

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, House Bill 521, and House Bill 2141 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.*

House Bill 2141 requires the Board of Education to develop:

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

ACTIONS

A yearly review is conducted that includes information from 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."

The listing is updated annually by polling Department of Education leadership obtaining any additions, changes, and deletions. The 2019 calendar was finalized in September 2019 and for each collection the Calendar includes frequency and due date(s), the name, the website with instructions, a contact, and other important information.

The Calendar of Collections (for events that occur during the 2019-2020 school year to include discontinued collections).

VDOE collects a variety of data on public education in the commonwealth, including information on enrollment, demographics, student achievement, finances and safety. The department's procedures for collecting data are intended to ensure the usefulness, timeliness, accuracy and comparability of education data that inform key policy decisions in Virginia. Most data collections are related to specific legislative requirements of state and federal law.

School divisions report data to the department through secure Web-based systems designed to increase accuracy while lessening administrative burdens on educators at the local level.

Due Date	Report Name	Report Status	Web Site Link & Notes	Funding Type	Submission Type	Frequency
August 15, 2019	Adult Education and Family Literacy Act (Federal) and General Adult Education (State) Programs	Same	http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml	Both	Electronic	Annually
August 15, 2019	Integrated English Literacy/Civics Education Program Report	Same	http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml	Federal	Electronic	Annually
January 15, 2019 & June 10, 2019	Race to GED Program Report	Same	http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml	State	Form	2 Times a Year
July 30, 2019	PluggedIn Virginia Program Report	Same	http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml	State	Form	Annually
July 31, 2019	Foster Care Enrollment Report	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	State	Electronic	Annually
September 1, 2018	Enrollment Reports for Remedial Summer School	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	State	Electronic	Annually

Due Date	Report Name	Report Status	Web Site Link & Notes	Funding Type	Submission Type	Frequency
September 15, 2018 (September 30, 2018 with approved extension)	Annual School Report - Financial Section	Revised	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	Both	Electronic	Annually
June 15, 2019	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	Annually
August 1, 2019	Uses of At-Risk Add-on Funding	New	Documentation can be found in Chapter 2 in Item 136.C.9.e.3b.	State	Electronic	Annually
October 31, 2018	K-3 Primary Class Size Reduction Program	Revised	http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml	State	Electronic	Annually
April 30, 2019	Career and Technical Education Financial Report (CTEFR) for SY 2017-2018	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/	State	Electronic	Annually
January 31, 2019 & September 28, 2019	Secondary Enrollment Demographic Form (SEDF) Fall & EOY Reports (via Master Schedule Collection - MSC)	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/	State	Electronic	2 Times a Year
July 31, 2019	CTE Credentialing Collection (CTECC) (via SSWS)	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/	Both	Electronic	Annually
August	Substitute Tests	Revised	http://www.doe.virginia.gov/testing/substitute_tests/index.shtml	Both	Electronic	Annually

Due Date	Report Name	Report Status	Web Site Link & Notes	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	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	Annually
May 15 (projected) November 15 (actual)	Virginia Preschool Initiative (Required in Appropriation Act)	Revised	http://www.doe.virginia.gov/instruction/early_childhood/	State	Electronic	Annually
September 28, 2018	Annual Report - Programs for the Gifted	Same	http://www.doe.virginia.gov/statistics_reports/gifted/	State	Electronic	Annually
October 15, 2018	Driver Education Program Approval	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annually
October 15, 2018	Laboratory FEE approval	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annually

Due Date	Report Name	Report Status	Web Site Link & Notes	Funding Type	Submission Type	Frequency
June 30	Driver Education Status Questionnaire	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annually
June 30	Wellness Related Fitness Report	Same	http://www.doe.virginia.gov/instruction/physed/	State	Electronic	Annually
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	Annually
January-Annually	Title I, Part A, Comparability Report	Same	http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml	Federal	Electronic	Annually
November/Annually	Title I, Part D, <u>Subpart 1</u> and Subpart 2, Count of Children Who Are Neglected or Delinquent (N or D)	Same	http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml	Federal	Electronic	Annually
Report Monthly/ Certification in August	Crash/Incident Report & Certification of School Bus Insurance	Same	http://www.doe.virginia.gov/info_management/data_collection/support/transportation/index.shtml	State	Electronic	Annually
October	Pupil Transportation Report	Same	http://www.doe.virginia.gov/info_management/data_collection/support/transportation/index.shtml	State	Electronic	Annually
November 15	Report of Free/Reduced Meal Applications	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml	Federal	Electronic	Annually

