



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

DATE: February 3, 2023

TO: Division Superintendents

FROM: Jillian Balow, Superintendent of Public Instruction

SUBJECT: **Supplemental Data Collection for Spring 2023 Career Switcher Mentor Program**

This correspondence is a follow-up to [Superintendent's Memo 278-22](#) regarding funding to support new teachers entering the profession through the Career Switcher Program. Limited state funds may be available to support mentoring programs for new teachers who hold an active Provisional Career Switcher License, are enrolled in the Career Switcher Program, and were employed after the fall consolidated data collection.

If your school board has employed new, full time contracted teachers in the Career Switcher Program, since the fall 2022 consolidated data collection, who have completed Level 1 of the Career Switcher Program, have zero years of teaching experience, and are completing Level II of their program during the 2022-2023 school year, you may request state mentor funding. Please submit the names of the new teachers through the **New Teachers Program Data Collection (NTPDC)** application, accessible from the Department of Education's [Single Sign-on for Web Systems](#) (SSWS) portal. Once you have submitted the names of the eligible teachers, the division superintendent or designee must verify the report. Each school division has an SSWS account manager who can provide the designated program coordinator access to this application. Instructions for entering and submitting the data are available online as part of the NTDC application.

The names of all eligible teachers, who were not part of the fall 2022 consolidated collection, must be submitted by **Friday, March 3, 2023**. Funding is contingent on the availability of state funds for fiscal year 2023.

For questions regarding this supplemental data collection, please contact Shawna LeBlond, Grants Manager, at (804) 692-0172 or Shawna.LeBlond@doe.virginia.gov.

JB/JJ/sl