

Submitting Division Literacy Plans

1. **Log into SSWS:** <https://p1pe.doe.virginia.gov/ssws>



VIRGINIA DEPARTMENT OF
EDUCATION

SINGLE SIGN-ON WEB SYSTEMS

2. **Click on “Division Literacy Plan”** (if you don’t have access to the application, see the FAQ

[Division Literacy Plan \(DLP\)](#) - [Data Sensitivity: Low]

This new application will allow public school divisions to upload their Division Literacy Plans for review by DOE staff prior to publication.

below)

3. At the upper left-hand corner, **click “Plans”** to upload the Biennial Division Literacy Plan.

SSWS Menu >> Division Literacy Plan (DLP) Home

[Plans](#)

4. At the bottom of of the screen click on the **“Choose File”** next to Division Literacy Plan file to Upload, Choose the Division Literacy Plan and **“Upload.”**



5. Once submitted, a **confirmation email** will be sent to the submitter. All divisions will receive feedback and/or suggestions on submitted Biennial Plans through SSWS on August 4, 2025.

Frequently Asked Questions:

Question:	Response:
What if I don’t have access to the Division Literacy Plan Application in SSWS?	Division SSWS account managers are responsible for granting access to SSWS applications to their division’s staff. If a division user has not been granted access and needs it, they should reach out to their local SSWS account manager. If they are unsure as to who that is, they can use the Division Contact List link on the SSWS Application Selection page to retrieve a list of the SSWS Account Managers by division.
For my division, who is my Division Literacy Plan contact?	The division staff provide (and maintain) their contacts for each SSWS application via the Educational Registry Application (ERA). Once a DLP contact is assigned, the division’s DLP contact will appear in the sidebar menu under the heading of Local Application Contact (DLP).
Who automatically has access to the DLP Application in SSWS?	The division personnel identified as “English Contact” in SSWS will have the DLP Application currently populated in their applications, if they currently have an SSWS account set up. Anyone else will need to contact their division SSWS Account Manager and request access.
It is my responsibility to upload the Division Literacy Plan, and I don’t have access to SSWS, what do I do?	Please reach out to vdoe.english@doe.virginia.gov and the Office of English will provide you with the contact information for your Division SSWS Account Manager.