



#120-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #120-22**

DATE: June 10, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **2021-2022 End-of-Year Positions and Exits Collection - Due: August 15, 2022**

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 End-of-Year Positions and Exits Collection (EOY PEC) beginning in the 2021-2022 school year. The 2021-2022 EOY PEC is designed to collect information on the total number of unfilled positions on June 30, 2022, and all the exits during the 2021-2022 school year for licensed personnel in public school divisions and regional centers. Exit survey data from licensed personnel who are no longer employees of the reporting division or regional center must also be submitted.

A detailed listing of the PEC data elements, instructions for completing and submitting the data, and related resources are posted on the [Positions and Exits Collection website](#). The EOY PEC will be open and accessible through the Single Sign-on for Web Systems (SSWS) portal on Wednesday, July 6, 2022. Each school division and regional center must complete the electronic verification process to include Division Superintendent or Director signatures by Monday, August 15 2022.

For more information

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.

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.

JB/SW/af