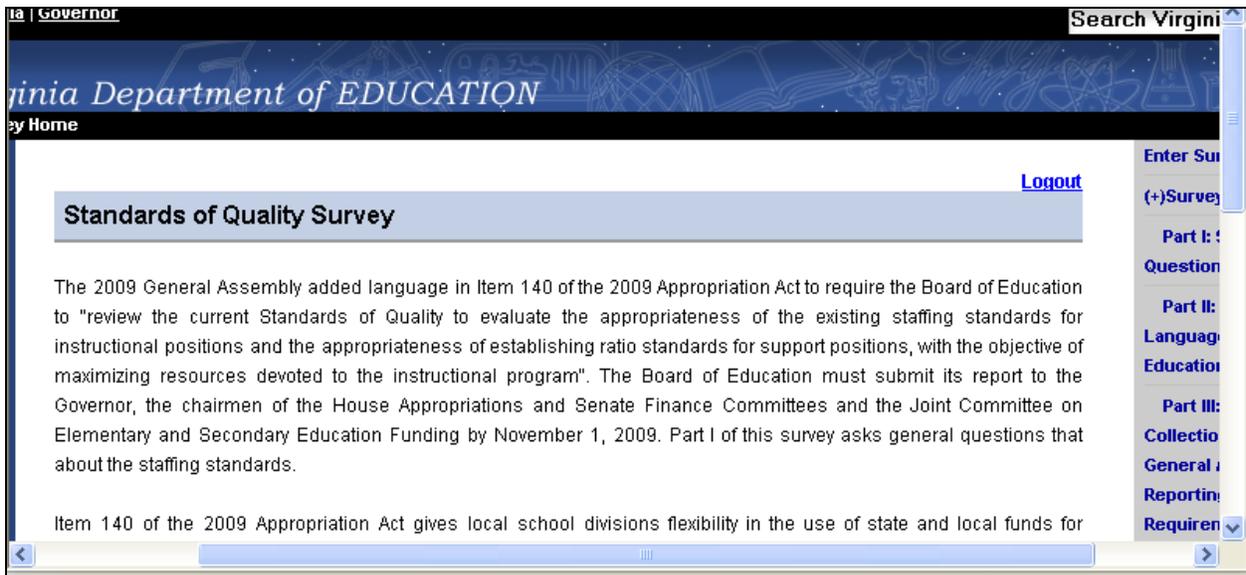
Please select one of the Applications listed below

**APPLICATIONS**

[Standards of Quality Survey](#) - Survey for gathering data regarding employment practices and budgeting in school divisions along with recommendations for potential changes to the SOQ and information for the required progress reports in response to several joint resolutions.

You will view a screen with a welcome greeting and a description of the submission, which you should read before entering your data. Once you view the welcome screen and have read the background information, you should click on the option 'Enter Survey' on the right hand side of your screen.

You will then view the following screen:



Please note that you can navigate any of the three survey sections by choosing the appropriate option on the right hand side of your screen. Also, you can view any instructions for the survey and supplemental materials there as well.

## Part I: SOQ Questions

The questions contained in Part I of the survey are as follows:

**Question 1:** Should there be specific staffing standards for some or all support positions as there are for instructional positions? **(Please note: You can select only one answer to this question.)**

Yes, for all support standards \_\_\_\_\_  
Yes, for some support standards but not all \_\_\_\_\_  
No, no specific support standards needed \_\_\_\_\_

If you answered yes for either some or all support standards, what recommendations do you offer for support staffing? **(Please note: If you answered No to this question, please enter "N/A". Also, if you are providing explanatory information, your response is limited to 140 characters.)**

**Question 2:** Of the positions noted below, which fall into the SOQ support category, which are the five most critical to your division in regards to student achievement? **Please check exactly five (5).**

Superintendent
Assistant Superintendent
Instructional Professional
Instructional Technical Clerical
Attendance and Health (This option excludes school nurses.)
School Nurse
Administration Administrative
Administration Technical Clerical
Technology Professional
Technology Technical Clerical
Operations & Maintenance Professional
Support Technology Standard Professional
School Based Clerical
Operations & Maintenance Technical Clerical

