

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

This report is responsive to the three bills.

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 2020-21 calendar was finalized in September 2020 and for each collection the Calendar includes frequency and due date(s), collection name, website with instructions, a contact, and other important information.

The Calendar of Collections (for data collections between July 1, 2020 and June 30, 2021)

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, 2021	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
September 30, 2020	Annual Report - Programs for the Gifted	Same	http://www.doe.virginia.gov/statistics_reports/gifted/	State	Electronic	Annually
September 15, 2020 (September 30, 2020 with approved extension)	Annual School Report - Financial Section	Revised	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	Both	Electronic	Annually
July 31, 2021	CTE Credentialing Collection (CTECC)	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/	Both	Electronic	Annually
April 30, 2021	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

June 15, 2021	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 31, 2021	Coordinated Early Intervening Services	Same		Federal	Electronic	Annually
Monthly Reports with Certification in August 2021	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
December 11, 2020	December 1 Child Count	Revised	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml	Both	Electronic	Annually
July 16, 2021	Discipline, Crime and Violence Collection – Optional to submit data monthly	Revised	http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml	Both	Electronic	Annually
October 15, 2020	Driver Education Program Approval	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annually
June 30, 2021	Driver Education Status Questionnaire	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annually
August 20, 2021	Educational Registry Application (ERA)	Revised	http://www.doe.virginia.gov/info_management/data_collection/educational_registry/index.shtml	Both	Electronic	Annually

September 1, 2020	Enrollment Reports for Remedial Summer School	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	State	Electronic	Annually
July 31, 2021	Foster Care Enrollment Report	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	State	Electronic	Annually
September 2021	Homebound Student Services	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/homebound/index.shtml	State	Electronic	Annually
January 2021	Individuals with Disabilities Education Act Maintenance of Effort	Same	http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml	Both	Electronic	Annually
August 15, 2021	Integrated English Literacy/Civics Education Program Report	Same	http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml	Federal	Electronic	Annually
October 31, 2020	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
October 15, 2020	Laboratory FEE approval	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annually
Fall: Jan 31, 2021; EOY Aug 30, 2021	Master Schedule Collection also includes IPAL & SEDF	Revised	http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml	Both	Electronic	2 Times a Year
June 2, 2021	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 2020	National Board Certification Incentive Award Report	Revised	http://www.doe.virginia.gov/teaching/career_resources/national_board_cert/index.shtml	Both	Electronic	Annually
Fall 2020	New Teachers Program Report	Revised	http://www.doe.virginia.gov/teaching/career_resources/mentor/	State	Electronic	Annually
July 30, 2021	PluggedIn Virginia Program Report	Same	http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml	State	Form	Annually
October 2020	Pupil Transportation Report	Same	http://www.doe.virginia.gov/info_management/data_collection/support/transportation/index.shtml	State	Electronic	Annually
January 15, 2021 & June 10, 2021	Race to GED Program Report	Same	http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml	State	Form	2 Times a Year
November 15, 2020	Report of Free/Reduced Meal Applications	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml	Federal	Electronic	Annually
July 1, 2021	School Nutrition Programs Annual Agreement	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml	Federal	Electronic	Annually
July 31, 2021	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

January 31, 2021	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
November 15, 2020	School Nutrition Report of Free/Reduced Meal Applications	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml	Federal	Electronic	Annually
August 1, 2021	School Security Equipment Grant	Revised	http://www.doe.virginia.gov/support/facility_construction/security_equipment_grants/index.shtml	State	Electronic	Annually
May 2021	Special Education Excess Cost	Same	http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml	Federal	Electronic	Annually
August 15, 2021	Special Education State Performance Report Indicator Data for July 1, 2020 through June 30, 2021	Same	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml	Federal	Electronic	Annually
November 2020	Special Education Proportionate Set Aside	Same	http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml	Federal	Electronic	Annually
Mid-August 2021	Standards of Quality (SOQ) Compliance and Other Certifications Data Collection	Same	http://www.doe.virginia.gov/info_management/data_collection/soq_compliance/index.shtml	State	Electronic	Annually
Vacancy: Sept 9, 2020; Teacher: April 2021	STEM Teacher Recruitment and Retention Initiatives – Vacancy Collection and Teacher Information Collection	Revised	http://www.doe.virginia.gov/administrators/superintendents_memos/2020/202-20.docx	State	Electronic	Annually
October 1, 2020	Student Data Collection for Homeless Children & Youth For Subgrantees	Same	http://wm.edu/hope	Federal	Electronic	Annually

