

# ANALYSIS OF SCHOOL DIVISION REPORT REQUIREMENTS

## 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 2022 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 [2023–2024 Calendar of Collections](#) was finalized in August 2023 and posted to the Data Collections section of the Virginia Department of Education’s website. The due date, name, website of resources, contact, and frequency, status, and other important information are included for each collection.

**The Calendar of Collections** for events that occur during the 2023–2024 school year.

Due Date	Report Name	Report Status	Funding Type	Submission Type	Frequency
July 31, 2024	CTE Credentialing Collection (CTECC)	Revised	Both	Electronic	Annually
January 31, 2024	Title I, Part A, Comparability Report	Same	Federal	Electronic	Annually
November 2023	Count of Children Who Are Neglected or Delinquent (Title I, Part D, Subpart 1 and Subpart 2)	Same	Federal	Electronic	Annually
November 2023	21st Century Community Learning Centers State Evaluation	Same	Federal	Electronic	Annually
October 15, 2023	Driver Education Program Approval	Same	State	Electronic	Annually
October 15, 2023	Laboratory FEE approval	Same	State	Electronic	Annually
June 30, 2024	Driver Education Status Questionnaire	Same	State	Electronic	Annually
June 30, 2024	Wellness Related Fitness Report	Same	State	Electronic	Annually
September 29, 2023	Programs for the Gifted, Annual Report	Same	State	Electronic	Annually

July 31, 2024	Foster Care Enrollment Report	Same	State	Electronic	Annually
September 14, 2023	Annual School Report - Financial Section	Same	State	Electronic	Annually
July 22, 2024	Certification of Adequate Funds Budgeted to Meet Required Local Effort for the Standards of Quality and Local Match Requirements for Certain State Funds	Same	State	Electronic	Annually
October 31, 2023	K-3 Primary Class Size Reduction Program	Same	State	Electronic	Annually
July 27, 2024	Adult Education and Family Literacy Act (Federal) and General Adult Education (State) Programs	Same	Both	Electronic	Annually
July 27, 2024	Integrated English Literacy/Civics Education Program Report	Same	Federal	Electronic	Annually
July 31, 2024	Race to GED Program Report	Same	State	Form	2 Times a Year
April 26, 2024	Career and Technical Education Financial Report	Revised	State	Electronic	Annually
Fall- January 30, 2024 EOY- August 14, 2024	Secondary Enrollment Demographic Form (SEDF)	Revised	State	Electronic	2 Times a Year
August 25, 2024	Substitute Tests	Revised	Both	Electronic	Annually
Fall SRC - Oct 27, 2023 Spring SRC - April 26, 2024 EOY SRC - July 19, 2024 Summer SRC -Aug 16, 2024	Student Record Collection	Revised	Both	Electronic	4 Times a Year

Fall - November 3, 2023 EOY - August 16, 2024 Summer - August 7, 2024	Positions and Exits Collection	Both		Electronic	3 Times a Year
Fall - December 22, 2023 EOY - August 14, 2024	Master Schedule Data Collection also includes IPAL and SEDF	Same	Both	Electronic	2 Times a Year
August 16, 2024	Educational Registry Application (ERA)	Same	Both	Electronic	Annually
Preliminary - Mar 15, 2024 EOY - August 16, 2024	Student Behavior and Administrative Response Collection	New	Both	Electronic	Optional Monthly Submission/Required Annually
Mid-August 2024	Standards of Quality Compliance Data Collection	Same	State	Electronic	Annually
October 1, 2023	Student Data Collection for Homeless Children & Youth for Subgrantees	Same	Federal	Electronic	Annually
November 15, 2023	Report of Free/Reduced Meal Applications	Same	Federal	Electronic	Annually
January 31, 2024	School Nutrition Programs Semi-Annual Financial Report for July-December	Same	Federal	Electronic	Annually
July 1, 2024	School Nutrition Programs Annual Application	Same	Federal	Electronic	Annually
July 31, 2024	School Nutrition Programs Annual Financial Report for July -June	Same	Federal	Electronic	Annually
July 2024	Coordinated Early Intervening Services Survey	Revised	Federal	Electronic	Annually
December 14, 2023	December 1 Child Count	Revised	Federal	Electronic	Annually
December 14, 2023	Parentally Placed Private School and Homeschooled Students Survey	Revised	Federal	Electronic	Annually

August 15, 2024	Special Education State Performance Report Indicator Data	Revised	Federal	Electronic	Annually
Late January 2024	Individuals with Disabilities Education Act Maintenance of Effort	Same	State / Local	Electronic	Annually
Mid-May 2024	Special Education Excess Cost	Same	Federal	Electronic	Annually
Mid-November 2023	Special Education Proportionate Set Aside	Same	Federal	Electronic	Annually
September 18, 2023	Homebound Student Services	Same	State	Electronic	Annually
September 29, 2023	Students with Intensive Support Needs Application	New	State	Electronic	Annually
Enrollment - Mid-Oct 2023 Late Enrollment - Jan 2024 Projected - Mid-May 2024	Virginia Preschool Initiative	Revised	State	Electronic	3 Times per year
Projection 1 – March 1 - May 15 Projection 2 – July 1 – August 15 Projected 3 – Sept 1- October 15	VPI Local Criteria Waiver Application	Same	State	Electronic	3 Times per year
Report- Monthly Certification- August 2024	Crash/Incident Report & Certification of School Bus Insurance	Same	State	Electronic	Annually
October 2023	Pupil Transportation Report	Same	State	Electronic	Annually
August 1, 2024	School Security Equipment Grant	Revised	State	Electronic	Annually
August 30, 2024	Driver Critical Shortage Survey	New	State	Electronic	Annually
June 2024	Mentor Teacher Program Evaluation & Program Reports	Same	State	Electronic	Annually
Fall 2023	New Teachers Data Collection (NTDC)	Same	State	Electronic	Annually

