

Virginia Department of Education

End of Year Collection Guide

4/30/2025

2024-2025 End-of-Year Positions and Exits Collection Guide

In order to comply with the requirements of the Code of Virginia (§§ [22.1-79](#) and [22.1-290.2](#)) 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) for the 2023-2024 school year.

The End-of-Year PEC is designed to collect information on:

- The number of unfilled positions held by licensed personnel on the last day of school by FTE
- The number of exits of licensed personnel between July 1st and June 30th by FTE

A detailed listing of the data elements on the EOY PEC, instructions for completing and submitting the data, and related resources are available on the [Positions and Exits Collection website](#).

The EOY PEC will be opened and accessible through [Single Sign-on for Web Systems \(SSWS\)](#) on June 30, 2025. A successful submission of the EOY PEC is due no later than August 1, 2025. Superintendents must electronically approve the verifications through Superintendent Data Collection Approval (SDCA) no later than August 15, 2025. Early submission is strongly encouraged.

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 .

Questions regarding licensure should be directed to Dr. Bryan Jackson, Director of the Office of Licensure, by email bryan.jackson@doe.virginia.gov or telephone (804)786-2302.