



#058-21

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #058-21

DATE: March 5, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Updates to Active Virginia SCED Codes and Process for New Code Approval**

Public schools in Virginia use national codes for courses defined by the National Center for Educational Statistics' (NCES) School Courses for the Exchange of Data (SCED) in order to collect accurate data on school courses for master schedule data collection and for student transcripts. The Virginia Department of Education (VDOE) has been working to ensure that active SCED codes are up-to-date and accurately reflect Virginia's course offerings for the purposes of data reporting. In addition, SCED provides an important structured method for transferring course information as students relocate or advance from one education setting to the next. Beginning with the 2020-2021 school year, school divisions began shifting from using local elective codes to only those available in the Virginia Active SCED Code list in order to accurately collect these data points. This memorandum is intended to communicate several updates to Virginia's SCED system and processes for school division personnel who manage instruction and the Master Schedule Collection Data.

Updated SCED Code Requirements

In order to collect accurate data for all Virginia courses, divisions may only use SCED codes included in the **Virginia Active SCED Code** list, available through the [Master Schedule Collection](#) page of the VDOE website. SCED codes utilized by each division, including for locally created courses, must only reflect codes from the updated Virginia Active SCED Code list in the Master Schedule Data Collection for the 2021-2022 school year and beyond.

Divisions should review the approved licensure endorsement areas for each Virginia Active SCED Code to ensure proper licensure of school personnel assigned to teach each course. SCED codes are assigned based on the alignment of the course content to the code.

While school division courses must be aligned to the content of the SCED code on the Virginia Active SCED Code list, it is not required that the title of the course offered in the division exactly match the title on the list. School divisions may use locally-developed course titles that best reflect the content included in the local course.

New Process for Requesting SCED Codes Not on the Virginia Active SCED Code List

School divisions may request that a course be added to the Virginia Active SCED Code list.

- Division data managers should first work with school division instructional staff to determine if a Virginia Active SCED Code aligns with the course content.
- School divisions should make every effort to align the course to the active codes on the Virginia Active SCED Code list. SCED course content descriptions are available on the [National SCED Database](#) and are written broadly to allow school divisions flexibility to align with their local course.
- Each year, beginning in 2021, a school division may request that new course codes be created for courses that are not available on the Virginia Active SCED Code list. This will be done by completing the [Virginia Request for New SCED](#) form. A link to this google form will be available on the [Master Schedule Collection](#) webpage. The request will require course title, a detailed description of the course content, the proposed National SCED code to be activated in Virginia, contact information, and recommendations for appropriate teaching endorsement(s) for the course. **Requests for new courses for the 2021-2022 school year must be submitted via the Virginia Request for New SCED form by April 30, 2021.** In subsequent years, requests should be submitted by the last Friday in March.

Requests will be reviewed by VDOE staff and if approved, the new SCED Code will be added to the Virginia Active SCED Code list for use beginning in the fall of the upcoming school year. Approval of new SCED codes will be communicated to the requesting school division contact

and updated in the Virginia Active SCED Code list posted on the VDOE Master Schedule Collection webpage by the first Friday in July annually.

School divisions should consider the following resources when considering course offerings.

- [Approved Courses - Effective for Students Who Entered Ninth Grade for the First Time in 2010-2011 and Beyond](#) (DOCX) - Updated November 19, 2020
- [National SCED Database](#) version 8.0
- [Master Schedule Collection](#) page of the VDOE website

For more information

Please submit questions to sced@doe.virginia.gov.

JFL/MFB/pk