

Analysis of School Division Reporting Requirements in Response to House Bills 196 and 521 (2016)

BACKGROUND

This report is in response to portions of House Bills 196 and House Bill 521 that amend § 22.1-17 and § 22.1-18 respectively. Specifically, House Bill 196 requires the Board of Education to:

... report to the Chairmen of the House Committee on Education and the Senate Committee on Education and Health by November 15 of each year on (i) information that public elementary and secondary schools and local school divisions are required to provide to the Department of Education pursuant to state law, (ii) the results of the annual evaluation and determination made by the Department of Education pursuant to subsection C, (iii) any reports required of public elementary or secondary schools or local school divisions that the Department of Education has consolidated, (iv) any information that the Department of Education no longer collects from public elementary or secondary schools or local school divisions, and (v) any forms that the Department of Education no longer requires public elementary or secondary schools or local school divisions to complete.

House Bill 521 requires the Board of Education to develop:

*A complete listing of each report that local school divisions are required to submit to the Board or any other state agency, including name, frequency, and an indication of whether the report contains information that the local school division is also required to submit to the federal government; and
A complete listing of each report pertaining to public education that local school divisions are required to submit to the federal government, including name and frequency.*

This report is responsive to both bills.

METHODOLOGY

Information was gathered during one-on-one interviews with key Department of Education leadership, a survey of school division personnel, a review of the Department's website, and a review of the Department's "Calendar of Reports."

FINDINGS

Information that public elementary and secondary schools and local school divisions are required to provide to the Department of Education pursuant to state law, (ii) the results of the annual evaluation and determination made by the Department of Education pursuant to subsection C, HB 196)/A Complete Listing of Each Report That Local School Divisions are Required To Submit to the Board (HB 521)

Annually, the Department publishes the “Calendar of Reports” that contains a listing of all the reports the Department will collect during the year. The report is updated by polling Department of Education leadership to obtain additions, changes, and deletions. The Calendar includes the frequency or due date(s) for the report, the name of the report, the website with reporting instructions, and an office contact for the report. During the course of this review, it was determined that more timely updates are needed to the Calendar. Below are the results of the evaluation for the 2016-2017 school year.

Due Date	Report Name	Funding Type	Submission Type	Frequency
August 15	Adult Basic Education, English Literacy, & Adult Secondary Programs Accountability Report & Adult Education and Family Literacy Act (Federal) and General Adult Education (State) Programs	Both	Electronic	Annually
August 15	English Literacy/Civics Education Program Report	Federal	Electronic	Annually
January 1 & June 1	Race to GED Program Report	State	Paper Form	2 Times a Year
August 1	Individual Student Alternative Education Plan Grant Application	State	Paper Form	Annually
September 30, 2016	Enrollment Reports for Remedial Summer School & Foster Care	State	Electronic	Annually

Due Date	Report Name	Funding Type	Submission Type	Frequency
September 15, 2016 (September 30, 2016 with approved extension)	Annual School Report - Financial Section	Both	Electronic	Annually
June 15, 2016	Certification of Adequate Funds Budgeted to Meet Required Local Effort for the Standards of Quality and Local Match Requirements for Certain State Funds	State	Electronic	Annually
October 31, 2016	K-3 Primary Class Size Reduction Program	State	Electronic	Annually
April 29, 2016	Career and Technical Education Financial Report (CTEFR) for SY 2014-2015	State	Electronic	Annually
January 29, 2016 & September 30, 2016	Secondary Enrollment Demographic Form (SEDF) Fall & EOY Reports (via Master Schedule Collection - MSC)	State	Electronic	2 Times a Year
July 31, 2016	CTE Credentialing Collection (CTECC) (via SSWS)	Both	Electronic	Annually
August 26, 2016	Substitute Tests	Both	Electronic	Annually

Due Date	Report Name	Funding Type	Submission Type	Frequency
Fall SRC - Mid-October Spring SRC - Mid-April EOY SRC - Mid-July & Summer SRC -August 30th	Student Record Collections also includes elements of the December 1 Child Count Collection	Both	Electronic	4 Times a Year
EOY - September & Fall - January	EOY Master Schedule Data Collection & Fall Master Schedule Data Collection/ Instructional Personnel (MSC - IPAL)	Both	Electronic	2 Times a Year
August	Educational Registry Application (ERA)	Both	Electronic	Annually
May 15	Virginia Preschool Initiative (Required in Appropriation Act)	State	Electronic	Annually
May 6th, 2016 (projected) June 10th, 2016 (actual)	Advanced Placement and International Baccalaureate Test Fee Payment Program	Federal	Electronic	Annually
August 30	Annual Report - Programs for the Gifted	State	Electronic	Annually
September 30	School Program Approval Application for Driver Education & Driver Education Status Questionnaire & Notification Process Concerning Driver Education	State	Electronic	Annually

