

Virginia Department of Education  
Calendar of Reports for 2015 - 2016  
Rev June 2016

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	<a href="http://www.doe.virginia.gov/info_management/data_collection/instruction/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/instruction/index.shtml</a>
August 1	English Literacy/Civics Education Program Report	Adult Education & Literacy	Thomas Suh	804-225-2053	Same	<a href="http://www.doe.virginia.gov/instruction/adulted/literacy/english_lit_civics/index.shtml">http://www.doe.virginia.gov/instruction/adulted/literacy/english_lit_civics/index.shtml</a>
August 1	Race to GED Program Report	Adult Education & Literacy	Debbie Bergtholdt	804-225-2053	Same	<a href="http://www.doe.virginia.gov/info_management/data_collection/instruction/adult_ed/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/instruction/adult_ed/index.shtml</a>
August 1	Individual Student Alternative Education Plan Report	Adult Education & Literacy	Michael Nusbaum	804-225-2053	Same	<a href="http://www.doe.virginia.gov/instruction/isaep/index.shtml">http://www.doe.virginia.gov/instruction/isaep/index.shtml</a>
September 30, 2016	Enrollment Reports for Remedial Summer School & Foster Care	Budget	Budget Staff	804-225-2025	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml</a>
September 15, 2016 (September 30, 2016 with approved extension)	Annual School Report -Financial Section	Budget	Budget Staff	804-225-2025	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml</a>
June 15, 2016	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	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml</a>
April 29, 2016	Career and Technical Education Financial Report (CTEFR) for SY 2013-2014	Career & Technical Ed.	George Wilcox	804-225-2052	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/index.shtml</a>
January 29, 2016 & September 30, 2016	Secondary Enrollment Demographic Form (SEDF) Fall & EOY Reports (via Master Schedule Collection - MSC)	Career & Technical Ed.	George Wilcox	804-225-2052	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/index.shtml</a>
July 31, 2016	CTE Credentialing Collection (CTECC) (via SSWS)	Career & Technical Ed.	Lolita Hall	804-225-2051	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/instruction/career_tech/index.shtml</a>
August 26, 2016	Substitute Tests	Educational Information Management - Education Applications	Carol Wells Bazzichi	804-225-4847	Revised	<a href="http://www.doe.virginia.gov/testing/substitute_tests/index.shtml">http://www.doe.virginia.gov/testing/substitute_tests/index.shtml</a>

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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	Lisa Comfort for SRC	804-225-2827	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml</a>
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	<a href="http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml</a>
	ARRA Jobs Reporting				Revised	This report has been discontinued
May 15	Virginia Preschool Initiative (Required in Appropriation Act)	Instruction - Early Childhood Development	Cheryl Strobel	804-371-7578	Same	<a href="http://www.doe.virginia.gov/instruction/early_childhood/">http://www.doe.virginia.gov/instruction/early_childhood/</a>
August 30	Annual Report - Programs for the Gifted	Office of Standards, Curriculum & Instruction	Donna Poland	804-225-2884	Same	<a href="http://www.doe.virginia.gov/info_management/data_collection/instruction/gifted/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/instruction/gifted/index.shtml</a>
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	Same	Code of Virginia, § 46.2-340
June	Wellness Related Fitness Report	Office of Standards, Curriculum & Instruction	Vanessa Wigand	804-225-3300	Same	<a href="http://www.doe.virginia.gov/instruction/physed/index.shtml">http://www.doe.virginia.gov/instruction/physed/index.shtml</a>
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	804-225-2092	Same	<a href="http://www.doe.virginia.gov/info_management/data_collection/soq_compliance/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/soq_compliance/index.shtml</a>
January-Annually	Title I, Part A, Comparability Report	Program Administration and Accountability	Gabie Frazier	804-225-2907	Same	<a href="http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml</a>

