

Virginia Department of Education
 Calendar of Reports for 2014 - 2015
 Listed By Contact Office Ordered by Due Date
 Rev May 2015

Due Date	Report Name	Contact Office	Contact Name	Contact Phone No.	Report Status	Web Site Link & Notes
August	Adult Basic Education, English Literacy, & Adult Secondary Programs Accountability Report & Virginia GAE Diploma Programs Reports	Adult Education & Literacy	James Andre	804-371-7852	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/index.shtml
August 1	English Literacy/Civics Education Program Report	Adult Education & Literacy	Thomas Suh	804-225-2053	Same	http://www.doe.virginia.gov/instruction/adulted/literacy/english_lit_civics/index.shtml
August 1	Race to GED Program Report	Adult Education & Literacy	Debbie Bergtholdt	804-225-2053	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/adult_ed/index.shtml
August 1	Individual Student Alternative Education Plan Report	Adult Education & Literacy	Michael Nusbaum	804-225-2053	Same	http://www.doe.virginia.gov/instruction/isaep/index.shtml
September 26, 2014	Enrollment Reports for Remedial Summer School & Foster Care	Budget Budget	Staff	804-225-2025	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml
September 26, 2014	Annual School Report -Financial Section	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml
August 11, 2014	Certification of Adequate Funds Budgeted to Meet Required Local Effort for the Standards of Quality and Local Match Requirements for Certain State Funds	Budget Budget	Staff	804-225-2025	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml
April 17, 2015	Career and Technical Education Financial Report (CTEFR) for SY 2013-2014	Career & Technical Ed.	Terry Dougherty	804-225-3349	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/index.shtml
January 30, 2015 & September 30, 2015	Secondary Enrollment Demographic Form (SEDF) Fall & EOY Reports (via Master Schedule Collection - MSC)	Career & Technical Ed.	Lolita Hall	804-225-2051	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/index.shtml
July 31, 2015	CTE Credentialing Collection (CTECC) (via SSWS)	Career & Technical Ed.	Joseph Wharff	804-225-3370	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/index.shtml
August 30, 2014	Substitute Tests	Educational Information Management - Education Applications	Allison Young	804-225-3909	Same	http://www.doe.virginia.gov/testing/substitute_tests/index.shtml

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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	Educational Information Management - Education Applications	Carol Wells Bazzichi for SRC	804-225-4847	Same	http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml
EOY - September & Fall - January	EOY Master Schedule Data Collection & Fall Master Schedule Data Collection/ Instructional Personnel (MSC - IPAL)	Educational Information Management - Education Applications	Allison Young	804-225-3909	Same	http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml
Quarterly	ARRA Jobs Reporting	Grants Accounting & Reporting	Annette Sherrill & Gemma Yu-Meade	804-786-3235	Revised	http://www2.ed.gov/policy/gen/leg/recovery/section-1512.html
May 15	Virginia Preschool Initiative (Required in Appropriation Act)	Instruction - Early Childhood Development	Cheryl Strobel	804-371-7578	Same	http://www.doe.virginia.gov/instruction/early_childhood/
August 30	Annual Report - Programs for the Gifted	Office of Standards, Curriculum & Instruction	Donna Poland	804-225-2884	Same	http://www.doe.virginia.gov/info_management/data_collection/instruction/gifted/index.shtml
September 30	School Program Approval Application for Driver Education & Driver Education Status Questionnaire & Notification Process Concerning Driver Education Teachers Who Receive Traffic Citations	Office of Standards, Curriculum & Instruction	Vanessa Wigand	804-225-3300	Revised	Code of Virginia, § 46.2-340
June	Wellness Related Fitness Report	Office of Standards, Curriculum & Instruction	Vanessa Wigand	804-225-3300	Same	http://www.doe.virginia.gov/instruction/physed/index.shtml
July 25, 2014	Collection of Data Relative to Compliance with the Standards of Quality (SOQ) and Other Miscellaneous Reporting Requirements	Policy Office	Susan B. Williams & Karen Gilbert	804-225-2403	Same	http://www.doe.virginia.gov/info_management/data_collection/soq_compliance/index.shtml
January-Annually	Title I, Part A, Comparability Report	Program Administration and Accountability	Gabie Frazier	804-225-2907	Same	http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml

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June	Charter School Report	Program Administration and Accountability	Diane Jay	804-225-2905	Revised	http://www.doe.virginia.gov/boe/reports/annual_reports/2013.pdf (report part of the Annual Report of Conditions and Needs of Public Schools in Virginia)
November/Annually	Title I, Part D, <u>Subpart 1</u> and Subpart 2, Count of Children Who Are Neglected or Delinquent (N or D)	Program Administration and Accountability	Diane Jay	804-225-2905	Same	http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml
Report Monthly/ Certification in August	Crash/Incident Report & Certification of School Bus Insurance	Pupil Transportation	June Eanes	804-225-2037	Same	http://www.doe.virginia.gov/info_management/data_collection/support/transportation/index.shtml
October	Pupil Transportation Report	Pupil Transportation	June Eanes	804-225-2037	Same	http://www.doe.virginia.gov/support/transportation/index.shtml
November 15	Report of Verification of Free/Reduced Meal Applications	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml
January 31	School Nutrition Programs Semi-Annual Financial Report for July-December	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml
June 1	Local Wellness Policy Status Report	School Nutrition	School Nutrition Programs Staff	804-225-2074	New	http://www.doe.virginia.gov/info_management/data_collection/instruction/physical_ed/index.shtml
July 1	School Nutrition Programs Annual Agreement	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/info_management/data_collection/support/nutrition/index.shtml
July 31	School Nutrition Programs Annual Financial Report for July -June	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/info_management/data_collection/support/index.shtml
Reporting Period: July 1, 2014 through June 30, 2015	Special Education State Performance Report Indicator Data	Special Education and Student Services	Jeff Phenicie	804-786-0308	Same	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml
July 15 Regional Ctrs July 31 School Divisions	Annual Report for Discipline, Crime and Violence	Special Education and Student Services	Tara McDaniel	804-225-2715	Same	http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml
Mid-September	Homebound Student Services	Special Education and Student Services	Tia Campbell	804-786-8671	Revised	http://p1pe.doe.virginia.gov/ssws
Collection Window Opens on December 1	December 1 Child Count	Special Education and Student Services	Angela Phenicie	804-371-7582	Revised	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml

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Ongoing	Annual Report for Discipline Crime and Violence & December 1 Child Count	Special Education and State Performance Report Indicator	Samantha Hollins	804-786-2900	Revised	http://www.doe.virginia.gov/info_management/data_collection/special_education/data_calendar/index.shtml
Fall 2014	Teacher and Principal Evaluation Collection Verification Report	Teacher Education & Licensure	Mark Allan	804-786-3925	Same	http://www.doe.virginia.gov/administrators/superintendents_memos/2013/201-13.shtml
December 2014 & January 2015	Instructional Personnel (IPAL) Verification Report & Survey Data Report	Teacher Education & Licensure	Mark Allan & JoAnne Carver	804-786-3925 804-692-0251	Same	http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml
January 31, 2014	Supply and Demand Report for School Personnel	Teacher Education & Licensure	JoAnne Carver	804-692-0251	Same	http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml
June 6, 2014	Mentor Teacher Program Evaluation & Program Reports	Teacher Education & Licensure	JoAnne Carver	804-692-0251		http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml
Fall 2014	New Teachers Program Verification Report	Teacher Education & Licensure	Mark Allan & JoAnne Carver	804-786-3925 804-692-0251		http://www.doe.virginia.gov/administrators/superintendents_memos/2013/255-13.shtml
Fall 2014	National Board Certification Incentive Award Verification Report	Teacher Education & Licensure	Mark Allan	804-786-3925		http://www.doe.virginia.gov/teaching/career_resources/national_board_cert/index.shtml
October 11	Student Data Collection for Homeless Children & Youth For Subgrantees	Project Hope	Patricia Popp	757-221-4002	Same	http://wm.edu/hope