

GENERAL INSTRUCTIONS – PRE-LABOR DAY WAIVER SUBMISSION USING THE VIRGINIA DEPARTMENT OF EDUCATION SINGLE SIGN-ON FOR WEB APPLICATION SYSTEMS

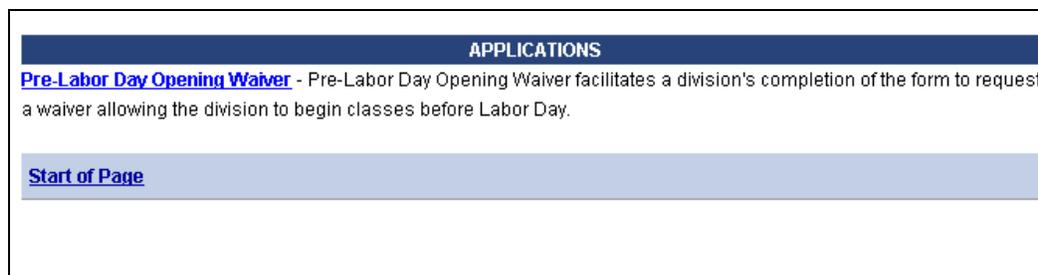
PLEASE NOTE: The SSWS will be made available no later than 12 pm on Monday, March 9, 2009, for entries.

Part I – SSWS General Information

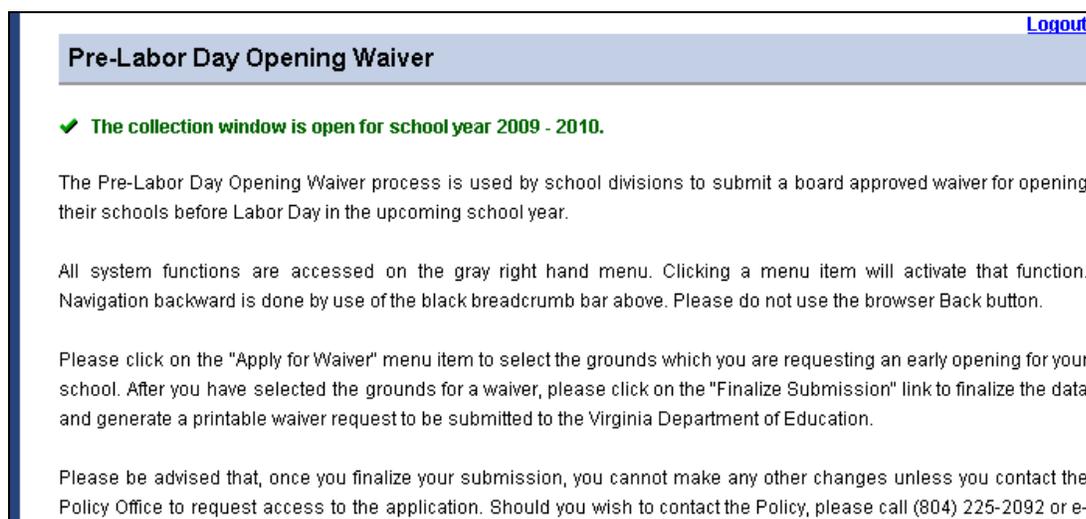
Please go to the following Web link for general information regarding the SSWS system:
https://plpe.doe.virginia.gov/ssws/sswswebapp/jsp/common/SSWS_User_Guide.pdf

Part II – Accessing the Pre-Labor Day Waiver Opening

Once you have logged into the SSWS, you will view the following menu:



Please choose the 'Pre-Labor Day Opening Waiver.' You will then be directed to a screen where your school division name and number will be displayed. From this screen, please use the mouse to click on the name of your school division, and you will then be directed to a screen that reads as follows:



At any time that you are logged into SSWS, you may exit the system by clicking the option marked 'Logout', which can be found in the top right hand corner of your screen.

Once you view this screen, please look at the options on the right-hand side of your screen. There you will see three options. One option allows you to apply for a waiver. Another option allows you to finalize your submission. The last option allows you to process a report. If you select the option to apply for a waiver, you will view the following:

Apply for Waiver 2009-2010

Grounds Selection for Requesting a Waiver

Date Approved by Local School Board:

Please select the applicable grounds upon which this waiver is being requested:

- Number of Days Closed
- Dependency on Other Divisions
- Innovative or Experimental Program

Save Grounds

From this screen, please select the option for which your division is applying. Please note: If your division **has not been approved** to operate an experimental/innovative program, you will not be able to choose the option marked "Innovative or Experimental Program".