**Question 3:** Do you have any recommendations regarding revisions to the staffing standards for: 1) career and technical education (CTE); 2) special education; and/or 3) gifted education? Check all that apply. **If you do not have recommendations, then please check only "No Recommendation."**

CTE  
Special Education  
Gifted Education  
No Recommendation

If you checked any or all of these categories, what are your recommendations? (**Please note: If you answered No to this question, please enter “N/A”. Also, if you are providing explanatory information, your response is limited to 140 characters.**)

**Question 4:** Does your division employ more staff than what is prescribed in the SOQ for instructional and/or support positions? **You will answer Yes or No to this question.**

If yes, what are your division staffing standards? (**Please note: If you answered No to this question, please enter “N/A”. Also, if you are providing explanatory information, your response is limited to 140 characters.**)

**Question 5:** On a scale of one to seven, please rank the categories in this table according to the greatest challenges that affect staffing within your school division. **Rank each category according to a scale of 1 to 7, with one being the area of greatest challenge and 7 being the area of least challenge.**

Challenges	Rank Here	What staffing standards are needed in order for you to meet these challenges?
Population of Special Education Students	<b>Do not duplicate a ranking number.</b>	What staffing standards are needed in order for you to meet the challenge posed by the population of special education students? <b>(Your response is limited to 140 characters.)</b>
Population of English Language Learners	<b>Do not duplicate a ranking number.</b>	What staffing standards are needed in order for you to meet the challenge posed by the population of English language learners? <b>(Your response is limited to 140 characters.)</b>
Population of Economically Disadvantaged	<b>Do not duplicate a ranking number.</b>	What staffing standards are needed in order for you to meet the challenge posed by the population of economically disadvantaged students? <b>(Your response is limited to 140 characters.)</b>
Transient Student Populations	<b>Do not duplicate a ranking number.</b>	What staffing standards are needed in order for you to meet the challenge posed by the population of transient students? <b>(Your response is limited to 140 characters.)</b>
Teacher Shortages	<b>Do not duplicate a ranking</b>	What staffing standards are needed in order for you to meet the challenge posed by the teacher shortages? <b>(Your response is</b>

	<b>number.</b>	<b>limited to 140 characters.)</b>
School Division Staff Turnover	<b>Do not duplicate a ranking number.</b>	What staffing standards are needed in order for you to meet the challenge posed by the school division staff turnover? <b>(Your response is limited to 140 characters.)</b>
Parental Involvement	<b>Do not duplicate a ranking number.</b>	What staffing standards are needed in order for you to meet the challenge posed by parental involvement? <b>(Your response is limited to 140 characters.)</b>

If your division faces challenges not listed above, please provide additional detail. **If not, enter “N/A”. (If you are providing explanatory information, your response is limited to 140 characters.)**

**Question 6:** What kind of flexibility do you need within Standard 2 for 2009-2010 and beyond? Is there a specific area or student population in your division that would benefit from increased flexibility? Should Standard 2 be modified to provide flexibility? **(Your response is limited to 140 characters.)** Enter Yes or No.

If yes, then please provide additional detail. **(Please note: If you answered No to this question, please enter “N/A”. Also, if you are providing explanatory information, your response is limited to 140 characters.)**

**Question 7:** School divisions receive funding related to the *Standards of Quality* (SOQ) that is used for both instruction and support services. School divisions are permitted to use funding for support services in the SOQ to provide instruction in the classroom. Keeping this in mind, what percent of the SOQ support services funding that your division receives is used to provide instruction at either the school or classroom level? **(This question relates to positions that deliver instruction directly into the classroom.)**

<p><b>Range – (only one box can be checked)</b></p> <p>0 to 10%</p> <p>10% to 25%</p> <p>25% to 50%</p> <p>More than 50%</p>
--

