

April 23, 2010

GENERAL INSTRUCTIONS – SOQ COMPLIANCE SUBMISSION USING THE VIRGINIA  
DEPARTMENT OF EDUCATION SINGLE SIGN-ON FOR WEB APPLICATION SYSTEMS  
(SSWS)

### Part I – SSWS General Information

Instructions and general information on the SSWS can be found at the following address:

<https://p1pe.doe.virginia.gov/ssws/login.page.do>

You will need to click on the option marked “Instructions” on the right-hand side of the screen.

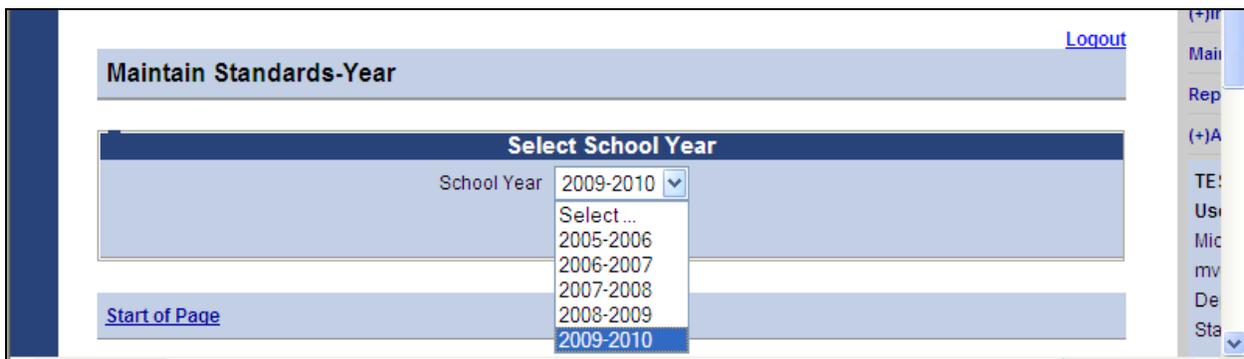
### Part II – Accessing the SOQ Compliance Submission

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 a 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 2009-2010 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 2009-2010, you will view the following screen:

Find:	four	Previous	Next	Options
-	<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>	OTHER MISCELLANEOUS REPORTING REQUIREMENTS	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:

Certification of Compliance with the Standards of Quality and Other Miscellaneous Reporting Requirements for the 2009-2010 School Year

**STANDARD 1 : INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.**

*NOTICE REGARDING DATA VERIFICATION: The department may review the data submitted in this collection against other data submitted by the local school division. Therefore, please ensure that the data reported in this submission matches the data reported in other department collections.*

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)

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.

A program of physical fitness available to all students with a goal of at least 150 minutes per week on average during the regular school year. Such program may include any combination of (i) physical education classes, (ii) extracurricular athletics, or (iii) other programs and physical activities deemed appropriate by the local school board. Each local school board shall incorporate into its local wellness policy a goal for the implementation of such program during the regular school year.

r. Yes   
No

Explanation/Corrective Action : (Please enter if No selected)

Save

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.

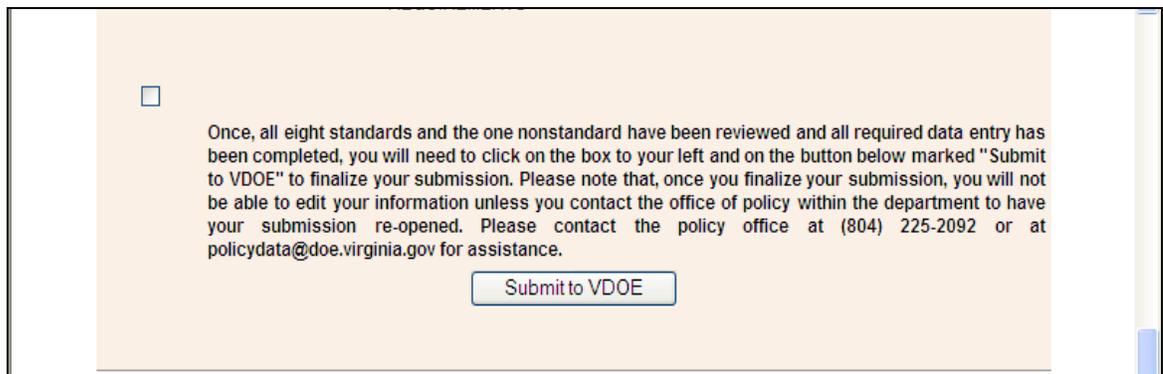
You must answer all questions for all standards in order to access the certification form that is to be signed by the division superintendent and chairman of the school board. To check the status of each standard, you may view the data on the right-hand side of the screen.

