

ANALYSIS OF SCHOOL DIVISION REPORTING REQUIREMENTS IN RESPONSE TO HOUSE BILLS 196 AND 521 (2016)

BACKGROUND

This report is responsive 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

The Virginia Department of Education (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 which are reported to VDOE through secure Web-based systems designed to increase accuracy while lessening administrative burdens on educators at the local level.

A review of data collections was conducted during August 2021 for the purpose of updating the department’s “Calendar of Data Collections” listing of all data collections required of Virginia Public School divisions. The listing is updated annually by polling Department of Education leadership and other data stewards obtaining any additions, changes, and deletions to the collections.

The 2021 calendar was finalized in September 2021 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 2021-2022 school year).

Due Date	Report Name	Report Status	Web Site Link & Notes	Funding Type	Submission Type	Frequency
August 1, 2022	CTE Credentialing Collection (CTECC) (via SSWS)	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/	Both	Electronic	Annually
January 2022	Title I, Part A, Comparability Report	Same	http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml	Federal	Electronic	Annually
November 2022	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
October 15, 2021	Driver Education Program Approval	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annually
October 15, 2021	Laboratory FEE approval	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annually
June 30, 2022	Driver Education Status Questionnaire	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/driver_ed/index.shtml	State	Electronic	Annually
June 30, 2022	Wellness Related Fitness Report	Same	http://www.doe.virginia.gov/instruction/physed/	State	Electronic	Annually
September 30, 2021	Annual Report - Programs for the Gifted	Same	http://www.doe.virginia.gov/statistics_reports/gifted/	State	Electronic	Annually
August 31, 2021	CEIS Survey	Same		State	Electronic	Annually

Due Date	Report Name	Report Status	Web Site Link & Notes	Funding Type	Submission Type	Frequency
July 31, 2021	Foster Care Enrollment Report	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	State	Electronic	Annually
September 15, 2021	Annual School Report - Financial Section	Revised	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml	Both	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
October 31, 2021	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
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
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
July 29, 2022	Race to GED Program Report	Same	http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml	State	Form	2 Times a Year
July 29, 2022	PluggedIn Virginia Program Report	Same	http://www.doe.virginia.gov/instruction/adulted/grants_funding/index.shtml	State	Form	Annually
April 29, 2022	Career and Technical Education Financial Report (CTEFR) for SY 2020-2021	Revised	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/	State	Electronic	Annually
January 21, 2022 & August 30, 2022	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
August 31, 2022	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 - October 30, 2021 Spring SRC - April 30, 2022 EOY SRC - July 22, 2022 Summer SRC - August 19, 2022	Student Record Collections-also includes elements of the December 1 Child Count Collection and Remedial Summer School	Revised	http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml	Both	Electronic	4 Times a Year
Fall - November 19, 2021 EOY - August 16, 2022	Positions and Exits Collection	New	http://www.doe.virginia.gov/info_management/data_collection/positions-exits/index.shtml	State	Electronic	2 Times a Year
Fall - January 22, 2022 EOY - August 31, 2022	Master Schedule Data Collection also includes IPAL and SEDF	Same	http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml	Both	Electronic	2 Times a Year
August 26, 2022	Educational Registry Application (ERA)	Same	http://www.doe.virginia.gov/info_management/data_collection/educational_registry/index.shtml	Both	Electronic	Annually
Mar-22	Student Behavior and Administrative Response Collection	New	http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml	Both	Electronic	Optional Monthly Submission /Required Annually
Mid-August 2022	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
October 1, 2019	Student Data Collection for Homeless Children & Youth For Subgrantees	Same	http://wm.edu/hope	Federal	Electronic	Annually
November 15, 2021	Report of Free/Reduced Meal Applications	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml	Federal	Electronic	Annually
January 31, 2022	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, 2022	School Nutrition Programs Annual Application	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
July 31, 2022	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
August 31, 2021	Coordinated Early Intervening Services Survey	Same	https://www.doe.virginia.gov/special_ed/reports_plans_stats/child_count/index.shtml	Federal	Electronic	Annually
December 1, 2021	December 1 Child Count	Same	https://www.doe.virginia.gov/special_ed/reports_plans_stats/child_count/index.shtml	Federal	Electronic	Annually
August 16, 2022	Special Education State Performance Report Indicator Data	Same	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml	Federal	Electronic	Annually
Late January 2022	Individuals with Disabilities Education Act Maintenance of Effort	Same	http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml	State/Local	Electronic	Annually
Mid-May 2022	Special Education Excess Cost	Same	http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml	Federal	Electronic	Annually
Mid-November 2021	Special Education Proportionate Set Aside	Same	http://www.doe.virginia.gov/special_ed/grants_funding/index.shtml	Federal	Electronic	Annually
September 17, 2021	Homebound Student Services	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/homebound/index.shtml	State	Electronic	Annually
December 14, 2021	December 1 Child Count	Revised	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml	Both	Electronic	Annually
September 30, 2021	Students with Intensive Support Needs Application (SISNA)	New	http://www.doe.virginia.gov/administrators/superintendents_memos/2020/176-20.docx	State	Electronic	Annually
Mid-October 2021 (actual) and May 15, 2022 (fall 2022 projections)	Virginia Preschool Initiative	Revised	http://www.doe.virginia.gov/instruction/early_childhood/	State	Electronic	Annually
Report Monthly and Certification in August 2022	Crash/Incident Report & Certification of School Bus Insurance	Same	http://www.doe.virginia.gov/info_management/data_collection/support/transportation/index.shtml	State	Electronic	Monthly
October 2022	Pupil Transportation Report	Same	http://www.doe.virginia.gov/info_management/data_collection/support/transportation/index.shtml	State	Electronic	Annually