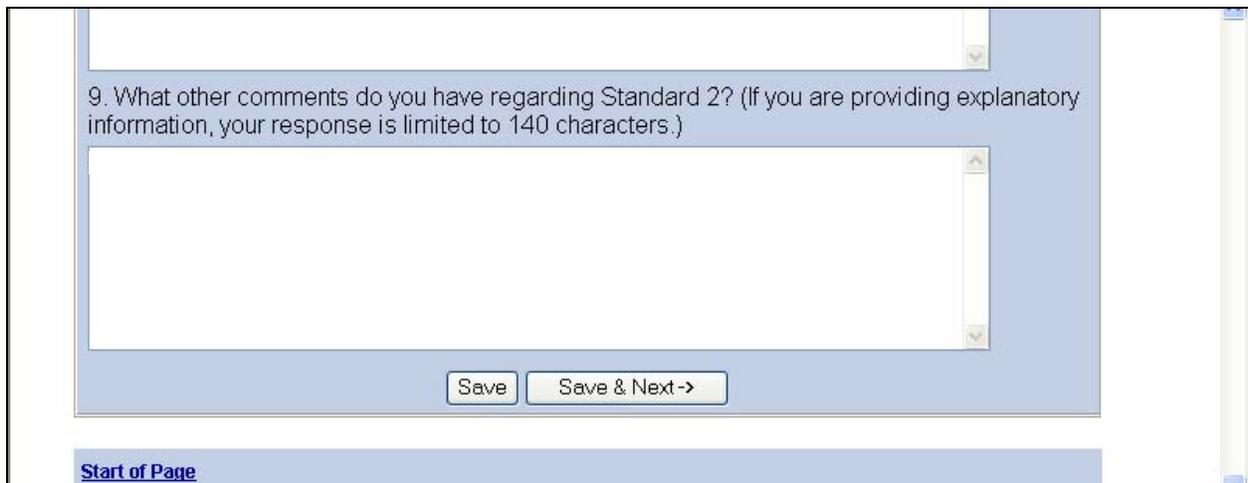
**Question 8:** What percent of your support services funding is used to support schools by contracting for services?

<p><b>Range – (only one box can be checked)</b></p> <p>0 to 10%</p> <p>10% to 25%</p> <p>25% to 50%</p> <p>More than 50%</p>
--

Please name the top three areas where contractual services are used. **(Your response is limited to 140 characters.)** \_\_\_\_\_

**Question 9:** What other comments do you have regarding Standard 2? **(If you are providing explanatory information, your response is limited to 140 characters.)**

All questions for Part I of the survey will be displayed on one screen in SSWS. After you have reviewed all nine questions, you will view the following options on the bottom of the screen.



9. What other comments do you have regarding Standard 2? (If you are providing explanatory information, your response is limited to 140 characters.)

Save Save & Next ->

Start of Page

You will have the option to save your data, which enables you to exit the survey and come back to it later without losing the answers that you have recorded. You may also choose the option 'Save & Next', which allows you to move to the remaining parts of the survey. **Please be advised that you cannot successfully save your data without recording entries for all questions in any part of the survey. Should you attempt to save your data without filling in all requested information, you will be prompted to fill in information for those questions where an answer is needed. The prompt will direct you to a red shaded area where information is missing.**

## **Part II: Flexibility Language – Board of Education**

Once you leave Part I, you will then review the following screen:

The screenshot shows a web browser window with the Virginia Department of Education logo and navigation links. The main content area is titled "2009-2010 Standards of Quality Survey" and "Part II: Flexibility Language - Board of Education". It contains three questions with input fields for whole numbers. A sidebar on the right contains a list of survey parts and a "Logout" link.

The questions contained in **Part II** are as follows:

**Question 1:** How many reading specialists will you employ for the 2009-2010 school year?  
(Please enter a whole number.)

Of these, how many will be employed using Early Intervention Reading Initiative funds?  
(Please enter a whole number.)

How many mathematics specialists will you employ for the 2009-2010 school year?  
(Please enter a whole number.)

Of these, how many will be employed using Algebra Readiness funds? (Please enter a whole number.)

**Question 2:** How many additional teachers above the minimum required by the SOQ will be employed using funds from the SOQ Prevention, Intervention, and Remediation account to supplement instruction to identified students who are English Language Learners for the 2009-2010 school year? (Please enter a whole number.)

**Question 3:** How many of the following will be employed using funds from the SOQ instructional technology resource teacher funding for the 2009-2010 school year?

<p style="text-align: center;"><b>Area – Please enter a whole number.</b></p> <p style="text-align: center;">Data Coordinators Instructional Technology Resource Teachers Data Coordinator/Instructional Technology Resource Teachers</p>
---

All questions for Part II of the survey will be displayed on one screen in SSWS. After you have reviewed all three questions, you will view the same option on the bottom of the screen.