Due Date	Report Name	Report Status	Web Site Link & Notes	Funding Type	Submission Type	Frequency
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	Annually
July 1	School Nutrition Programs Annual Agreement	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml	Federal	Electronic	Annually
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	Annually
Reporting Period: July 1 through June 30 Due: August 15, 2019	Special Education State Performance Report Indicator Data	Same	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml	Federal	Electronic	Annually
July 12, 2018 - Regional Ctrs July 26, 2018 - School Divisions	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 Annually
Mid-September	Homebound Student Services	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/homebound/index.shtml	State	Electronic	Annually
Reporting Period: December 3 through December 21	December 1 Child Count	Revised	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml	Both	Electronic	Annually

Due Date	Report Name	Report Status	Web Site Link & Notes	Funding Type	Submission Type	Frequency
January 29, 2019	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	Annually
June 2, 2019	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	Annually
Fall 2018	New Teachers Program Report	Revised	http://www.doe.virginia.gov/teaching/career_resources/mentor/	State	Electronic	Annually
Fall 2018	National Board Certification Incentive Award Report	Revised	http://www.doe.virginia.gov/teaching/career_resources/national_board_cert/index.shtml	Both	Electronic	Annually
October 1, 2018	Student Data Collection for Homeless Children & Youth For Subgrantees	Same	http://wm.edu/hope	Federal	Electronic	Annually

FINDINGS

This information was obtained in the fall of 2019 from a survey of school divisions representing each of the eight Superintendent's Regions 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).

The following responses were received from surveyed school divisions representing each of the eight Superintendent's Regions. The results of the survey appear below. An asterisk (*) denotes the discontinuation of a submission requirement by one or more divisions surveyed that do not participate in the particular program. A number sign (#) denotes a new submission requirement by one or more divisions surveyed.

<u>Report Name</u>	<u>Report Frequency</u>	<u>Federal Report?</u>	<u>State Report?</u>	<u>Duplicate Reported?</u>
		(Agency/Org Name)	(Agency/Org Name)	(Yes/No)
941 report (Federal Payroll Tax)	Quarterly	Internal Revenue Service		No
941 Schedule B (Federal Payroll Tax)	Quarterly	Internal Revenue Service		No
Bureau of Labor Statistics Employee Counts	Monthly	Bureau of Labor Statistics		No
Civil Rights Data Collection	Every 2 years	Office of Civil Rights		No
Broadband Connectivity Capability Survey	Annually	Virginia Appropriations Act (Item 137.G)	Virginia Department of Education	Yes
Immunizations			Virginia Department of Health	No
VA-16 (Virginia Payroll Tax)	Quarterly		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)	Annually		Virginia High School League	No
Virginia High School League Participation/ATM	Annually		Virginia High School League	No
W2	Annually	Internal Revenue Service	Virginia Employment Commission	Yes
Census of Governments, Survey of Public Employment and Payroll	Periodically	US Census Bureau		No
Epi Pen Report	Annually	US Department of Health		No
Vision and Hearing Screening Report	Annually		Virginia Department of Health *This is a change from Federal	No
* Nursing Situational Report	Annually	US Department of Health		No
Secondary School Climate Survey Report	Annually		Department of Criminal Justice System	No
1099-Misc Income	Annually	Internal Revenue Service		No

IRS Form 720 (Part II, Section 133) PCORI fees	Annually	Internal Revenue Service		No
1099-Misc Federal Forms	Annually	Internal Revenue Service		No
1096 Federal Forms	Annually	Internal Revenue Service		No
Census of Governments, Survey of School Finances	Annually	US Department of Commerce – Economics		No
Census of Governments, Survey of Public Employment and Payroll	Periodically	US Census Bureau		No
# Survey of Individual Self-Insurers-Public	Annually	Virginia Worker Compensation Commission		No
# OSHA 300, 300A	Annually	Occupational Health and Safety Administration		No

Key: * - discontinued report submission
- new report submission

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.

In response to House Bill 196 and House Bill 2141, 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 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.