

Analysis of School Division Reporting Requirements

BACKGROUND

This report is in response to the requirements of §§ 22.1-17.6.C and D and 22.1-18.3, 4, and 5 of the *Code of Virginia*.

§ 22.1-17.6 states, in part:

C. The Department of Education shall annually evaluate and determine the continued need for the information that it collects from public elementary and secondary schools and local school divisions. In making such evaluation and determination, the Department of Education shall consider whether the information that it collects is required by state or federal law.

D. The Board shall 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. (§22.1-17.6.D)

§ 22.1-18 states, in part:

By December 1 of each year, the Board of Education shall submit to the Governor and the General Assembly a report on the condition and needs of public education in the Commonwealth ... Such report shall include:

3. 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;

4. An explanation of the need to retain or maintain the frequency of any report identified pursuant to subdivision 3; any recommendation for the elimination, reduction in frequency, or consolidation of reports identified pursuant to subdivision 3 when such elimination, reduction in frequency, or consolidation would require an amendment to the laws of the Commonwealth; and a description of any other report identified pursuant to subdivision 3 that the Board has eliminated, reduced in frequency, or consolidated; and

5. 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. (§ 22.1-18)

VDOE REPORTING

In the fall of 2017, information was gathered from discussions with key Department of Education personnel, a survey of school division personnel, a review of the Department’s website, and a review of the Department’s “Calendar of Data Collections.”

In the summer of 2017, the listing was updated by polling Department of Education leadership to obtain additions, changes, and deletions. The 2017 calendar was finalized as of September 2017 and for each collection the Calendar includes frequency and due date(s), the name, the report status, the website, a point of contact, and other important information.

The report status reflects if the report is new, the same as the previous reporting year, or has been revised due to actions such as new legislation or consolidation efforts. Supporting information, report requirements, and any associated report instructions can be found at the website link.

The Calendar of Collections (for events that occur during the 2017-2018 school year to include discontinued collections)

Due Date	Report Name	Report Status	Website Link	Funding Type	Submission Type	Frequency
August 15, 2018	Adult Education and Family Literacy Act (Federal) and General Adult Education (State) Programs	Revised	http://www.doe.virginia.gov/instruction/advanced/grants_funding/index.shtml	Both	Electronic	Annual
August 15, 2018	Integrated English Literacy/Civics Education Program Report	Revised	http://www.doe.virginia.gov/instruction/advanced/grants_funding/index.shtml	Federal	Electronic	Annual
January 12, 2018 & June 8, 2018	Race to GED Program Report	Revised	http://www.doe.virginia.gov/instruction/advanced/grants_funding/index.shtml	State	Form	2 Times a Year
July 30, 2018	PluggedIn Virginia Program Report	New	http://www.doe.virginia.gov/instruction/advanced/grants_funding/index.shtml	State	Form	Annual
	Individual Student Alternative	<i>This data collection has been discontinued in 2017/18</i>				

	Education Plan Report					
July 31, 2018	Foster Care Enrollment Report		http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	State	Electronic	Annual
September 1, 2017	Enrollment Reports for Remedial Summer School	Revised	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	State	Electronic	Annual
September 15, 2017 (September 30, 2017 with approved extension)	Annual School Report -Financial Section	Revised	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	Both	Electronic	Annual
June 15, 2018	Certification of Adequate Funds Budgeted to Meet Required Local Effort for the Standards of Quality and Local Match Requirements for Certain State Funds	Revised	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	State	Electronic	Annual
October 31, 2017	K-3 Primary Class Size Reduction Program	Revised	http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml	State	Electronic	Annual
April 30, 2018	Career and Technical Education Financial Report (CTEFR) for SY 2016-2017	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/	State	Electronic	Annual
January 31, 2018 & September 28, 2018	Secondary Enrollment Demographic Form (SEDF) Fall & EOY Reports (via Master Schedule	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/	State	Electronic	2 Times a Year

