

General Information

All the data on these forms is aggregate data that cannot be calculated or derived from the individual student records. The data required on these forms will vary for each of the collection periods.

Fall Miscellaneous

■ Unadjusted March 31 Funded Responsible K-12 ADM Count

This data will be populated from the Division's March 31 Unadjusted Funded Responsible K-12 ADM Count from the previous school year. It cannot be entered or changed by the Division.

Miscellaneous Collection	
Actual on March 31	
Unadjusted Funded Responsible K-12 ADM Count	
March 31, 2010	9,728

■ March 31 K-12 Funded Responsible ADM Projections

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the K-12 Funded Responsible ADM Projections for the division. The Unadjusted Funded Responsible K – 12 ADM count should be entered for the school years requested.

Miscellaneous Collection	
Actual on March 31	
Unadjusted Funded Responsible K-12 ADM Count	
March 31, 2010	2,062

Projections for March 31	
Unadjusted Funded Responsible K-12 ADM Count	
2010-2011	2,050
2011-2012	2,050
2012-2013	2,050

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■ Number of Children Receiving Home Instruction

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the number of home-schooled students that reside within the school division. Aggregate totals are required for Elementary, Middle and High School Levels. Include all home-schooled students, not just those who attend the local school division on a part-time basis. Only include persons of school age that are subject to compulsory attendance requirements as defined in the Code of Virginia §[22.1-254](#).

■ **Number of Religious Exemptions**

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the number of religious exemption students that reside within the school division. Aggregate totals are required for Elementary, Middle and High School Levels.

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Miscellaneous Collection

Miscellaneous Counts		
	Number of Children Receiving Home Instruction Count	Number of Religious Exemptions Count
Kindergarten through Fifth Grade	0	0
Grades Six through Eight	0	0
Grades Nine through Twelve	0	0
Other	0	0
	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>

■ **Grades 6 –12 English Enrollment**

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the number of students in grades 6 – 12 enrolled in applicable English classes in the division. This is a duplicate enrollment count. Therefore, a student is counted once for each qualifying English class in which he/she is enrolled.

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Miscellaneous Collection

Membership in English Courses	
	Membership in Applicable English Courses, Grades 6-12 Count
(duplicate count if the student is enrolled in more than one of the applicable English Courses)	0
	<input type="button" value="Edit"/>

A list of qualifying classes is available under Codes and Definitions on the Student Record Collection website at this link:
http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml

■ **Head Start Enrollment**

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the number of Head Start students being served by your division for each Division that is responsible for student's education. For example, Goochland County sends 15 students to a Head Start program in Richmond City. Richmond City first selects "Richmond City Pblc Schs" from a dropdown list and enters the number of Head Start students for which they are responsible AND serve. Next they select "Goochland County Pblc Schs" from the dropdown list and enter 15 (the number they serve from Goochland). Richmond City will continue selecting LEAs and entering the number of students for which they provide Head Start services.

The screenshot shows a web application interface. At the top right, there is a "Logout" link. Below it is a header bar labeled "Miscellaneous Collection". Underneath is a dark blue bar with the text "Head Start". The main form area has two columns: "Responsible Division" and "Number of Children Served". The "Responsible Division" column contains a dropdown menu with the text "Select Responsible Division". The "Number of Children Served" column contains a text input field. To the right of the input field is an "Add" link. At the bottom right of the form are "Save" and "Cancel" buttons.

■ **Starting Teacher Salary**

Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** Division

For purposes of this data collection, only include licensed elementary and secondary classroom teachers (regardless of fund source). Include as classroom teachers art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL teachers. School divisions should not include teacher aides, guidance counselors or librarians in this report.

Report the starting salary (excluding fringe benefits) for a first year beginning teacher with Bachelors, Masters and Doctorate degrees. If your division pays supplements for advanced degrees separate from the base salary, please include the advanced degree supplements as part of the base salary for this data collection. If there is no separate salary scale for a teacher with a master's degree, enter the starting salary awarded to a teacher with a bachelor's degree.

* represents required field

Salary Details

Starting teacher salary with Bachelor's Degree*:

Starting teacher salary with Master's Degree*:

Starting teacher salary with PhD Degree:

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Additional information regarding this collection is available at:
http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/2010-2011/fall/guidelines_reporting_teacher_salary.pdf

- **Average Teacher Salary**
Required: Fall **Format:** numeric **Maximum Length:** 12 **Level:** School

This miscellaneous form is populated with each fall membership school within your division. Please enter the average teacher salary for each school.

For purposes of this data collection, only include licensed elementary and secondary classroom teachers (regardless of fund source). Include as classroom teachers art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL teachers. School divisions should not include teacher aides, guidance counselors or librarians in this report.

