DIVISION OF

Technology

Specifications for Completing the
Miscellaneous Web Collections
2016 – 2017

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.

Logout

Miscellaneous Collection

Actual on March 31	
	Unadjusted Funded Responsible K-12 ADM Count
March 31, 2016	0

■ **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.

Logout

Miscellaneous Collection

Actual on March 31	
	Unadjusted Funded Responsible K-12 ADM Count
March 31, 2016	0

Projections for March 31	
	Unadjusted Funded Responsible K-12 ADM Count
2016-2017	0
2017-2018	0
2018-2019	0

Start of Page

- **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.

	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

- **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.

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
	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.

Miscellaneous Collection

Head Start		
Responsible Division	Number of Children Served	Add
Select Responsible Division ▼		Save Cancel

- **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*:	$39,999.00
Starting teacher salary with Master's Degree*:	$43,333.00
Starting teacher salary with PhD Degree:	$46,777.00	Starting Teacher Salary
Save	

Start of Page

Additional information regarding this collection is available at:
http://doe.virginia.gov/info_management/data_collection/student_record_collection/2016-2017/guidelines-reporting-teacher-salary-2016.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	
0010	Bassett High	
0590	Campbell Court Elementary	
0480	Carver Elementary	
0662	Collinsville Primary	
0620	Fieldale-Collinsville Middle	

Additional information regarding this collection is available at:
http://doe.virginia.gov/info_management/data_collection/student_record_collection/2016-2017/guidelines-reporting-teacher-salary-2016.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 (SRC-SPR) 2014-2015 KG FTE Position

Report of March 31, 2015 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 `9.0`

Number of full-time equivalent (FTE) instructional Kindergarten positions for Half-day programs `0.0`

Start of Page

■ **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.

Student Record Collection-SPRING ADM Projection

Actual on March 31, 2009

Unadjusted K-12 ADM Count   14,612

Projections for March 31

Unadjusted K-12 ADM Count

2009-2010   [ ]

2010-2011   [ ]

2011-2012   [ ]

[Save]

Start of Page

■ **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) -1-0 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, 2015, through December 31, 2015. 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, -1

	Reported on Spring SRC by	Reported by Local CSA Office (Based on July 1,-1 through December 31, -1, data)	Variance
Average Daily Membership	0.0	0.0	0.0
Head Count	0.0	0.0	0.0
Explanation:			

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.

School Number	School Name	Days in Session	
	Division Reset		
DIVISION DEFAULT (caution: changing this will reset all schools)		0	Edit
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

Start of Page · Skip to Content

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.

Student Record Collection-EOY (SRC-EOY) 2015-2016 Days in Session

End-of-Year 2015-2016 Miscellaneous Aggregate Statistics		
DIVISION DEFAULT **(caution: changing this will reset all schools)**	0	Edit

School Num	School Name	Days in Session	
0340	Blackstone Primary	175	Edit
0310	Burkeville Elementary	175	Edit
0330	Crewe Primary	175	Edit
0301	Nottoway High	175	Edit
0300	Nottoway Intermediate	175	Edit
0302	Nottoway Middle	175	Edit

Start of Page

■ **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.

Student Record Collection-EOY (SRC-EOY) 2015-2016 Instructional Hours

End-of-Year 2015-2016 Miscellaneous Aggregate Statistics				
	Elementary	Middle	High	
DIVISION DEFAULT	0	0	0	Edit

School Number	School Name	School Year Instructional Hours	
0340	Blackstone Primary	1035	Edit
0310	Burkeville Elementary	1035	Edit
0330	Crewe Primary	1035	Edit
0301	Nottoway High	1035	Edit
0300	Nottoway Intermediate	1035	Edit
0302	Nottoway Middle	1035	Edit

Start of Page

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.

Student Record Collection-SUM (SRC-SUM) 2015-2016 Miscellaneous Aggregate Statistics

Summer School Average Daily Class Attendance: Summer 2016	
Aggregate days class attendance for summer term 2016 (duplicated count)	0
Average daily class attendance (ADA) for summer term 2016 (sum the ADA for each school and round to the nearest whole number)	0
	Save

Start of Page

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 2016:	0.0
Average daily attendance (ADA) for summer term 2016:	0.0
Average Days in Session:	0.0

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

	2015 - 2016 Totals	2014 - 2015 Totals	% Change
Aggregate days attendance (days present) for summer term :	0.0	3,791.0	-100
Average daily attendance (ADA) for summer term :	0.0	252.0	-100

- **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 2016-2018 appropriation act (Chapter 780, 2016 Acts of Assembly) for those divisions that offered a qualifying remedial summer school program in summer 2016 (fiscal year 2017) 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 2016 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 139, Paragraph B.3.g.1 of Chapter 780, 2016 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 2015-2016 year-round school terms that occurred from July 2015 through June 2016 or September 2015 through August 2016 should be reported in the data collection for reimbursement from fiscal year 2017 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 2016 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 2017, 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 2017 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 2016 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 2016 (Fiscal Year 2017 Funding)	
Number of Students enrolled in Remedial Summer School Elementary (K-7)	
Number of Students enrolled in Remedial Summer School Secondary (8-12)	
	Save

Start of Page