Before choosing the applicable grounds for your division, you must enter the date approved by the local school board. Please note that you cannot finalize the submission without entering this information. **Please note: You cannot enter a date that is either: 1) the actual date that you are entering data in the SSWS system or 2) a date for future local board action. You can only enter a date prior to the day that you are accessing the system. Otherwise, you will receive an error message.**

You should also note that you can re-enter your data at any time by hitting the "Reset" button at the bottom of the screen.

Option 1: Number of Days Closed

[Section 22.1-79.1](#) of the *Code of Virginia* states that the Board of Education (BOE) may waive the requirement to open school after Labor Day if, "A school division has been closed on average of eight days per year during any five of the last ten (10) years because of severe weather conditions, energy shortages, power failures, or other emergency situations..."

If this situation pertains to your division and your local school board has approved the request for an opening prior to Labor Day, please check the following “Number of Days Closed”, as illustrated below:

Please select the appropriate grounds upon which this waiver is being requested.

Number of Days Closed

This school division was closed an average of at eight instructional days in five of the past ten years due to inclement weather, energy shortages, power failures, or other emergency situations.

School Year	No. of Days Missed
No. of Days Missed 2008 - 2009	<input type="text"/>
No. of Days Missed 2007 - 2008	<input type="text"/>
No. of Days Missed 2006 - 2007	<input type="text"/>
No. of Days Missed 2005 - 2006	<input type="text"/>
No. of Days Missed 2004 - 2005	<input type="text"/>

You will see a table on this screen asking you to enter the number of days missed. If your division entered data into the SSWS for Option 1 last year, then the data you entered will automatically populate for the years 1998-1999 to 2008-2009. In this case, you only need to enter data for 2008-2009. If your division did not enter data into the SSWS last year, then you will need to enter data for the entire ten (10) year time period.

Once you have entered this information, you will receive a message on the screen indicating whether your division qualifies for a waiver under the criteria in the *Code*. **(Please note: you must receive a formal e-mail from the department approving your request. The message indicating that your division has qualified for the waiver under the number of days closed is not formal approval)**

If your division qualifies for a waiver under option 1, you will see the message “Criteria Met” in green at the bottom of your screen. You may then click the “Save Grounds” button and continue to the next menu screen to finalize your submission.

If your division does not qualify for a waiver under option 1, you will see the message “Criteria Not Met” in red at the bottom of your screen. If you receive this message, the only options available to you are options 2 and 3 for dependent programs or experimental/innovative programs. These options are explained below.

Option 2: Dependency on Other Divisions

[Section 22.1-79.1](#) of the *Code of Virginia* states that the BOE may waive the requirement to open school after Labor Day if, “A school division is providing, in the school year for which the waiver is sought, an instructional program or programs in one or more of its elementary or middle or high schools, excluding the electronic classroom, which are dependent on and

provided in one or more elementary or middle or high schools of another school division that qualifies for such waiver. However, any waiver granted by the BOE pursuant to this subdivision shall only apply to the opening date for those schools where such dependent programs are provided....”

If this situation pertains to your division and your local school board has approved the request for an opening prior to Labor Day, please check the “Dependency on Other Divisions”, as illustrated below:

The screenshot shows a web browser window with a form titled "Dependency on Other Divisions". The form includes a checkbox that is checked, followed by explanatory text and a note. Below the text are four input fields: "School", "Dependent Division", "Dependent School", and "Type Of Program". Each of the first three fields is a dropdown menu with a blue arrow on the right. The "Type Of Program" field is a text input box. The browser's address bar and various icons are visible at the top of the window.

Please note that the screen format option differs from last year’s submission even though the content is the same.

This image provides a closer look at the "Add Dependent Schools" section of the form. It features a blue header bar with the title "Add Dependent Schools". Below the header, there is a note: "Note: Selecting a School or Dependent Division will open a new window." The form contains several input fields: "School" (dropdown), "Dependent Division" (dropdown), "Dependent School" (dropdown), "Type Of Program" (text input), "Start Date" (text input with a calendar icon and "(MM/DD/YYYY)" label), and "Number Of Students Enrolled" (text input). At the bottom of this section is a button labeled "Add School". Below the "Add School" button is another blue header bar titled "Dependent School Information".

You will continue to see an option asking that you identify the school(s) in your division for which you are applying for the waiver. To do this, you should use the drop down boxes to select the school, dependent division, and dependent school. **Please note: The submission only permits you to identify one dependent division and dependent school for each school for which you are requesting a waiver based upon dependent programs. Should the dependent division in your request not qualify for a waiver, then you will be contacted by the department in order to make another selection.** Once finished, please select the “Add School” option.

Once you have entered information for each dependent school, you will need to provide a general description (**no more than 25 characters**) in the “Type of Program” field. This description pertains to the nature of the program dependency with another division. The dependency could include but not be limited to: 1) special education; 2) alternative education; 3) gifted education; 4) career and technical education; or 5) another type of regional program. Please be specific in your explanation as a lack of specificity could delay approval should the department need additional information.