**However, you will have the option with both Parts II and III to go back to the previous sections of the survey.**

You will have the option to save your data, which enables you to exit the survey and come back to it later without losing the answers that you have recorded. You may also choose the option 'Save & Next', which allows you to move to the remaining parts of the survey. **Please be advised that you cannot successfully save your data without recording entries for all questions in any part of the survey. Should you attempt to save your data without filling in all requested information, you will be prompted to fill in information for those questions where an answer is needed. The prompt will direct you to a red shaded area where information is missing.**

### **Part III: Data Collection - Other General Assembly Reporting Requirements (Resolutions)**

Once you leave Part III, you will then review the following screen:

The screenshot shows a web browser window with the Virginia Department of Education logo at the top. Below the logo, there is a navigation bar with 'Survey Home >> Enter Survey' and a 'Logout' link. The main content area is titled '2009-2010 Standards of Quality Survey' and contains a section for 'Part III: Data Collection - Other General Assembly Reporting Requirements (Resolutions)'. The first question is '1. HJ651, Project Lead the Way. Will your school division participate in this project for the 2009-2010 school year?' with radio button options for 'Yes' and 'No'. The second question is 'Does your school division plan to participate in this program at some point in the next three years (up to 2011-2012 school year)?'. A vertical navigation menu on the right side of the page lists various survey sections, including 'Enter', '(+)S', 'Pa', 'Que', 'Pa', 'Lan', 'Edu', 'Pa', 'Coll', 'Gen', 'Rep', and 'Req'.

The questions contained in **Part III** are as follows:

**Question 1:** [House Joint Resolution 651](#), Project Lead the Way.

Will your school division participate in this project for the 2009-2010 school year? (**You will answer Yes or No to this question.**)

If no, does your school division plan to participate in this program at some point in the next three years (up to 2011-2012 school year)? (**You will answer Yes or No to this question.**)

**Question 2:** [House Joint Resolution 652](#), K-8 Mathematics Specialists.

Will your school division employ K-8 Mathematics Specialists for the 2009-2010 school year? (**You will answer Yes or No to this question.**)

If yes, how will these positions be funded?

<p style="text-align: center;"><b>Funding Source – Please Check All That Apply</b></p> <p style="text-align: center;">State funding from existing intervention, remediation, and at-risk funding Other State Funds Federal Funds Local Funds Other</p>
--

All questions for Part III of the survey will be displayed on one screen in SSWS.

## Finalizing Your Data and Creating Reports

After you have reviewed the two questions for Part III of the survey, you will view the following at the bottom of the screen:

End of Survey.

Thank you for your participation. Click 'Submit to DOE' when you are ready to finalize your data. Once you click this option, no further data entry will be allowed although you can view your data in read-only form. Should you wish to modify your answers once your data have been submitted, then you must contact the Office of Policy at (804) 225-2092 or policydata@doe.virginia.gov

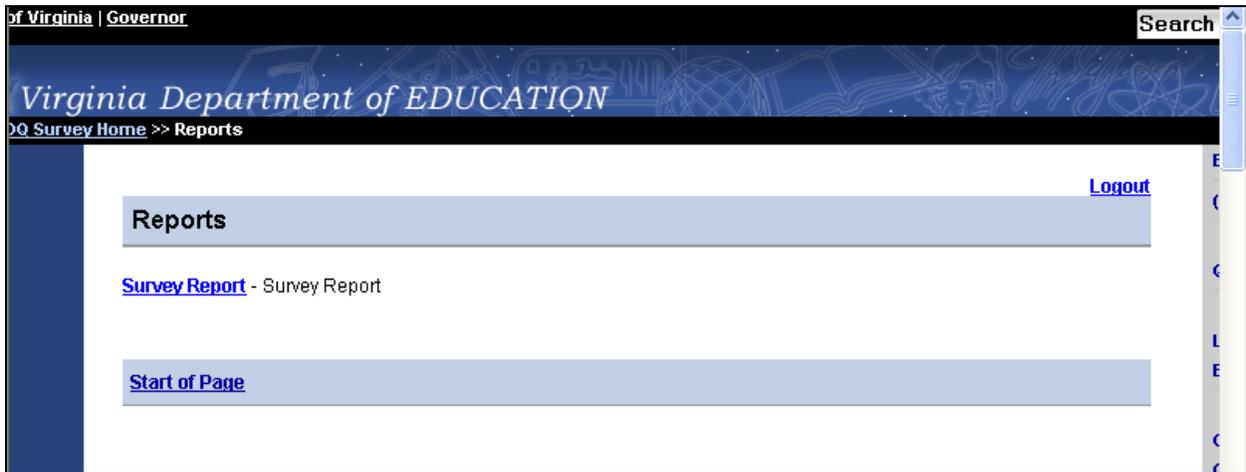
[Start of Page](#)