Report the average salary (excluding fringe benefits) for each school reported in fall membership. See the teacher definition above for additional guidance on which teachers to include. To calculate each school's average salary, sum all the salaries of each teacher who works in the school and divide the sum by the FTE total of all teachers (full and part-time) in the school.

School Number	School Name	Average Teacher Salary
0750	Axton Elementary	<input type="text"/>
0010	Bassett High	<input type="text"/>
0590	Campbell Court Elementary	<input type="text"/>
0480	Carver Elementary	<input type="text"/>
0662	Collinsville Primary	<input type="text"/>
0620	Fieldale-Collinsville Middle	<input type="text"/>

Additional information regarding this collection is available at:
http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/2010-2011/fall/guidelines_reporting_teacher_salary.pdf

■ **K - 3 Miscellaneous**

Please refer to the specific instructions provided by the Budget Office through the SSWS application. This application is available under [K-3 Class Size Reduction Program \(K3\)](#).

Spring Division Level Miscellaneous

■ **Report of March 31 Average Daily Membership (ADM) Kindergarten Adjustment**

Required: Spring **Format:** numeric **Maximum Length:** 12 **Level:** Division

Only licensed teachers (regardless of fund source) can be included as instructional kindergarten positions for purposes of calculating Adjusted ADM. In addition, school divisions may only include resource teachers on an FTE basis using the percentage of time spent with kindergarten students. School divisions may not include teacher aides. Guidance Counselors and Librarians may not be counted as resource teachers. Resource teachers which may be counted include art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL resource teachers.

Student Record Collection-SPRING 2006-2007 KG FTE Position

Report of March 31, 2007 Average Daily Membership (ADM) Kindergarten Adjustment

Only licensed teachers (regardless of fund source) can be included as instructional kindergarten positions for purposes of calculating Adjusted ADM. In addition, school divisions may only include resource teachers on an FTE basis using the percentage of time spent with kindergarten students. School divisions may not include teacher aides. Guidance Counselors and Librarians may not be counted as resource teachers. Resource teachers which may be counted include art, music, physical education, technology, remedial, gifted, math, reading, special education, and ESL resource teachers.

Number of full-time equivalent (FTE) instructional Kindergarten positions for Full-day programs

Number of full-time equivalent (FTE) instructional Kindergarten positions for Half-day programs

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■ **Projections for March 31 Average Daily Membership (ADM) Kindergarten Adjustment**

Required: Spring **Format:** numeric **Maximum Length:** 12 **Level:** Division

Once a successful file has been processed, Projections for March 31 are required. This form is populated with the current Unadjusted K-12 ADM Count. You are to enter the Unadjusted K-12 ADM Count for the years requested.

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Student Record Collection-SPRING ADM Projection

Actual on March 31, 2009

Unadjusted K-12 ADM Count	14,612
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Projections for March 31

Unadjusted K-12 ADM Count	
2009-2010	<input type="text"/>
2010-2011	<input type="text"/>
2011-2012	<input type="text"/>
<input type="button" value="Save"/>	

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■ **CSA Variance Explanation**

Required: Spring **Format:** text **Maximum Length:** 500 characters **Level:** Division

Once a successful file has been processed, you will receive the table with the March 31 ADM and head count for all students your division coded as Comprehensive Services Act (CSA) funded. The table also contains the approximated ADM and head count for all students funded by CSA as either private day or congregate care placement as reported by CSA based on the period July 1, 2010, through December 31, 2010. If there was a large discrepancy between the LEA reported and CSA reported students an explanation is required by your division. Please provide the explanation in the space below.

If the Spring SRC data file is resubmitted and the CSA count for the division changes, the explanation will be deleted and a new explanation will need to be entered on this screen. For contractual divisions, only the fiscal agent division will be able to access this screen.

For information regarding specific students receiving CSA funding, please contact the local CSA office in your division. Below is a link to the website containing local CSA office contact information:

http://www.csa.virginia.gov/rosters_reporting/coord3a.cfm

Student Record Collection-SPRING (SRC-SPR) 2010-2011 CSA Variance Explanation

The table below contains the March 31 ADM and head count for all students your division coded as Comprehensive Services Act (CSA) funded. The table also contains the approximated ADM and head count for all students funded by CSA as either private day or congregate care placement as reported by CSA based on the period July 1, 2010, through December 31, 2010. If there was a large discrepancy between the LEA reported and CSA reported students an explanation is required by your division. Please provide the explanation in the space below.

