

Virginia Department of Education
Calendar of Reports for 2011 - 2012

Listed By Contact Office & Ordered by Due Date

Due Date	Report Name	Contact Office	Contact Name	Contact Phone No.	Report Status	Web Site Link & Notes
Monthly	Adult Basic Education, English Literacy, & Adult Secondary Programs Accountability Report	Adult Education & Literacy	Randall Stamper	804-225-2053	Same	http://p1pe.doe.virginia.gov/ssws/login.page.do
August 1	English Literacy/Civics Education Program Report	Adult Education & Literacy	Thomas Suh	804-225-2053	Same	http://www.vdoe.vi.virginia.gov/instruction/adulted/index.shtml
August 1	Race to GED Program Report	Adult Education & Literacy	Debbie Bergtholdt	804-225-2053	Same	http://www.vdoe.vi.virginia.gov/instruction/adulted/index.shtml
August 1	Individual Student Alternative Education Plan Report	Adult Education & Literacy	Michael Nusbaum	804-225-2053	Same	http://www.vdoe.vi.virginia.gov/instruction/adulted/index.shtml
August 1	Virginia GAE Diploma Programs Report	Adult Education & Literacy	Michael Nusbaum	804-225-2053	Same	http://www.vdoe.vi.virginia.gov/instruction/adulted/index.shtml
September 23, 2011	Remedial Summer School Enrollment	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml
September 23, 2011	Foster Care Enrollment	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml
September 15, 2011	Annual School Report - Financial Section	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml
October 1, 2011	Certification of Adequate Funds Budgeted to Meet Required Local Effort for the Standards of Quality and Local Match Requirements for Certain State	Budget	Budget Staff	804-225-2025	Same	http://www.doe.virginia.gov/info_management/data_collection/finance/index.shtml

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October 31, 2011	Career and Technical Education Financial Report (CTEFR) for SY 2010-2011	Career & Technical Ed.	Terry Dougherty	804-225-3349	Same	<u>To be published</u>
November 4, 2011	Secondary Enrollment Demographic Form (SEDF) Fall Report	Career & Technical Ed.	Lolita Hall	804-225-2051	Same	http://www.doe.virginia.gov/Instruction/career_technical/administration/index.shtml
December 9, 2011	CTE Industry Certification Reimbursement Requests (Exams given from June 1, 2011-June 30, 2011)	Career & Technical Ed.	Terry Dougherty	804-225-3349	Same	http://www.doe.virginia.gov/administrators/superintendents_memos/2011/148-11.shtml
April 20, 2012	Secondary Enrollment Demographic Form Spring Report	Career & Technical Ed.	Lolita Hall	804-225-2051	Same	http://www.doe.virginia.gov/Instruction/career_technical/administration/index/shtml
April 20, 2012	Secondary Student Career Clusters Enrollment Report (SSCCER)	Career & Technical Ed.	Lolita Hall	804-225-2051	Same	http://www.doe.virginia.gov/Instruction/career_technical/administration/index/shtml
April 30, 2012	CTE Local Plan & Budget Application for Federal Perkins Funding	Career & Technical Ed.	Lolita Hall	804-225-2051	Same	http://www.doe.virginia.gov/Instruction/career_technical/administration/index/shtml
May 15, 2012	Career and Technical Education Self-Assessment	Career & Technical Ed.	Glenn Anderson	804-225-2840	Same	http://www.doe.virginia.gov/Instruction/career_technical/administration/index/shtml
June 8, 2012	Annual Wage and Hour Report	Career & Technical Ed.	Sharon Acuff	804-225-2846	Same	http://www.doe.virginia.gov/instruction/career_technical/cooperative_education/index.shtml
June 8, 2012	Career & Technical Education Industry Certification Reimbursement Reports (July 1, 2011-May 31, 2012)	Career & Technical Ed.	Terry Dougherty	804-225-3349	Same	http://www.doe.virginia.gov/administrators/superintendents_memos/2011/148-11.shtml
June 8, 2012	Career and Technical Education State Equipment Reimbursement Request for SY 2011-2012	Career & Technical Ed.	Terry Dougherty	804-225-3349	Same	http://www.doe.virginia.gov/administrators/superintendents_memos/2011/148-11.shtml
July 2, 2012	Career and Technical Education Completer Follow-up Survey	Career & Technical Ed.	Lolita Hall	804-225-2051	Same	http://www.doe.virginia.gov/Instruction/career_technical/administration/index/shtml
July 14, 2012	Completer Demographics Collection	Career & Technical Ed.	Lolita Hall	804-225-2051	Same	http://www.doe.virginia.gov/Instruction/career_technical/administration/index/shtml