	Collection - MSC)					
July 31, 2018	CTE Credentialing Collection (CTECC) (via SSWS)	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/	Both	Electronic	Annual
August	Substitute Tests	Revised	http://www.doe.virginia.gov/testing/substitute_tests/index.shtml	Both	Electronic	Annual
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	Revised	http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml	Both	Electronic	4 Times a Year
EOY - September & Fall - January	EOY Master Schedule Data Collection & Fall Master Schedule Data Collection/ Instructional Personnel (MSC - IPAL)	Same	http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml	Both	Electronic	2 Times a Year
August	Educational Registry Application (ERA)	Same	http://www.doe.virginia.gov/info_management/data_collection/educational_registry/index.shtml	Both	Electronic	Annual
	ARRA Jobs Reporting	<i>This data collection has been discontinued in 2017/18</i>				
May 15 (projected) October 1 (actual)	Virginia Preschool Initiative (Required in Appropriation Act)	Same	http://www.doe.virginia.gov/instruction/early_childhood/	State	Electronic	Annual
	Advanced Placement and International	<i>This data collection has been discontinued in 2017/18</i>				

	Baccalaureate Test Fee Payment Program					
September 22	Annual Report - Programs for the Gifted	Same	http://www.doe.virginia.gov/statistics_reports/gifted/	State	Electronic	Annual
September 30	Driver Education Program Approval	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annual
September 30	Laboratory FEE approval	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annual
June 30	Driver Education Status Questionnaire	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annual
June 30	Wellness Related Fitness Report	Same	http://www.doe.virginia.gov/instruction/physhed/	State	Electronic	Annual
Mid-August	Collection of Data Relative to Compliance with the Standards of Quality (SOQ) and Other Miscellaneous Reporting Requirements	Same	http://www.doe.virginia.gov/info_management/data_collection/soq_compliance/index.shtml	State	Electronic	Annual
January-Annual	Title I, Part A, Comparability Report	Same	http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml	Federal	Electronic	Annual
November/Annual	Title I, Part D, Subpart 1 and Subpart 2, Count of Children Who Are Neglected or Delinquent (N or D)	Revised	http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml	Federal	Electronic	Annual

Report Monthly/Certification in August	Crash/Incident Report & Certification of School Bus Insurance	Revised	http://www.doe.virginia.gov/info_management/data_collection/support/transportation/index.shtml	State	Electronic	Annual
October	Pupil Transportation Report	Revised	http://www.doe.virginia.gov/info_management/data_collection/support/transportation/index.shtml	State	Electronic	Annual
November 15	Report of Free/Reduced Meal Applications	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml	Federal	Electronic	Annual
January 31	School Nutrition Programs Semi-Annual Financial Report for July-December	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml	Federal	Electronic	Annual
	Local Wellness Policy Status Report	<i>This data collection has been discontinued in 2017/18</i>				
July 1	School Nutrition Programs Annual Agreement	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml	Federal	Electronic	Annual
July 31	School Nutrition Programs Annual Financial Report for July -June	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml	Federal	Electronic	Annual
Reporting Period: July 1 through June 30 Due: August 15, 2018	Special Education State Performance Report Indicator Data	Same	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml	Federal	Electronic	Annual
July 13, 2018 - Regional Ctrs July 27,	Annual Report for Discipline, Crime and Violence	Revised	http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml	Both	Electronic	Optional Monthly Submission/Required

2018 - School Divisions						Annually
Mid-September	Homebound Student Services	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/homebound/index.shtml	State	Electronic	Annual
Reporting Period: December 1 through December 15	December 1 Child Count	Revised	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml	Both	Electronic	Annual
	Exceptions to One Percent Cap on the VAAP Survey (VAAP CAP)	<i>This data collection has been discontinued in 2017/18</i>				
	Teacher and Principal Evaluation Collection Report	<i>This data collection has been discontinued in 2017/18</i>				
January 29, 2018	Supply and Demand Report for School Personnel	Same	http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml - Will be updated in coming weeks	State	Electronic	Annual
June 2, 2018	Mentor Teacher Program Evaluation & Program Reports	Same	http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml - Will be updated in coming weeks	State	Electronic	Annual
Fall 2017	New Teachers Program Report	Revised	http://www.doe.virginia.gov/teaching/career_resources/mentor/	State	Electronic	Annual
Fall 2017	National Board Certification Incentive Award Report	Revised	http://www.doe.virginia.gov/teaching/career_resources/national_board_cert/index.shtml	Both	Electronic	Annual

