



#282-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #282-21**

DATE: October 1, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **2020-2021 Fall Positions and Exits Collection - Due: December 17, 2021**

In order to comply with the requirements of the *Code of Virginia* and ESEA TITLE II, PART A reporting, the Virginia Department of Education (VDOE) will be conducting the Positions and Exits Collection (PEC) for the 2021-2022 school year. As per the *Code of Virginia* §§ [22.1-79](#) and [22.1-290.2](#), local school boards are required to report to the VDOE the number and type of teacher, other instructional personnel, and support staff vacancies as well as bus drivers in order to identify critical shortages by geographic area, school division, and subject matter.

The Positions and Exits Collection (PEC) is replacing the Supply and Demand Survey and the IPAL Survey Data collection beginning with the 2021-2022 school year. The fall collection of the PEC is designed to collect information on the total number of full-time equivalent positions (FTEs) for licensed and unlicensed personnel in public school divisions and regional centers. It also collects the number of filled and unfilled bus driver positions by headcount.

A detailed listing of the data elements on the PEC, instructions for completing and submitting the data, and related resources are posted on the [Positions and Exits Collection website](#). The Fall PEC will be open and accessible through the [Single Sign-on for Web Systems](#) (SSWS) portal on Monday, October 11, 2021 with final electronic signatures due on Friday, December 17, 2021.

For more information

To request a recorded PEC training webinar or for questions regarding the Positions and Exits Collection, please contact the Office of Data Services at Resultshelp@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.

JFL/SW