Appendix B

Commonwealth of Virginia
Database Index Reporting Form

1. **Public Body Name & Numeric Code:**

2. **Database Title:** Special Education Complaints

3. **Database Acronym:** SEIS

4. **Point of Contact:** Brenda Briggs

5. **Phone Number:** (804) 225-2195

6. **Signature & Date:**

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The database developed in Oracle that maintains data on special education students and processing information on inquiries or complaints. There are restrictions on public access to information in the database because of personal data that is maintained.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update: August, 2000**

9. **Frequency of Update: X** Daily, O Weekly, O Monthly, Other:

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. Format	b. Cost
Schema only – one copy	$65.00
Additional copies	$0.05 per page
Table Contents (ASCII format)	$65.00 per table

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97