October 2	Student Data Collection for Homeless Children & Youth For Subgrantees	Same	http://wm.edu/hope	Both	Electronic	Annual
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REPORTING FOR ENTITIES OTHER THAN VDOE

This information was obtained in the fall of 2017 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. Indicate the name of the state or federal agency/organization that requires the local school division to maintain the frequency of the identified report.
4. Please also indicate if data in this collection is required by both a state agency/board and the federal government (duplicate reported requests).

Responses were received from school divisions representing the eight Superintendent’s Regions. The results of the survey appear below.

<u>Report Name</u>	<u>Report Frequency</u>	<u>Federal Report? (Agency/Org Name)</u>	<u>State Report? (Agency/Org Name)</u>	<u>Duplicate Reported? (Yes/No)</u>
1094-C (ACA Health Care)	Annually	Internal Revenue Service		No
1095-C (ACA Health Care)	Annually	Internal Revenue Service		No
941 report (Federal Payroll Tax)	Quarterly	Internal Revenue Service		No
941 Schedule B (Federal Payroll Tax)	Quarterly	Internal Revenue Service		No
Agency Agreement	Annually		Virginia Department of Agriculture and Consumer Services	No

Bureau of Labor Statistics Employee Counts	Monthly	Bureau of Labor Statistics		No
Chronic Health Report	Annually		National Association of School Nurses	No
Civil Rights Data Collection	Every 2 years	Office of Civil Rights		No
EE05(Equal Employment Opportunity Commission)	Annually	Office of Civil Rights		No
Environmental Literacy Indicator (ELIT)	Annually		Chesapeake Bay Watershed Agreement	No
eRate Filing Information	Annual	Federal Communications Commission USAC (Universal Services Administration Corporation)	Virginia Department of Education Broadband Report	YES
FC-20 Employer Quarterly Payroll Report	Quarterly		Virginia Employment Commission	No
Head Start	Annual	Office of Head Start	Multiple state requests	YES
Immunizations			Virginia Department of Health	No
Impact Aid	Annual	US Department of Education		No
OES (Occupational Employment Statistics Report)	Annually		Virginia Employment Commission	No
Safe Routes to Schools	Annual	Virginia Department of Transportation		No
School Security	Annually		Virginia Department of Criminal Justice	No
Student Immunization Report	Annually		Virginia Department of Criminal Justice	No
VA-16 (Virginia Payroll Tax)	Quarterly		Virginia Department of Taxation	No

VA-5 (Virginia Payroll Tax)	Monthly		Virginia Department of Taxation	No
VA-6 (Virginia Payroll Tax)	Annually		Virginia Department of Taxation	No
VDCJS School Safety Survey	Annually		Virginia Department of Criminal Justice Services	No
VEC-FC-21 (Virginia Unemployment Commission)	Quarterly		Virginia Employment Commission	No
Virginia High School League CEF (Coaches Education)	Once a year		Virginia High School League	No
Virginia High School League Participation/ATM	Once a year		Virginia High School League	No
W2	Annually	Internal Revenue Service	Virginia Employment Commission	YES
W3	Annually	Internal Revenue Service		No
Waiver under Title 1 Part A	Annual	NCLB/ESSA		No

CONCLUSION

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.

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.

The Board of Education will continue its practice of annually reviewing reports that the federal government and the Department of Education/Board require of local school divisions and understand the the drivers for those reports. The emphasis will be on reports that can be eliminated or consolidated and the Board will take actions and make recommendations to that effect. 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.