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July 20, 2012	CTE Credentialing Collection (CTECC)	Career & Technical Ed.	Joseph Wharff	804-225-3370	Same	http://www.doe.virginia.gov/Instruction/career_technical/administration/index/shtml
April 20, 2012	Student Record Data Collection - Spring (SPR)	Educational Information Management - Education Applications	Carol Wells Bazzichi	804-225-4847	Same	http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml
July 13, 2012	Student Record Data Collection - End of Year (EOY)	Educational Information Management - Education Applications	Carol Wells Bazzichi	804-225-4847	Same	http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml
August 31, 2012	Educational Registry Application (School ID, Div. Supt., Designated Contacts, and Central Office Staff Updates)	Educational Information Management - Education Applications	Susan Williams	804-786-3112 Option 4	Revised	http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml
August 31, 2012	Student Record Data Collection - Summer	Educational Information Management - Education Applications	Carol Wells Bazzichi	804-225-4847	Same	http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml
August 31, 2012	Other Academic Indicator	Educational Information Management - Education Applications	Susan Williams	804-786-3112 Option 4	Same	https://p1pe.doe.virginia.gov/era/oai.do
August 31, 2012	Substitute Tests	Educational Information Management - Education Applications	Susan Williams	804-786-3112 Option 4	Same	https://p1pe.doe.virginia.gov/ssws/division.selection.do
September 30, 2011	Master Schedule Data Collection	Educational Information Management - Education Applications	Allison May	804-225-3909	New	http://www.doe.virginia.gov/info_management/data_collection/master_schedule_collection/index.shtml
January 31, 2012	Master Schedule Data Collection/ Instructional Personnel (MSC - IPAL)	Educational Information Management - Education Applications	Allison May	804-225-3909	Same	http://p1pe.doe.virginia.gov/ssws/login.page.do

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October 15, 2011	Student Record Data Collection - Fall	Educational Information Management - Education Applications	Carol Wells Bazzichi	804-225-4847	Same	http://www.doe.virginia.gov/info_management/data_collection/student_record_collection/index.shtml
Ongoing	On-Time Graduation Rate (OGR)/ Federal Graduation Indicator (FGI)/ Graduation Completion Index (GCI)	Educational Information Management - Education Applications	Susan Williams	804-786-3112 Option 4		https://p1pe.doe.virginia.gov/ogr/home.do
Quarterly	ARRA Jobs Reporting	Grants Accounting & Reporting	Karen Lux & Patrice Cosely	804-371-6877	Revised	<u>To be Announced</u>
May 15	Virginia Preschool Initiative Application	Instruction - Early Childhood Development	Cheryl Strobel	804-371-7578	Same	http://www.doe.virginia.gov/VDOE/Instruction/Elem_M/early/preschoolinitiative.html
October 1	Virginia Preschool Initiative Interim Report (Required in Appropriation Act)	Instruction - Early Childhood Development	Cheryl Strobel	804-371-7578	Same	http://www.doe.virginia.gov/VDOE/Instruction/Elem_M/early/preschoolinitiative.html
May	Early Intervention Reading Initiative - EIRI (Certification for Screening Instrument)	Office of Standards, Curriculum & Instruction	Tom Santangelo	804-225-3203		http://www.doe.virginia.gov/info_centers/administrators/superintendents_memos/2009/081-09.shtml
August 31	Annual Report - Programs for the Gifted	Office of Standards, Curriculum & Instruction	Donna Poland	804-225-2884	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do
June	Application for School Program Approval for Driver Education (Submission via attachment to Superintendent's Memorandum)	Office of Standards, Curriculum & Instruction	Vanessa Wigand	804-225-3300	Revised	
June	Driver Education Status Questionnaire (Submission via attachment to Superintendent's Memorandum)	Office of Standards, Curriculum & Instruction	Vanessa Wigand	804-225-3300	Revised	
June	Wellness Related Fitness Report	Office of Standards, Curriculum & Instruction	Vanessa Wigand	804-225-3300	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do