Pupils for whom the state's share of tuition to a private day or private residential program was funded with Comprehensive Services Act (CSA) funds as of March 31, 2010

	Reported on Spring SRC by Wise County	Reported by Local CSA Office (Based on July 1,2010 through December 31, 2010, data)	Variance
Average Daily Membership	0.0	0.0	0.0
Head Count	0.0	0.0	0.0
Explanation:			
<input type="button" value="Save"/>			

Spring Institution Level Miscellaneous

■ **Number of Days School was in Session**

Required: Spring, **Format:** numeric **Maximum Length:** 3 **Level:** School

Enter the number of days in session by school. This is required to calculate March 31 ADA and ADM. It cannot exceed the number of days entered on the school calendar.

Division Reset		
DIVISION DEFAULT (caution: changing this will reset all schools)		0 Edit
School Number	School Name	Days in Session
0310	ALLEGHANY HIGH	133 Edit
0280	BOILING SPRING ELEM	133 Edit
0110	CALLAGHAN ELEM	133 Edit
1040	CLIFTON MIDDLE	133 Edit
0020	FALLING SPRING ELEM	133 Edit
1041	MT. VIEW ELEM.	133 Edit
0090	SHARON ELEM	133 Edit

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End of Year Institution Level Miscellaneous

■ **Number of Days School was in Session**

Required: EOY **Format:** numeric **Maximum Length:** 3 **Level:** School

Enter the number of days in session by school. This is required to calculate End-of-Year ADA and ADM. It cannot exceed the number of days entered on the school calendar.

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Student Record Collection-EOY 2006-2007 Days in Session

End-of-Year 2006-2007 Miscellaneous Aggregate Statistics

DIVISION DEFAULT (caution: changing this will reset all schools) [Edit](#)

Institution Num	Institution Name	Days in Session	
0300	CENTRAL ELEM.	<input type="text" value="180"/>	Edit
0270	COLUMBIA DIST. ELEM.	<input type="text" value="180"/>	Edit
0290	CUNNINGHAM DIST. ELEM.	<input type="text" value="180"/>	Edit
0260	FLUVANNA COUNTY HIGH	<input type="text" value="180"/>	Edit
0020	FLUVANNA MIDDLE	<input type="text" value="180"/>	Edit

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■ **Number of Instructional Hours**

Required: EOY **Format:** numeric **Maximum Length:** 4 **Level:** School

[Section 22.1-98](#), Code of Virginia, paragraph J, requires that the division superintendent and local school board chairman certify the total number of teaching days and teaching hours in each school year. This certification information will be included in the Board of Education's annual report, as required by [Section 22.1-81](#), Code of Virginia.

End-of-Year 2006-2007 Miscellaneous Aggregate Statistics				
	Elementary	Middle	High	Combined
DIVISION DEFAULT	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/> Edit

Institution Num	Institution Name	Instructional Hours	
0040	CLINCHCO ELEM.	<input type="text" value="0"/>	Edit
0020	CLINTWOOD ELEM.	<input type="text" value="0"/>	Edit
0271	CLINTWOOD HIGH	<input type="text" value="0"/>	Edit
0530	ERVINTON ELEM.	<input type="text" value="0"/>	Edit
0840	ERVINTON HIGH	<input type="text" value="0"/>	Edit
0120	HAYSI HIGH	<input type="text" value="0"/>	Edit
0850	LONGS FORK ELEM.	<input type="text" value="0"/>	Edit
0860	SANDLICK ELEM.	<input type="text" value="0"/>	Edit

Summer Division Level Miscellaneous

- **Aggregate days class attendance (day present) for summer term**

Required: SUM **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the summer school aggregate days attendance for the division. Count each student once for each session enrolled.

- **Average daily class attendance (ADA) for summer term**

Required: SUM **Format:** numeric **Maximum Length:** 12 **Level:** Division

Enter the summer school ADA for the division.

Summer school average daily attendance (ADA) for the division is determined by: 1.) calculating ADA for each class; 2.) summing ADA across all classes in each school; and 3.) summing ADA across all schools in the division. Class ADA is calculated by dividing the aggregate days attendance (total days present) by the number of days the class is in session. When a pupil is enrolled in more than one class, days present should be counted only in one class each day.

Summer of School Year 2006-2007 Miscellaneous Aggregate Statistics

Summer School Average Daily Class Attendance: Summer 2007

Aggregate days class attendance for summer term 2007 (duplicated count)	0
Average daily class attendance (ADA) for summer term 2007 (sum the ADA for each school and round to the nearest whole number)	0
	Edit

The Summer School ADA Report calculates an Average Days in Session.

