







Please see the table below for valid value for data components which need manual entry.

Required Data Element	Column Name	Example Valid Values	Data Note
(a)	-	N/A	Substitute teachers in the list when submitted are counted as working. Click "Remove" to remove a teacher from the list if they were not working.
(b)	<b>Total Substitute Hours Per Year</b>	123	Integer
(c)	<b>Total Substitute Daily Compensation</b>	\$200.00	Enter exact dollar amount
(d)	<b>Benefits</b>	"Yes" or "No"	
(e)	<b>Reason for Hire</b>	Use dropdown to select	Drop down is available with the <b>Reason for Hire</b> selection for each substitute teacher
(f)	<b>If 'Other' please state reason for hire in 50 words or less</b>	"XYZ"	State reason for hire in 50 words or less

## Data Reporting/Display

The OSPI is required to post on its website the information identified in subsection (1) of [RCW 28A.300.615](#) by May 1st. The data will be summarized and reported using a Tableau workbook. Before the data is publicly displayed, districts will have two weeks to review through the Tableau Server application in the Educator Data System (EDS). Please make sure the district staff who submitted the substitute data have access to the application in EDS or contact the District Data Security Manager to grant access. The data will be displayed on [the Data Display site](#) by May 1st every year. The data for the previous year's collection (2021-22 school year) is currently displayed on the Data Display site.

If you have questions about this data collection and reporting, please contact Cameron Smith, Senior Data Analyst, Professional Certification, [EducatorData@k12.wa.us](mailto:EducatorData@k12.wa.us).