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July	Charter School Report	Program Administration and Accountability	Diane Jay	804-225-2905	Revised	<a href="http://www.doe.virginia.gov/boe/reports/annual_reports/2013.pdf">http://www.doe.virginia.gov/boe/reports/annual_reports/2013.pdf</a> (report part of the Annual Report of Conditions and Needs of Public Schools in Virginia)
November/Annually	Title I, Part D, Subpart 1 and Subpart 2, Count of Children Who Are Neglected or Delinquent (N or D)	Program Administration and Accountability	Diane Jay	804-225-2905	Same	<a href="http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/federal_programs/index.shtml</a>
Report Monthly/ Certification in August	Crash/Incident Report & Certification of School Bus Insurance	Pupil Transportation	Vijay Ramnarain	804-225-2037	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/support/transportation/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/support/transportation/index.shtml</a>
October	Pupil Transportation Report	Pupil Transportation	Vijay Ramnarain	804-225-2037	Revised	<a href="http://www.doe.virginia.gov/support/transportation/index.shtml">http://www.doe.virginia.gov/support/transportation/index.shtml</a>
November 15	Report of Verification of Free/Reduced Meal Applications	School Nutrition	School Nutrition Programs Staff	804-225-2074	Revised	<a href="http://p1pe.doe.virginia.gov/ssws">http://p1pe.doe.virginia.gov/ssws</a>
January 31	School Nutrition Programs Semi-Annual Financial Report for July-December	School Nutrition	School Nutrition Programs Staff	804-225-2074	Revised	<a href="http://p1pe.doe.virginia.gov/ssws">http://p1pe.doe.virginia.gov/ssws</a>
	Local Wellness Policy Status Report				Revised	This report has been discontinued
July 1	School Nutrition Programs Annual Agreement	School Nutrition	School Nutrition Programs Staff	804-225-2074	Revised	<a href="http://p1pe.doe.virginia.gov/ssws">http://p1pe.doe.virginia.gov/ssws</a>
July 31	School Nutrition Programs Annual Financial Report for July -June	School Nutrition	School Nutrition Programs Staff	804-225-2074	Revised	<a href="http://p1pe.doe.virginia.gov/ssws">http://p1pe.doe.virginia.gov/ssws</a>
Reporting Period: July 1 through June 30	Special Education State Performance Report Indicator Data	Special Education and Student Services	Jeff Phenicie	804-786-0308	Same	<a href="http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml</a>
July 15 Regional Ctrs July 31 School Divisions	Annual Report for Discipline, Crime and Violence	Special Education and Student Services	Karen Puckett	804-786-6765	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/support/school_safety/index.shtml</a>
Mid-September	Homebound Student Services	Special Education and Student Services	Susan Trulove	807-786-0721	Revised	<a href="http://p1pe.doe.virginia.gov/ssws">http://p1pe.doe.virginia.gov/ssws</a>
Collection Window Opens on December 1	December 1 Child Count	Special Education and Student Services	Tara McDaniel	804-225-2715	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml</a>
Ongoing	Special Education Report to the Public and Individuals with Disabilities Act (IDEA) Reporting	Special Education and State Performance Report Indicator	Samantha Hollins	804-786-2900	Same	<a href="http://www.doe.virginia.gov/info_management/data_collection/special_education/data_calendar/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/special_education/data_calendar/index.shtml</a>

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Fall 2016	Teacher and Principal Evaluation Collection Verification Report	Teacher Education & Licensure	Kendra Crump	804-786-3925	Revised	<a href="http://www.doe.virginia.gov/administrators/superintendents_memos/2013/201-13.shtml">http://www.doe.virginia.gov/administrators/superintendents_memos/2013/201-13.shtml</a>
December 2015 & January 2016	Instructional Personnel (IPAL) Verification Report & Survey Data Report	Teacher Education & Licensure	Kendra Crump & JoAnne Carver	804-786-3925 804-692-0251	Revised	<a href="http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml</a>
January 29, 2016	Supply and Demand Report for School Personnel	Teacher Education & Licensure	JoAnne Carver	804-692-0251	Same	<a href="http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml</a>
June 2016	Mentor Teacher Program Evaluation & Program Reports	Teacher Education & Licensure	JoAnne Carver	804-692-0251	Same	<a href="http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml">http://www.doe.virginia.gov/info_management/data_collection/instructional_personnel/index.shtml</a>
Fall 2016	New Teachers Program Verification Report	Teacher Education & Licensure	Kendra Crump & JoAnne Carver	804-786-3925 804-692-0251	Revised	<a href="http://www.doe.virginia.gov/administrators/superintendents_memos/2013/255-13.shtml">http://www.doe.virginia.gov/administrators/superintendents_memos/2013/255-13.shtml</a>
Fall 2016	National Board Certification Incentive Award Verification Report	Teacher Education & Licensure	Kendra Crump	804-786-3925	Revised	<a href="http://www.doe.virginia.gov/teaching/career_resources/national_board_cert/index.shtml">http://www.doe.virginia.gov/teaching/career_resources/national_board_cert/index.shtml</a>
October 1	Student Data Collection for Homeless Children & Youth For Subgrantees	Project Hope	Patricia Popp	757-221-4002	Same	<a href="http://wm.edu/hope">http://wm.edu/hope</a>