The screenshot shows a web application interface with a search bar at the top containing the text "four". Below the search bar are navigation buttons: "Previous", "Next", and "Options". The main content is a table with the following data:

Response	Standard	Description	Status	Action
Yes	<a href="#">STANDARD 1:</a>	INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.	Complete	<a href="#">Print</a>
No	<a href="#">STANDARD 2:</a>	INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL	Complete	<a href="#">Print</a>
Yes	<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>	OTHER MISCELLANEOUS REPORTING REQUIREMENTS	Complete	<a href="#">Print</a>

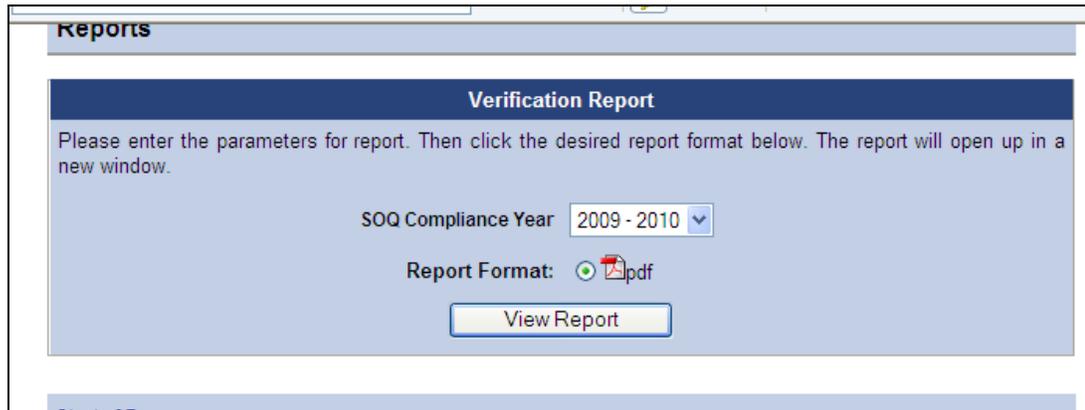
When the current status column reads “Complete” for each entry, you may then click the “Submit to VDOE” button as well as the check box to the left of the button. If any of the entries shows a “Pending” status, you must go back and check the submission because you will be unable to access any certification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



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. **You can access the verification report even if you have not finalized your data and submitted your report to VDOE.** To access a report (even if it has not yet been finalized and submitted), 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.

The “Verification Report” option will look like this in SSWS:



The screenshot shows a web interface for generating a report. At the top, there is a header labeled "Reports". Below this is a section titled "Verification Report". The text in this section reads: "Please enter the parameters for report. Then click the desired report format below. The report will open up in a new window." Below the text, there is a dropdown menu for "SOQ Compliance Year" with "2009 - 2010" selected. To the right of the dropdown is a small downward arrow. Below the dropdown is a "Report Format:" label followed by a radio button and a PDF icon. Below the radio button is a "View Report" button.

Once your submission has been finalized and submitted to the Department, you will need to procure the signatures of the division superintendent and chairman of the school board, which are on the first page of the report. The first page of the report will need to be transmitted to the Department. You can do this either by faxing the signed certification page to (804) 530-4502 or by e-mailing a scanned copy of the certification page to [policydata@doe.virginia.gov](mailto:policydata@doe.virginia.gov). **Please do not send the entire report to the Department, only the certification page.**