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Ongoing	Notification Process Concerning Driver Education Teachers Who Receive Traffic Citations (Submission via attachment to Superintendent's Memorandum) - Code of Virginia, § 46.2-340	Office of Standards, Curriculum & Instruction	Vanessa Wigand	804-225-3300	Same	
Late March	Annual Request for Waivers for Pre-Labor Day Opening	Policy and Communications	Michelle Vucci	804-225-2092	Same	http://www.doe.virginia.gov/info_centers/superintendents_memos/2008/01_jan/adm001.html
November-Annually	2009-2010 Title I, Part A, Comparability Report	Program Administration and Accountability	Gabie Frazier	804-225-2907		https://p1pe.doe.virginia.gov/ssws/login.page.do
February	Advanced Placement Fee Payment Program	Program Administration and Accountability	Ann Sheehan	804-371-2932		https://p1pe.doe.virginia.gov/ssws/login.page.do
June	Charter School Evaluation Report	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
June	Regional Alternative Education Program Report	Program Administration and Accountability	Diane Jay	804-225-2905	Same	
July	NCLB Applications (consolidated and individual)	Program Administration and Accountability	Marsha Granderson	804-786-1993	Same	http://www.doe.virginia.gov/VDOE/Instruction/OCP/nclb-applications.html
November/Annually	Title I, Part D, Subpart 2, Count of Children Who Are Neglected or Delinquent (N or D)	Program Administration and Accountability	Diane Jay	804-225-2905		http://www.doe.virginia.gov/info_centers/administrators/superintendents_memos/2009/298-09.shtml
Monthly	Crash/Incident Report	Pupil Transportation	June Eanes	804-225-2037	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do
August	Certification of School Bus Insurance & Certification of Self Insurance	Pupil Transportation	June Eanes	804-225-2037	Same	
December	Pupil Transportation Report	Pupil Transportation	June Eanes	804-225-2037	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do

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Late-May 2010	Certification of Pre-Accreditation Eligibility (Accrediting Standards)	School Improvement	Kathleen Smith	804-786-5819	Same	http://www.doe.virginia.gov/info_management/data_collection/soa_compliance/index.shtml
Monthly	Claims Reimbursement Request for School Lunch, School Breakfast and After School Snacks	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do
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/VDOE/suptsmemos/2007/
January 31	School Nutrition Programs Local Accountability Review for School Lunch and After School Snack (local)	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	http://www.doe.virginia.gov/VDOE/suptsmemos/2007/
January 31	School Nutrition Programs Semi-Annual Financial Report for July-December	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do
June 1	Local Wellness Policy Status Report	School Nutrition	School Nutrition Programs Staff	804-225-2074	New	http://www.doe.virginia.gov/VDOE/studentsrvcs/shab.shtml
July 1	School Nutrition Programs Annual Agreement	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do
July 31	School Nutrition Programs Annual Financial Report for July -June	School Nutrition	School Nutrition Programs Staff	804-225-2074	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do
December 1, March 31 & July 15	Special Education Regional Tuition Reimbursement	Special Education and Student Services	Sherry Hubbard	804-225-2339	Same	http://www.doe.virginia.gov/info_management/data_collection/special_education/index.shtml
May	Special Education Annual Plan/Part B Flow-Through Application	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	
June 1	School Health Advisory Board Annual Report (Incl. Local Wellness Policy Status Report)	Special Education and Student Services	Caroline Fuller & Lynn Fellin	804-225-2431 & 225-2717	Revised	http://www.doe.virginia.gov/VDOE/studentsrvcs/shab.shtml

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July - September	Special Education State Performance Report Indicator Data	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	
July 15 Regional Ctrs July 31 School Divisions	Annual Report for Discipline, Crime and Violence	Special Education and Student Services	Joyce Martin	804-225-2966	Same	http://www.doe.virginia.gov/VDOE/Publications/Discipline/datacoll/2008-2009/08coll.html
August	Transfer of Funds	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	
September 15	Homebound Student Services Report	Special Education and Student Services	Tia Campbell	804-786-8671	Same	https://p1pe.doe.virginia.gov/ssws/login.page.do
December	Special Education Child Count	Special Education and Student Services	Paul Raskopf	804-225-2080	Same	
September 1, 2011	2010-2011 Teacher and Principal Evaluation Collection Verification Report	Teacher Education & Licensure	Mark Allan	804-786-3925	Same	http://www.doe.virginia.gov/teaching/licensure/index.shtml
January 31, 2012	Instructional Personnel (IPAL) Verification Report & Survey Data Report	Teacher Education & Licensure	Mark Allan	804-786-3925	Same	http://www.doe.virginia.gov/teaching/licensure/index.shtml
January 31, 2012	Supply and Demand Report for School Personnel	Teacher Education & Licensure	JoAnne Carver	804-692-0251	Same	http://www.doe.virginia.gov/teaching/licensure/index.shtml
June 1, 2012	Mentor Teacher Program Evaluation Report	Teacher Education & Licensure	JoAnne Carver	804-692-0251		
June 1, 2012	Mentor Teacher Hard-to-Staff Program Report	Teacher Education & Licensure	JoAnne Carver	804-692-0251		
October 14, 2012	New Teachers Program Verification Report	Teacher Education & Licensure	Mark Allan & JoAnne Carver	804-786-3925 804-692-0251		http://www.doe.virginia.gov/teaching/licensure/index.shtml

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October 14, 2012	National Board Certification Incentive Award Verification Report	Teacher Education & Licensure	Mark Allan	804-786-3925		http://www.doe.virginia.gov/teaching/licensure/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