Due Date	Report Name	Funding Type	Submission Type	Frequency
	Teachers Who Receive Traffic Citations			
June	Wellness Related Fitness Report	State	Electronic	Annually
July 25, 2014	Collection of Data Relative to Compliance with the Standards of Quality (SOQ) and Other Miscellaneous Reporting Requirements	State	Electronic	Annually
January-Annually	Title I, Part A, Comparability Report	Federal	Electronic	Annually
November/Annually	Title I, Part D, Subpart 1 and Subpart 2, Count of Children Who Are Neglected or Delinquent (N or D)	Federal	Electronic	Annually
Report Monthly/ Certification in August	Crash/Incident Report & Certification of School Bus Insurance	State	Electronic	Annually
October	Pupil Transportation Report	State	Electronic	Annually

Due Date	Report Name	Funding Type	Submission Type	Frequency
November 15	Report of Free/Reduced Meal Applications	Federal	Electronic	Annually
January 31	School Nutrition Programs Semi-Annual Financial Report for July-December	Federal	Electronic	Annually
July 1	School Nutrition Programs Annual Agreement	Federal	Electronic	Annually
July 31	School Nutrition Programs Annual Financial Report for July -June	Federal	Electronic	Annually
Reporting Period: July 1 through June 30	Special Education State Performance Report Indicator Data	Federal	Electronic	Annually
July 15 Regional Centers July 31 School Divisions	Annual Report for Discipline, Crime and Violence	Both	Electronic	Optional Monthly Submission/Required Annually
Mid-September	Homebound Student Services	State	Electronic	Annually

Due Date	Report Name	Funding Type	Submission Type	Frequency
Collection Window Opens on December 1	December 1 Child Count	Both	Electronic	Annually
March 4, 2016	Exceptions to One Percent Cap on the VAAP Survey (VAAP CAP)	Federal	Electronic	Annually
Fall 2016	Teacher and Principal Evaluation Collection Report	Federal	Electronic	Annually
January 29, 2016	Supply and Demand Report for School Personnel	State	Electronic	Annually
June 2016	Mentor Teacher Program Evaluation & Program Reports	State	Electronic	Annually
Fall 2016	New Teachers Program Report	State	Electronic	Annually
Fall 2016	National Board Certification Incentive Award Report	Both	Electronic	Annually
October 1	Student Data Collection for Homeless Children & Youth For Subgrantees	Both	Electronic	Annually

...or any other state agency, including name, frequency, and an indication of whether the report contains information that the local school division is also required to submit to the federal government; and

A complete listing of each report pertaining to public education that local school divisions are required to submit to the federal government, including name and frequency.

This information was obtained via a survey of divisions, in which the following requests were made.

1. List each report that your local school division is required to submit to any state agency other than the Board of Education or the Department of Education. Please include the name of the report and how frequently it is required. Indicate whether the report contains information that the local school division is also required to submit to the federal government.
2. List each report that your local school division is required to submit to the federal government. Please include the name of the report and how frequently it is required.
3. Please also list data that you report to multiple offices in VDOE (duplicate reporting requests).

Responses were received from 69 school divisions. The results of the survey appear below.

Report Name	Frequency	Federal	State	Duplicate
Equal Opportunity (EEO-5)	1x every 2 yrs	Yes		
VA School Safety Audit	Annually		Yes	Yes
Civil Rights Data Collection	Annually	Yes		
Survey of Public School Attendance Boundaries		Yes		
Shelter Facility Survey		Yes		
Surplus Property			Yes	
Sch. Resource Officer Qrtly Progress Reports and Financial Reports			Yes	
Student Immunization Data	Annually		Yes	
Vision and Hearing Screening Report	Annually		Yes	
CTE Follow-Up Survey	Annually	Yes		
Virginia Retirement System Report	Monthly		Yes	
Current Employment Statistics Report	Monthly	Yes		
Quarterly Tax and Wage Report	Monthly		Yes	
Claim Calculation Detail Report	Quarterly	Yes		

