



#065-21

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #065-21

DATE: March 19, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **2020-2021 End-of-Year Master Schedule Collection**
Due: Successful Submission August 2, 2021
Final Verifications August 31, 2021

In order to comply with federal reporting requirements and collect data needed for the College, Career & Civic Readiness Indicator, school divisions are required to submit data for the End-of-Year Master Schedule Collection (EOY MSC).

The EOY MSC includes:

- Course-level data by student and teacher for all students in grades PreK-12. For grades 6-12, final grade reporting is required. This data should reflect information for fall 2020, spring 2021, and summer 2021;
- SCED Codes to identify AP & IB Courses; and
- Work-based Learning Codes to capture student experiences while enrolled in the course.

The Secondary Enrollment Demographics Form (SEDF) data, collected by the Office of Career, Technical, and Adult Education, will be reported through the MSC. The SEDF data are used to determine the Standards of Quality (SOQ) add-on funding for career and technical education. The final summary report is available through the SEDF application in the Single Sign-on for Web Systems (SSWS) portal, but data collection will be completed exclusively through the MSC.

School divisions must have a successful submission of the End-of-Year Master Schedule Collection **no later than August 2, 2021**. Superintendents must electronically approve the verifications through Superintendent Data Collection Approval (SDCA) no later than **August 31, 2021**. Early submission is strongly encouraged.

A [detailed listing of the data elements for the End-of-Year Master Schedule Collection](#) are available on the Virginia Department of Education's website.

The EOY Master Schedule Collection will be open and accessible through the [Single Sign-on for Web Systems \(SSWS\) portal](#) on **Monday, May 17, 2021**.

For more information

If you have questions regarding the 2020-2021 EOY MSC, please contact the Office of Data Services at resultshelp@doe.virginia.gov. For questions regarding the SEDF, please contact George Willcox, Director, Office of Career, Technical, and Adult Education at cte@doe.virginia.gov. For questions regarding career and technical education SOQ add-on funding, please contact the Budget Office at doebudgetoffice@doe.virginia.gov.

JFL/CWB/lmc