Due Date	Report Name	Report Status	Web Site Link & Notes	Funding Type	Submission Type	Frequency
August 1, 2021	School Security Equipment Grant	Revised	http://www.doe.virginia.gov/support/facility_construction/security_equipment_grants/index.shtml	State	Electronic	Annually
August 1, 2022	Driver Critical Shortage Survey	New	https://www.doe.virginia.gov/support/transportation/data_collection/index.shtml	State	Electronic	Annually
June 1, 2022	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 2021	New Teachers Program Report	Revised	http://www.doe.virginia.gov/teaching/career_resources/mentor/	State	Electronic	Annually
Fall 2021	National Board Certification Incentive Award Report	Revised	http://www.doe.virginia.gov/teaching/career_resources/national_board_cert/index.shtml	Both	Electronic	Annually
August 13, 2021 (vacancies) and April 2022 (teacher information)	STEM Teacher Recruitment and Retention Initiatives	Revised	http://www.doe.virginia.gov/administrators/superintendents_memos/2020/202-20.docx	State	Electronic	Annually
August 31, 2021 (vacancies) and November 2021 (teacher information)	Recruitment Incentive for Public Education (RIPE)	New	https://www.doe.virginia.gov/administrators/superintendents_memos/2021/227-21.pdf	State	Electronic	Currently, a one year only collection
January 2022	ESSER and GEER Annual Report	New		Federal	Form	Annually

FINDINGS

A listing of required data reporting asked of Virginia public school division by other governmental agencies was compiled from a survey of school divisions in October 2021. All 132 divisions were asked to:

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.
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.

The following responses were received from surveyed school divisions representing each of the eight Superintendent's Regions.