Report Name	Frequency	Federal	State	Duplicate
Cost Pool Calculation Report	Quarterly	Yes		
Material and Supply Report	Quarterly	Yes		
Capital Cost Report	Quarterly	Yes		
Calendar Data Entry Report	Quarterly	Yes		
RMTS Participation Report	Quarterly	Yes		
Health Personnel RMTS Report	Quarterly	Yes		
VA Department of Medical Assistance Services	Quarterly		Yes	
Cost and Transportation Reports	Annually		Yes	
VA Department of Medical Assistance Services	Annually		Yes	
FFATA Reporting	Annually	Yes		
Employment Statistics	Monthly	Yes		
Form 941 (IRS)	Quarterly	Yes		
Form VA-16	Quarterly		Yes	
VEC SUI	Quarterly		Yes	
VA-6	Annually		Yes	
Upload W-2s	Annually		Yes	
Annual School Report – Financial Section	Annually		Yes	Yes
Secondary Student Career Clusters Enrollment Report (SSCCER)	Annually		Yes	
CTE Follow-up Survey of Program Completers	Annually		Yes	
Enrollment Reports for Remedial Summer School & Foster Care	Annually		Yes	
Individual Student Alternative Education Plan Report	Annually		Yes	
Race to GED Program Report	Annually		Yes	
English Literacy/Civics Education Program Report	Annually		Yes	
Cert. of Adequate Funds Budgeted to Meet Required Local Effort for the SOQ and Local Match Requirements for Certain State Funds	Annually		Yes	
Final Completer Demographics Report	Annually		Yes	
CTE Credential Collection via SSWS	Annually		Yes	
Preliminary B47CTE Completer Demographics Report (CDR)	Annually		Yes	

Report Name	Frequency	Federal	State	Duplicate
Secondary Enrollment Demographic Fall Report	Annually		Yes	
Career and Technical Education Financial Report	Annually		Yes	
Student Record Collections	Quarterly		Yes	
Virginia Preschool Initiative	Semi-Annually		Yes	Yes
Programs for the Gifted	Annually		Yes	Yes
School Program Approval App. For Driver Ed. and Driver Ed. Status Questionnaire & Notification Process Concerning Driver Ed. Teachers Who Receive Traffic Citations	Annually		Yes	Yes
Wellness Related Fitness Report	Annually		Yes	
SOQ & Other Miscellaneous Reporting	Annually		Yes	
Title 1, Part A, Comparability Report	Annually		Yes	Yes
Title 1, Part D, Subpart 1 and Subpart 2, Count of Children Who Are Neglected or Delinquent (N or D)	Annually		Yes	Yes
Crash/Incident Report & Certification of School Bus Insurance	Monthly		Yes	
Pupil Transportation Report	Annually		Yes	
Report of Verification of Free/Reduced Meal Applications	Annually		Yes	
School Nutrition Programs Semi-Annual Financial Report for July – December	Semi-Annually		Yes	Yes
Local Wellness Policy Status Report	Annually		Yes	
School Nutrition Programs Annual Agreement	Annually		Yes	Yes
School Nutrition Programs Annual Financial Report for July-June	Annual		Yes	Yes
Special Ed. State Performance Report Indicator Data	Annually		Yes	
Annual Report for Discipline, Crime and Violence	Semi-Annually		Yes	Yes
Homebound Student Services	Annually		Yes	

Report Name	Frequency	Federal	State	Duplicate
Special Ed. Child Count Certification Report	Annually		Yes	
Teacher and Principal Evaluation Collection Verification Report (TPEC)	Annual		Yes	
Instructional Personnel (IPAL) Verification Report and Survey Data Report	Semi-Annually		Yes	
Supply and Demand Report for School Personnel	Annually		Yes	
Mentor Teacher Program Evaluation and Program Reports	Annually		Yes	
New Teachers Program Verification Report	Annually		Yes	
Natl. Board Certification Incentive Award Verification Report	Annually		Yes	
Student Data Collection for Homeless Children & Youth for Sub-grantees	Annually		Yes	Yes
Use of Teacher Data Certification	Annually		Yes	
Division Testing Verification	Annually		Yes	
Educational Registry Application Verification Report	Annually		Yes	
Identification of Title 1 Schools	Annually		Yes	
NASN/School Health Data Collection	Not Listed		Yes	
Status Immunization Report	Annually		Yes	
Crisis Management Plan Certification	Annually		Yes	Yes
Student Climate Survey	Annually		Yes	
IDEA MOE	Annually		Yes	Yes
Certification of Obligation of the 15 Percent Carryover Limitation for Title 1, Part A	Annually		Yes	
K-3 Class Size Reduction Program Part of Fall Record Collection	Annually		Yes	Yes
Special Education Excess Cost Report	Annually		Yes	Yes
Advanced Fee Placement	Annually		Yes	
Report of Dropouts & Graduation Indicator	Annually		Yes	