Once these data have been entered, please provide information in the “Start Date” field regarding the proposed date for the dependent program. Please note that this date must be prior to Labor Day or you will receive an error message.

Once the “Start Date” has been entered, you will need to specify the number of students affected by the dependent program in the “Number of Students Enrolled.” Please enter the number of students (in whole numbers).

Once this information has been entered for the first school in your division, you may then add other schools using the steps noted above.

Once all entries have been made, please choose the “Save Grounds” button. If there are no errors or missing information in your submission, you will receive a message indicating that all data have been saved successfully.

Option 3: Innovative or Experimental Programs

[Section 22.1-79.1](#) of the *Code of Virginia* states that the Board may waive the requirement to open school after Labor Day if “A school division is providing its students, in the school year for which the waiver is sought, with an experimental or innovative program which requires an earlier opening date than that established in subsection A of this section and which has been approved by the Department of Education pursuant to the regulations of the Board of Education establishing standards for accrediting public schools. However, any waiver or extension of the school year granted by the Board pursuant to this subdivision or its standards for accrediting public schools for such an experimental or innovative program shall only apply to the opening date for those schools where such experimental or innovative programs are offered generally to the student body of the school. For the purposes of this subdivision, experimental or innovative programs shall include instructional programs that are offered on a year-round basis by the school division in one or more of its elementary or middle or high schools.”

If the state Board has already approved one or more schools in your division to operate an experimental/innovative program, you will see an option in the system to select “Innovative or Experimental Program” in the main menu when you first log in to the application. (Please reference the screen shot at the beginning of these instructions.)

You will see a table once you have selected the “Innovative or Experimental Program” option. In order to view the listing of all schools in your division that have been approved under this option, **you must click the “Refresh School” button at the bottom of your screen.** Once you click this button, you will view a listing of all approved schools. Should you not wish to request approval of all schools on the list for early opening in the 2009-2010 school year, you have the option to delete these schools, using the utility on the right-hand side of your screen. Please note: every time you click the “Refresh School” button, all approved schools will be displayed regardless of whether you just deleted any schools. Please ensure that, before you click on the “Save Grounds” button, that all schools for which you are requesting approval are displayed.

Please select the applicable grounds upon which this waiver is being requested:

- Number of Days Closed
- Dependency on Other Divisions
- Innovative or Experimental Program

The schools listed below are operating an experimental or innovative program that has been previously approved by the Board of Education to open prior to Labor Day. Please contact the Office of Policy at (804) 225-2092 or policydata@doe.virginia.gov for additional informaton.

Innovative or Experimental Program

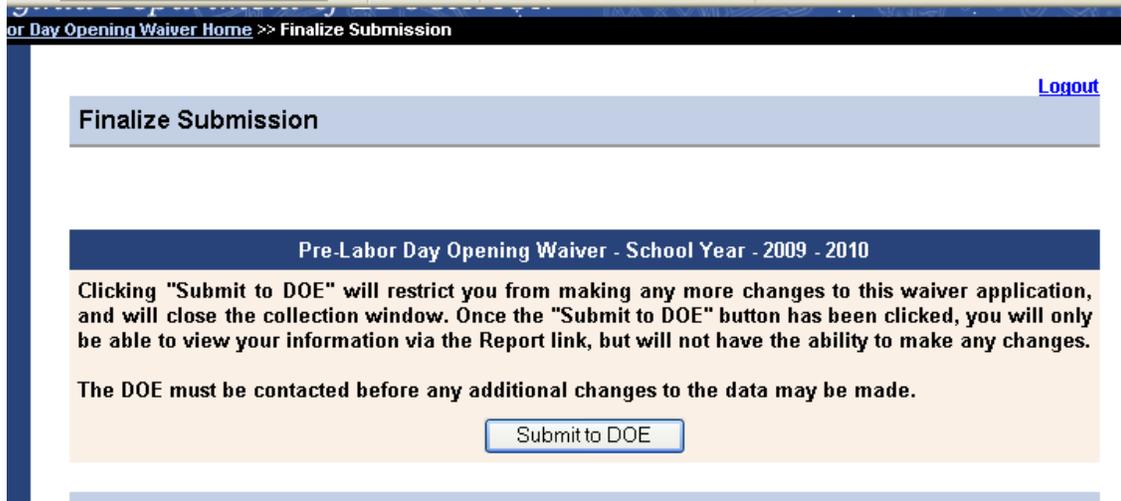
There are no Innovative or Experimental Program Schools available.

