

URGENT MEMORANDUM

TO: Superintendents
 FROM: Daniel M. French, Secretary of Education 
 SUBJECT: Data Load for Spring Census
 DATE: October 12, 2018

As you well know, the Agency of Education has been working diligently to streamline data reporting through the State Longitudinal Data System (SLDS). We are now approaching the point of full implementation. While I deeply believe that the SLDS will make data collection and reporting more streamlined and accessible, I readily acknowledge that learning a new system is yet another burden on top of all that you and your teams do to ensure a high-quality education for all your students.

Still, it is imperative that data are loaded in a timely manner. The initial completion dates for supervisory unions/districts to complete the data load for the Spring Census was this past August 15. To accommodate the new process and to allow for additional support from the AOE to complete the work, this deadline was extended from August 15 to October 1. In addition, several training opportunities have been provided to facilitate your data upload.

We have now reached the point where it is essential that the data load from districts is completed. Several basic functions of schools are dependent on the completion of this data, not least among them, the sharing of enrollment data to complete our new Annual Snapshot. Under federal guidelines, the snapshot needs to be released to the public by January 1, 2019. In addition, as you know, we need the Spring and Fall census data to calculate allowable tuition and ADM. Without the data from schools, we cannot complete the work required to carry out these critical calculations.

We are asking for you to work with your data managers to ensure all Spring Census data are fully uploaded **by no later than Thursday, 25 October 2018**. If the process is not completed by October 25, your district will be considered out of compliance with a federal mandate and title funds may be withheld. I understand that there are multiple reporting timelines facing your system. The most pressing completion is for the Spring Census, but there are others that will follow quickly on its heels. I hope the chart below will help clarify the full scope of reports to be completed over the next few weeks.

Collection	Technical Name	Date Opened	Date Due	Reports Informed
Spring Census (Educator Census, SECT, CIRS)	DC#04_YearEndCollection_Official	Late July	Original – 15 August; Must be completed by 25 October	<ul style="list-style-type: none"> • Allowable Tuition • Annual Snapshot

Tuited Student Census	DC#05_Tuition_Students_Official	2 October	10 November	<ul style="list-style-type: none"> • ADM
Fall Public School Census	DC#06_FALL_ADM_Official	2 October	10 November	<ul style="list-style-type: none"> • ADM • Enrollment • FRL eligibility • TCLI

Again, I acknowledge that this is not an easy process. To assist in your completion, the AOE has a help desk to provide support to your team collecting and reporting the required data. For the next two weeks, our AOE data stewards will be setting aside substantial time to facilitate schools' completion of their reporting requirements. For immediate assistance, please call the help desk directly at 802-479-1044. Questions can also be sent via email to AOE.SLDSSupportGroup@vermont.gov. Email inquiries will be responded to in as timely a manner as possible. Additionally, a full suite of supports—including sample data, reporting instructions, and archived webinars—can be accessed directly at <https://slds.education.vermont.gov/edFusion/edFusionHelp>.

Monday, October 15, Jen Perry (AOE's data collection manager) will be reaching out to your data reporting manager to let them know of both the final deadline and the supports in place to aid them. We ask you to reach out to your manager to ask them, if required, to seek assistance immediately to ensure we meet our timeline.

Please do not misread this memo assuming that I do not understand the enormous responsibilities you are already undertaking. We simply need to complete this data load in a timely manner to ensure basic operations of several state and federal requirements.