Listing of non-Virginia Department of Education Collections

Report Name	Report Frequency	Federal Agency or Organization Name	State Agency or Organization Name	Duplicate Reported?
Elementary – Secondary Staff Information Report (EEO5)	Biennial	Equal Employment Opportunity Commission		No
W2	Annual	Internal Revenue Service	Virginia Employment Commission	Yes
1096 Federal Forms	Annual	Internal Revenue Service		No
1099-Misc Income	Annual	Internal Revenue Service		No
941 report (Federal Payroll Tax)	Quarterly	Internal Revenue Service		No
ACA reconciliation -1095	Annual (suspended for 2021 and 2022)	Internal Revenue Service		No
IRS Form 720 (Part II, Section 133) PCORI fees	Annual	Internal Revenue Service		No
IRS-SSA-CMS Data Match	Voluntary	Internal Revenue Service - Centers for Medicare & Medicaid Services		No
# OSHA 300, 300A	Annual	Occupational Health and Safety Administration		No
Impact Aid Report	Annual	Office of Impact Aid		No
Bureau of Labor Statistics - Employee Wage Report	Annual	US Bureau of Labor Statistics		No
Bureau of Labor Statistics Employee Counts	Monthly	US Bureau of Labor Statistics		No
Census of Governments, Survey of Public Employment and Payroll	Periodically	US Census Bureau		No
# USDA Farm to School Census Data Collection	Annual	US Department of Agriculture		No
Census of Governments, Survey of School Finances	Annual	US Department of Commerce – Economics		No
National Assessment of Educational Progress (NAEP)	Annual	US Department of Education - National Center for Education Statistics		No
School Pulse Panel Recurring Survey	Annual for selected schools	US Department of Education - National Center for Education Statistics		No
Civil Rights Data Collection	Annual for 2021-2022 and 2022-	US Department of Education - Office of Civil Rights		No

	2023 then every 2 years			
* Nursing Situational Report	Annual	US Department of Health		No
Epi Pen Report	Annual	US Department of Health		No
Vision and Hearing Screening Report	Annual	US Department of Health		No
Head Start Program Information Report	Annual	US Department of Health and Human Services - Office of Head Start		No
Freedom of Information Act (FOIA)	As requested	US Department of Justice	Virginia Freedom of Information Act	Yes
Broadband Connectivity Capability Survey	Annual		Appropriations Act (Item 137.G)	No
Legally Blind Students	Annual		Department for the Blind and Vision Impaired	No
School Safety Inspection Checklist	Annual		Department of Criminal Justice Services	No
VDCJS School Safety Survey	Annual		Department of Criminal Justice Services	No
Virginia School Crisis Management Plan Review and Certification	Annual		Department of Criminal Justice Services	No
School Climate Survey Report	Annual		Department of Criminal Justice System	No
Drinking Water Testing	Annual		Department of Health	No
Student Immunization Status Report	Annual		Department of Health	No
VDH Attendance	Annual		Department of Health	No
VDH School Health Profiles Survey	Annual		Department of Health	No
Vision and Hearing Screening Report	Annual		Department of Health	No
Business Cost Report (BCR)	Annual		Department of Medical Assistance Services	No
Quarterly Medicaid Report	Annual		Department of Medical Assistance Services	No
Virginia Medicaid Reporting	Annual		Department of Medical Assistance Services	No
Administrative Claim Report	Annual		Department of Medical Assistance Services	No
Cost report	Annual		Department of Medical Assistance Services	No
P-EBT	Annual		Department of Social Services	No
VA-16 (Virginia Payroll Tax)	Quarterly		Department of Taxation	No
VA-6 (Virginia Payroll Tax)	Annual		Department of Taxation	No
VEC-FC-21 (Virginia Unemployment Commission)	Quarterly		Employment Commission	No

New Hire Report	Annual		New Hire Reporting Center	No
Census to the Virginia Project for Children and Youth with Deaf-Blindness	Annual		VCU - The National Center on Deaf-Blindness (NCDB)	No
Teacher Salary Study	Annual		Virginia Education Association	No
Virginia High School League CEF (Coaches Education)	Annual		Virginia High School League	No
Virginia High School League Participation/ATM	Annual		Virginia High School League	No
VRS Snapshot	Annual		Virginia Retirement System	No
Survey of Individual Self-Insurers-Public	Annual		Virginia Worker Compensation Commission	No

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.