Report Name	Frequency	Federal	State	Duplicate
CMS/COB Data Match Report	Every 3 Years	Yes		
Medicaid Random Moment Time Study	Quarterly		Yes	
New Hire Report	Ongoing		Yes	
Non-Federal/In-Kind Report	Annually		Yes	
Tiered Fidelity Report (VTSS/PBIS)	Mid-Year and End-of-Year		Yes	
VA Child & Adolescent Needs & Strengths (CANS)	Annually		Yes	
Affordable Care Act Report	Annually	Yes		
Confirmation of USDA Commodities Received	Annually	Yes		
DOD Program – Assistance Received	Annually	Yes		
UMASS Student Counts/Public Consulting Group (PCA)	Quarterly and Annually	Yes		
Value of Commodities Received	Annually	Yes		
1099 Report	Annually	Yes		
Daily Absence Report to VA Health Dept.	Daily		Yes	
ISAEF Annual Program Report	Annually		Yes	
Medicaid Billing & Annual Medicaid Cost-Based Report	Annual	Yes		
Medicaid Billing	Annual		Yes	
RM3 – Certificate of Records Destruction	Every 3 Years		Yes	
SF-429 Real Property Status Report	Semi-Annually	Yes	Yes	
Payment Management System – Drawdown of Federal Funds	Semi-Annually		Yes	
Virginia Board of Nursing	Annually		Yes	
Survey of Occupational Injuries and Illnesses	Only if Participating		Yes	
Radon Inspection Reports	Not stated		Yes	
SCHEV GEAR UP Summative Evaluation	Annual	Yes		
SCHEV GEAR UP Implementation Plan	Annual & Bi-Monthly	Yes		
Deaf-Blind Census	Annually	Yes		
Transitional Reinsurance Fee Report	Annually	Yes		

Report Name	Frequency	Federal	State	Duplicate
Patient-Centered Outcomes Research	Annually	Yes		
Challenged School Report	No Response		Yes	
Focus School Information/Report	No Response		Yes	Yes
Proportionate Set Aside/Parentally Placed Private Student	No Response			
Threat Assessment Survey	No Response			
Certification of Non-participation of Critical Shortage Teachers and Administrators	Annually			
Pressure Vehicle Inspections	Annually			
Census Surveys	At Times			
School Improvement Plans for Non-accredited Schools	Annually and Quarterly		Yes	
Grant Information	Annually	Yes		
Confirmation of DOD Produce Program	Annually		Yes	
USDA Commodities Received	Annually		Yes	
SF 428 – Tangible Personal Property	Annually	Yes		
Summer Food Program	Annually	Yes		
Construction Procurement Survey	Quarterly	Yes	Yes	
Cohort Graduation	Quarterly	Yes	Yes	Yes
Reassignment of VAAP Scores	Annually	Yes		
Preschool Least Restrictive Environment	Annually	Yes	Yes	
Preschool Outcomes	Annually	Yes	Yes	
Timeline for Eligibility	Annually	Yes	Yes	
Part C to Part B Transition	Annually	Yes	Yes	
Postsecondary Outcomes	Annually	Yes	Yes	
CTE Federal Monitoring Report-Self Assessment	1x Every 6 yrs	Yes	Yes	
Secondary IEP Goals and Transition Services	Annually	Yes	Yes	
Parent Involvement	Annually	Yes	Yes	
English Language Learners	No Response	Yes	Yes	
Authorization of Signatures	No Response		Yes	
SSWS Certification	No Response		Yes	
National Board Certification	No Response		Yes	