Division Level Report of Summer School Average Daily Class Attendance

Aggregate days attendance (days present) for summer term 2006:	8,643.0
Average daily attendance (ADA) for summer term 2006:	421.0
Average Days in Session:	20.8

Division Level Report of Summer School Average Daily Class Attendance comparison to Past Year

	2005 - 2006 Totals	2004 - 2005 Totals	% Change
Aggregate days attendance (days present) for summer term:	8,643.0	8,702.0	-.68
Average daily attendance (ADA) for summer term:	421.0	435.0	-3.22

■ **Remedial Summer School**

Required: SUM **Format:** numeric **Maximum Length:** 12 **Level:** Division
Enter the summer school eligible student counts for the division.

State funding is provided in the 2014-2016 appropriation act (Chapter 665, 2015 Acts of Assembly) for those divisions that offered a qualifying remedial summer school program in summer 2015 (fiscal year 2016) pursuant to Section 22.1-253.13:1 C., *Code of Virginia*.

General Information Regarding Qualifying Remedial Summer School Programs

In reporting qualifying students for state remedial summer school funding in the Summer Student Record Collection (SRC), please note the following requirements:

- Each student may only be counted once. Students should be counted in this manner regardless of whether they were served in one or more subject areas or in single or multiple sessions during the 2015 remedial summer school program. The funded per pupil amount is based on the average cost of 30 days of instruction per student; there may have been some students who received more instruction and some who received less than 30 days but each student should be counted only once for state funding purposes.
- The minimum instruction hours and staffing requirements for remedial summer school programs per Board of Education regulation 8 VAC 20-630-60 are as follows:
 - Minimum of 20 hours of instruction per subject, exclusive of field trips, assemblies, recreational activities, lunch or post-program testing time
 - For grades K-5 that offer an integrated curriculum, a minimum of 40 hours of instruction shall be required
 - The pupil-teacher ratios for state-funded summer remedial programs shall not exceed 18:1
- Please note the following appropriation act provisions (contained in Item 136, Paragraph C.9.g.1 of Chapter 665, 2015 Acts of Assembly) that govern remedial summer school funding and restrictions on charging tuition and awarding course credit:

“These funds are available to school divisions for the operation of programs designed to remediate students who are required to attend such programs during a summer school session or during an intersession in the case of year-round schools. These funds may be used in conjunction with other sources of state funding for remediation or intervention. School divisions shall have maximum flexibility with respect to the use of these funds and the types of remediation programs offered; however, in exercising this flexibility, students attending these programs shall not be charged tuition and no high school credit may be awarded to students who participate in this program.”

- “Eligible students” are defined as those students who meet either (i) the criteria identifying students who are educationally at risk that have been established by the local school board or (ii) the state criteria identifying students who are educationally at risk as specified in Section 22.1-253.13:1 of the Code of Virginia.

School divisions that operate year-round schools may include students who were remediated during intersession periods of the year-round school term in the collection. Students who were remediated during the intersession periods of year-round schools should be submitted for reimbursement in the reporting cycle that occurs in the subsequent fiscal year.

For example, students who were remediated during the intersession periods of 2014-2015 year-round school terms that occurred from July 2014 through June 2015 or September 2014 through August 2015 should be reported in the data collection for reimbursement from fiscal year 2016 remedial summer school funds. Just as with summer remediation programs, a student must be counted only once for the entire school year regardless of the number of intersession periods the student attended for remediation purposes.

Nonresident, foster care children described under Section 22.1-101.1, subsections A and B, *Code of Virginia*, that were served in the summer 2015 remedial program in your division may be included in the data collection for reimbursement from state remedial summer school funds. Like other students submitted for state reimbursement, these students must be counted only once in the collection.

After the actual remedial summer school program enrollments are received from school divisions through the completed Summer SRC and are approved by the department, the fiscal year 2016 remedial summer school entitlement will be paid in recurring payments to school divisions based on the availability of state funds. In the event the calculated payments exceed the available state appropriation for fiscal year 2016, and additional state funding is not obtained during the year, final payments to divisions will be prorated.

For divisions that request reimbursement for remedial summer school programs, state payments for fiscal year 2016 will be based on the state share of \$483 per eligible pupil, subject to the availability of state funds. The state share of per pupil payments will be based on the composite index of local ability-to-pay for each school division.

School divisions that did not serve remedial summer school students in summer 2015 must complete the Remedial Summer School collection using zeros for both values.

If you have any questions concerning the remedial summer school data collection, please contact budget office staff at (804) 225-2025 or doebudgetoffice@doe.virginia.gov.

Remedial Summer School: Summer 2015 (Fiscal Year 2016 Funding)	
Number of Students enrolled in Remedial Summer School Elementary (K-7)	<input type="text" value="0"/>
Number of Students enrolled in Remedial Summer School Secondary (8-12)	<input type="text" value="0"/>
	<input type="button" value="Save"/>