In this screen, you will have the option to: 1) view the two previous sections; 2) save your data; or 3) submit your survey to the department.

Saving your data enables you to exit the survey and come back to it later without losing the answers that you have recorded. **Please be advised that you cannot successfully save your data without recording entries for all questions in any part of the survey. Should you attempt to save your data without filling in all requested information, you will be prompted to fill in information for those questions where an answer is needed. The prompt will direct you to a red shaded area where information is missing.**

You may also finalize your submission and submit it to the Department. Please note the message on the screen regarding your ability to modify data once you have submitted your survey information.

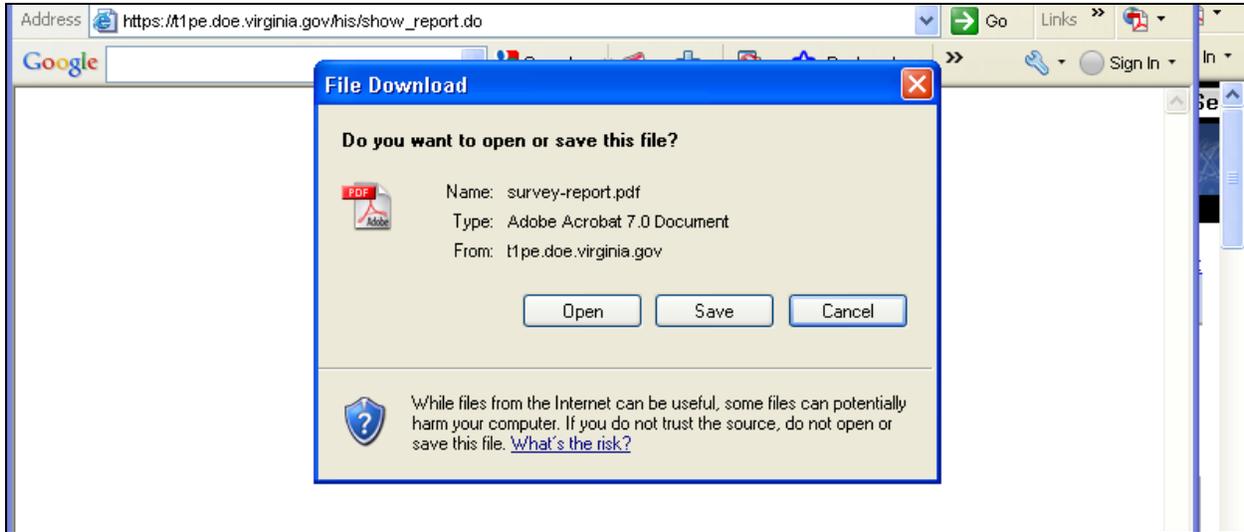
At any time, you can go the 'Reports' menu on the right hand side of your screen. Once you click on this option, you will view the following screen:



Choose the option for 'Survey Report' if you wish to view the data that you have entered. The following screen will then appear:



You can view your data in several different manners. Once you have chosen the option, click on 'View Report'. For instance, if you choose the PDF version of the report, you will see the following screen:



Choose the option to open the report and you can then view it on your screen, save it to your computer, or print the report.

## Questions/Technical Assistance

Should you have any questions about navigating the survey or questions about the content, please contact the Office of Policy at (804) 225-2092 or [policydata@doe.virginia.gov](mailto:policydata@doe.virginia.gov).

**Thank you for providing your survey data to the Department.**