



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF EDUCATION

DATE: June 29, 2023

TO: Division Superintendents

FROM: Dr. Lisa Coons, Superintendent of Public Instruction

**SUBJECT: 2023-2024 Summer Positions and Exits Collection – Due: August 7, 2023**

The Virginia Department of Education is conducting a brief survey to determine the potential number of teacher vacancies for the 2023-2024 school year. For the purposes of this collection, vacancies (actual or anticipated) include any teaching positions that are unfilled, held by a board-certified substitute, or by an individual without appropriate licensure credentials. The data will be used to gauge teacher recruitment efforts and provide an early look at teacher vacancies as of the first day of school.

Instructions for completing this brief survey are posted on the [Positions and Exits Collection](#) website. The Summer PEC will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on Tuesday, August 1, 2023. **Each school division and regional center must complete the electronic verification process to include Division Superintendent or Director signatures by Monday, August 7, 2023.**

To request a recorded PEC training webinar or for questions regarding the Positions and Exits Collection, please contact Aleta Fonville, Data and Technology Specialist in the Office of Data Services at [Aleta.Fonville@doe.virginia.gov](mailto:Aleta.Fonville@doe.virginia.gov).

For questions related to teacher licensure and endorsements, please contact Maggie M. Clemmons, Director of the Office of Licensure and School Leadership, at [Maggie.Clemmons@doe.virginia.gov](mailto:Maggie.Clemmons@doe.virginia.gov).

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