Refresh School

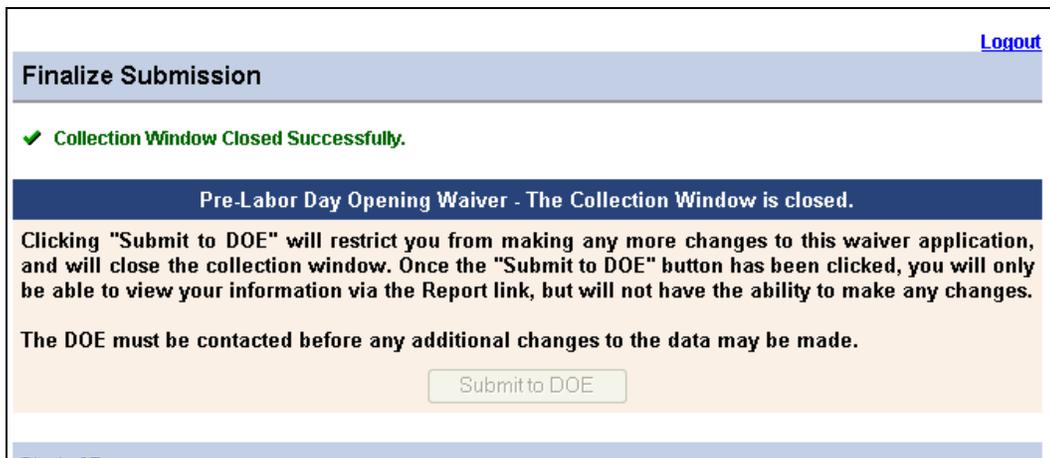
Once all entries have been made, please choose the “Save Grounds” button. If there are no errors or missing information in your submission, you will receive a message indicating that all data have been saved successfully.

Finalizing Your Submission

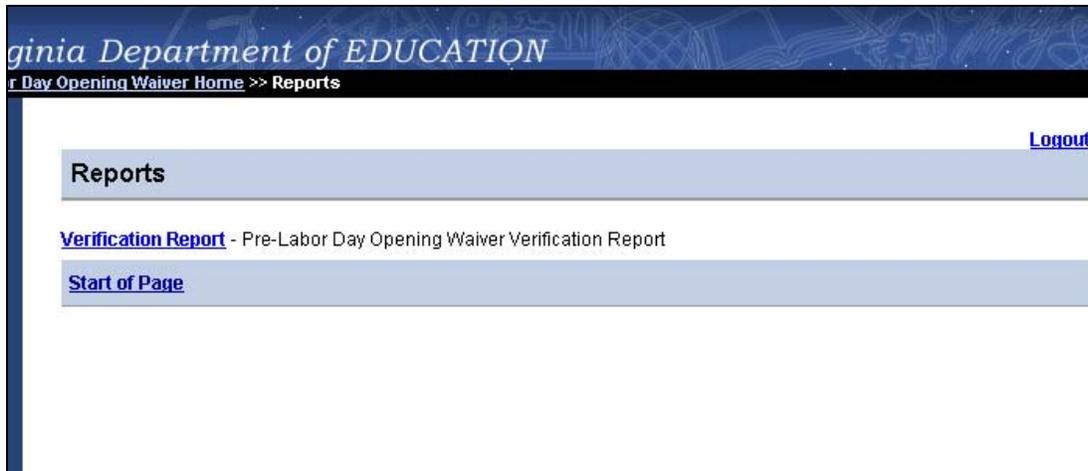
Once you have chosen the option or options for the Pre-Labor Day Waiver application and have selected “Save Grounds” for any of these options, you can then finalize your submission using the options menu in the top right hand corner of your screen. If you have entered all necessary data for the options that you have chosen, you may click on this option in order to generate a waiver request form to be signed by the division superintendent and local school board chair. When you select this option, the following screen will appear:



Once you click "Submit to DOE", you will then view the following screen:



To generate the waiver request form that will need to be signed by your division superintendent and your local school board chairman, you will need to select the reports option in the top right-hand corner of your screen. The screen will look like this:



Please choose the “Verification Report” option in order to access the form that must be signed and provided to the department. This report must be signed by the division superintendent and chairman of the school board and submitted to the Department of Education. When printing this page, you may access the “Printer Friendly” option in the upper right-hand corner of the screen.

Approval of Your Submission

Once your information has been submitted in the SSWS system **and** the department has received a hard-copy of your division’s signed waiver request, your submission will be reviewed for approval. **You will be notified via e-mail from the e-mail address ‘policydata@doe.virginia.gov’ of the status of your request (either approval or denial).** Should unusual circumstances exist where additional information is needed, the department will contact you via e-mail for specific information. For this reason, it is very important that the contact information for this application reflect the designated contact person for this issue.