Fall 2023	National Board Certification Incentive Award Report	Same	Both	Electronic	Annually
Vacancy- August 2023 - Teacher - April 2024	STEM Teacher Recruitment and Retention Initiatives	Revised	State	Electronic	Annually
Vacancy - August 31, 2023 Teacher - April 2024	Recruitment Incentive for Public Education	Same	State	Electronic	Annually
June 30, 2024	School Health Services Survey	Same	State	Electronic	Annually
Spring 2024	ESSER, GEER and EANS Annual Report	Same	Federal	Form	Annually
September 2023	Virginia School Survey of Climate and Working Conditions	Same	State	Electronic	Annually
December 2023	Human Subjects Research Report	Same	State	Electronic	Annually

**FINDINGS**

A committee comprised of data stewards from 13 school divisions representing each of the eight Superintendent’s Regions provided a:

1. List of 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 of each report that your local school division is required to submit to the federal government including the name and frequency.

**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)	Biannual	Equal Employment Opportunity Commission		No
W2	Annual	Internal Revenue Service	Virginia Employment Commission	Yes
1096 Federal Forms	Annual	Internal Revenue Service		No

<b>Report Name</b>	<b>Report Frequency</b>	<b>Federal Agency or Organization Name</b>	<b>State Agency or Organization Name</b>	<b>Duplicate Reported?</b>
1099-Misc Income	Annual	Internal Revenue Service		No
941 report (Federal Payroll Tax)	Quarterly	Internal Revenue Service		No
ACA reconciliation -1095	Annual	Internal Revenue Service		No
IRS Form 720 (Part II, Section 133) PCORI fees	Annual	Internal Revenue Service		No
Form 1095-C, Employer-Provided Health Insurance	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	Once every 10 years	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
USDA surveys	Monthly, at select times	US Department of Agriculture		

<b>Report Name</b>	<b>Report Frequency</b>	<b>Federal Agency or Organization Name</b>	<b>State Agency or Organization Name</b>	<b>Duplicate Reported?</b>
Census of Governments, Survey of School Finances	Annual	US Department of Commerce – Economics		No
National Assessment of Educational Progress (NAEP) - testing and population	Annual - for selected schools	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	Biannual	US Department of Education - Office of Civil Rights		No
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	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
Directory Information for US Military Recruitment	Annual	US Military Branches		
Broadband Connectivity Capability Survey	Annual		Appropriations Act (Item 137.G)	No
Legally Blind Students	Annual		Department for the Blind and Vision Impaired	No



<b>Report Name</b>	<b>Report Frequency</b>	<b>Federal Agency or Organization Name</b>	<b>State Agency or Organization Name</b>	<b>Duplicate Reported?</b>
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
Virginia School Survey for Climate and Working Conditions	Annual		Department of Criminal Justice System	No
Communicable Disease Reporting	Daily/Weekly		Department of Health	No
COVID Test Kit Usage	Weekly		Department of Health	No
Daily Absenteeism Rates	Daily		Department of Health	No
Drinking Water Testing	Annual		Department of Health	No
Impact Testing	Biannual		Department of Health	No
Student Immunization Status Report	Annual		Department of Health	No
Syndromic Surveillance	Voluntary		Department of Health	No
VDH School Health Profiles Survey	Annual		Department of Health	No
Administrative Claim Report	Annual		Department of Medical Assistance Services	No

Report Name	Report Frequency	Federal Agency or Organization Name	State Agency or Organization Name	Duplicate Reported?
Business Cost Report (BCRC)	Annual		Department of Medical Assistance Services	No
Virginia Medicaid Reporting	Quarterly		Department of Medical Assistance Services	No
LearnFare	Weekly		Department of Social Services	No
Medicaid billing (DSS - Virginia)	Monthly		Department of Social Services	No
P-EBT	Monthly		Department of Social Services	No
Child Protective Services	Per Incident		Department of Social Services and local law enforcement	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
JLARC Studies	Periodically		JLARC	No
Building Maps	Annual		Local Police and Fire Departments	No
New Hire Report	bi-monthly		VA 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

Report Name	Report Frequency	Federal Agency or Organization Name	State Agency or Organization Name	Duplicate Reported?
Virginia High School League CEF (Coaches Education)	Annual		Virginia High School League	No
Virginia High School League Offerings	Annual		Virginia High School League	No
Virginia High School League Participation/ATM	Annual		Virginia High School League	No
VRS Snapshot	Monthly		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.