



**COMMONWEALTH of VIRGINIA  
Department of Education**

February 27, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Supplemental Data Collection – Career Switcher Mentors**

This correspondence is a follow-up to [Superintendent's Memorandum #262-14](#), dated September 26, 2014, regarding funding to support mentors for new teachers. Funds may be available to support mentors for new teachers enrolled in the [Career Switcher Program](#) employed after the fall consolidated data collection, and funding is contingent on the continued availability of fiscal year 2015 state funds.

If your school board has employed new full-time contracted teachers in the Career Switcher Program since the fall 2014 consolidated data collection who have completed Level I of the Career Switcher Program, have zero years of teaching experience, and are completing Level II of their program during 2014-2015, you may request 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 System \(SSWS\)](#) portal. 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 SSWS-New Teachers Program Data Collection (NTPDC) application.

Once you have completed and verified your data submission, please fax the signed affidavit page to Ms. Eleanor Joyce, licensure specialist, at (804) 530-4510, no later than March 13, 2015. Limited funds are available only for mentoring support for new teachers in the Career Switcher Program employed after the fall data collection and will be paid on a first-come, first-served basis.

If you have questions regarding this supplemental data collection, please do not hesitate to contact Patty Pitts, assistant superintendent for teacher education and licensure, via e-mail at [Patty.Pitts@doe.virginia.gov](mailto:Patty.Pitts@doe.virginia.gov) or by phone at (804) 371-2522.

SRS/psp