Fall: Oct 16, 2020; Spring: April 23, 2021; EOY: July 16, 2021; Summer: Aug 30, 2021	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
Sept 30, 2020	Students with Intensive Support Needs Application (SISNA)	New	http://www.doe.virginia.gov/administrators/superintendents_memos/2020/176-20.docx	State	Electronic	Annually
August 2021	Substitute Tests	Revised	http://www.doe.virginia.gov/testing/substitute_tests/index.shtml	Both	Electronic	Annually
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
January 2021	Title I, Part A, Comparability Report	Same	http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml	Federal	Electronic	Annually
November 2021	Title I, Part D, <u>Subpart 1 and Subpart 2</u> , 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
August 1, 2021	Uses of At-Risk Add-on Funding	Same	Documentation can be found in Chapter 2 in Item 136.C.9.e.3b.	State	Electronic	Annually
Actual Enrollment: Oct 31, 2020; Projected Enrollment: May 15, 2021;	Virginia Preschool Initiative (Required in Appropriation Act)	Revised	http://www.doe.virginia.gov/instruction/early_childhood/	State	Electronic	Annually

July 30, 2021	Vision and Hearing Survey (VHS)	Same	http://www.doe.virginia.gov/support/health_medical/office/index.shtml	State	Electronic	Annually
June 30, 2021	Wellness Related Fitness Report	Same	http://www.doe.virginia.gov/instruction/physed/	State	Electronic	Annually
November 2020	21 st Century Community Learning Centers	New	https://p1pe.doe.virginia.gov/ccclsurvey21/home.do	Federal	Electronic	Annually

FINDINGS

This information was obtained in the fall of 2020 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 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>
		(Agency/Org Name)	(Agency/Org Name)
Nursing Situational Report	Annually	US Department of Health	
Vision and Hearing Screening Report	Annually	US Department of Health	
Bureau of Labor Statistics Employee Counts	Monthly	Bureau of Labor Statistics	
W2	Annually	Internal Revenue Service	Virginia Employment Commission
1096 Federal Forms	Annually	Internal Revenue Service	
1099-Misc Income	Annually	Internal Revenue Service	
941 Schedule B (Federal Payroll Tax)	Quarterly	Internal Revenue Service	
IRS Form 720 (Part II, Section 133) PCORI fees	Annually	Internal Revenue Service	
Civil Rights Data Collection	Every 2 years	Office of Civil Rights	
Census of Governments, Survey of Public Employment and Payroll	Periodically	US Census Bureau	
Census of Governments, Survey of School Finances	Annually	US Department of Commerce - Economics and Statistics Administration	
# National Center for Education Statistics High School & Beyond Study	Once during an active study and only if selected by NCES	US Department of Education, National Center for Education Statistics	
Epi Pen Report	Annually	US Department of Health	
# USDA Farm to School Census Data Collection	Annually when requested	US Dept. of Agriculture	
Virginia School Crisis Management Plan Review and Certification	Annually		Department of Criminal Justice Services
School Safety Inspection Checklist	Every 3 years, next one is Aug 2020		Department of Criminal Justice System
Secondary School Climate Survey Report	Annually		Department of Criminal Justice System
Broadband Connectivity Capability Survey	Annually		Virginia Appropriations Act (Item 137.G)/Virginia Department of Education

VDCJS School Safety Survey	Annually		Virginia Department of Criminal Justice Services
# Student Immunization Status Report	Annually		Virginia Department of Health
Immunizations			Virginia Department of Health
VDH School Health Profiles Survey	Every 2 years, 370 randomly selected schools		Virginia Department of Health
VA-16 (Virginia Payroll Tax)	Quarterly		Virginia Department of Taxation
VA-6 (Virginia Payroll Tax)	Annually		Virginia Department of Taxation
VEC-FC-21 (Virginia Unemployment Commission)	Quarterly		Virginia Employment Commission
Virginia High School League CEF (Coaches Education)	Once a year		Virginia High School League
Virginia High School League Participation/ATM	Once a year		Virginia High School League

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.