

## Summer Collection Guide

The Virginia Department of Education is collecting summer data to determine the potential number of teacher vacancies for the 2024-2025 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 Monday, July 22, 2024. Each school division and regional center must complete the electronic verification process to include Division Superintendent or Director signatures by Monday, July 29, 2024.

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

For questions related to teacher licensure and endorsements, please contact Dr. Bryan Jackson, Director of the Office of Licensure by email [Bryan.Jackson@doe.virginia.gov](mailto:Bryan.Jackson@doe.virginia.gov) or telephone (804)786-2302.