Report Name	Frequency	Federal	State	Duplicate
Annual Administrative Manual	No Response		Yes	
Summer Governor's School Nomination	No Response		Yes	
Senior Class College and Scholarship Report	No Response		Yes	
Impact Aid	Annually	Yes		
Air Force JROTC – DD Form 2767	Annually	Yes		
GSA System for Award Management (SAM)	Annually	Yes		
Project Graduation	No Response		Yes	
Proportionate Set-Aside Calculations for Parentally Placed Private Schools				
VPI and VPI Applications	Annually		Yes	Yes
Confirmation of USDA Commodities Received	Annually		Yes	
Confirmation of DOD Produce Program	Annually		Yes	
VEA Teacher Salary Survey	Annually		Yes	
VSBA Salary Scale Survey	Annually		Yes	
VEA JLARC Study	Annually		Yes	
JMU Salary Survey	Annually		Yes	
Fringe to Shenandoah Valley Regional Program	Semi-Annually		Yes	
US Department of Labor and Statistics Data	Annually		Yes	
Occupational Employment Statistics	Annually		Yes	
Health Insurance and Other Benefits for Active Employees Survey	Annually	Yes	Yes	
Scoliosis	Annually		Yes	
ACA PCORI	Annually	Yes		
Project Hope	Annually		Yes	
December 1 Child Count	Annually		Yes	
Advanced Placement & Inter. Baccal. Test Fee Program	Annually		Yes	
DODEA Military Partners K-12 Evaluation Report Activity	Quarterly	Yes		
Necrology List	Annually		Yes	
Mira Corp	Annually	Yes		

Report Name	Frequency	Federal	State	Duplicate
Myers and Saufer Self Audit Report	Annually	Yes		
State Performance Plan Indicators: 7,9,10,11,12,12, and 14	Annually		Yes	
Fall Submission	Annually		Yes	

(iii) any reports required of public elementary or secondary schools or local school divisions that the Department of Education has consolidated, (iv) any information that the Department of Education no longer collects from public elementary or secondary schools or local school divisions, and (v) any forms that the Department of Education no longer requires public elementary or secondary schools or local school divisions to complete.

Data collections and reports that have been eliminated:

Virginia GAE Diploma Program Report
Career and Technical Education Annual Wage and Hour Report
On-Time Graduation Rate, Federal Graduation Indicator, and Graduation and Completion Indicator

Data collections and reports that were consolidated:

The Remedial Summer School Enrollment Report was combined with the Foster Care Enrollment Report
The fall and spring Secondary Enrollment Demographic Forms were combined
Secondary Student Career Clusters Enrollment Report was combined with the Spring Student Record Collection
Career and Technical Education Self-Assessment was combined with the application for Perkins funding
Completer Demographics Collection was combined with the end-of-year Student Record Collection
The Student Record Data Collection (fall) was added to the Master Schedule Data Collection
The Student Record Data Collection (spring) was added to the Master Schedule Data Collection
The Student Record Data Collection (summer) was added to the Master Schedule Data Collection
The Student Record Data Collection (end of year) was added to the Master Schedule Data Collection
The Other Academic Indicator was combined with the Student Record Collection
The Instructional Personnel Data Collection was combined with the Master Schedule Data Collection

The Virginia Preschool Initiative Application and Fall Enrollment Report was combined with the Virginia Preschool Initiative Interim Report
The Early Intervention Reading Initiative Certification was added to the Standards of Quality Compliance Report
The Charter School Evaluation Report was added to the Standards of Quality Compliance Report
Annual Request for Waivers for Pre-Labor Day Opening was added to the Standards of Quality Compliance Report
The Certification of School Bus Insurance and the Certification of Self-Insurance was combined with the Crash/Incident Report
Certification of Pre-Accreditation Eligibility was added to the Standards of Quality Compliance Report
School Nutrition Programs Local Accountability Review for School Lunch was combined with the After School Snack report
Special Education Child Count was combined with the Student Record Collection
Special Education Regional Tuition Reimbursement was combined with Special Education Child Count and the Student Record Collection
Instructional Personnel Verification Report & survey Data Report was combined with the Master Schedule collection
Mentor Teacher Hard-to-Staff Program Report was combined with the Mentor Teacher Program Report
Supply and Demand Report for School Personnel was consolidated with the Master Schedule Collection
New Teachers Program Verification Report was consolidated with the Career Switcher, Hard-to-Staff, and Mentor Teacher Program

CONCLUSION

In response to House Bill 521, the Board of Education will annually survey school divisions about federal government and other state agency reporting, submitting a listing of reports by December 1 of each year.

In response to House Bill 196, the Board of Education will continue its practice of annually reviewing reports that the Department of Education requires of local school divisions, with an emphasis on reports that can be eliminated or consolidated with other reports. The results of this annual review will be reported to the Chairmen of the House Committee on Education and the Senate Committee on Education by November 15 of each year.