

Reporting Substitute Teacher Hiring and Compensation

Key Information

Data Reporting Timeline and Resources

Category	Content	Resource & Link
Date of Data Collection	May 11–June 12, 2026	2024–25 school year’s data collection
Application Name	Educator Equity Data Collection Tool	Education Data System (EDS)
EDS User Role	Teacher Quality Data Collection User	EDS User Role Matrix (page 12)
Obtain the EDS role	Contact District Data Security Manager	District Data Security Manager for the EDS
Public Data Reporting	Data Displays and Maps	Data Displays and Maps
Contact	Educator Data, Research and Development	EducatorData@k12.wa.us
Office Hours	Monday and Thursdays	SY25-26 EDRAD Office Hours FAQ

Key Contents and Page Numbers

The reporting guidance includes the following information:

Key Sections in the Reporting Guidance	Page
Introduction	1–2
Data Collection	2–6
Helpful File Format Tips	6–7
Helpful Tips for a File Download and Upload	7
Data Use and Display	8

Introduction

School districts and local educational agencies (LEAs) are required to report to the Office of Superintendent of Public Instruction (OSPI) data about individual substitute teachers’ hiring and compensation status for 2024–25 school year. This is the **Substitute Teachers Hiring and Compensation** data collection and is specific to substitute teachers regardless of duration or frequency of employment. [Revised Code of Washington 28A.300.615](#).

OSPI uses this information to better understand districts’ hiring and compensation for long-term and short-term staffing needs and to provide support and resource needs for effective hiring, support and development, and retention of substitute teachers. Substitute Teacher Hiring and



Compensation data are displayed publicly on [Data Displays and Maps](#). Substitute teachers identified as long-term substitute teachers in this data collection may receive induction and mentoring support if identified as [novice teachers \(some conditions may apply\)](#). See [Beginning Educator Support Team grant funds](#) for more information.

District and LEA staff can complete this collection through the **Educator Equity Data Collection** tool in [Education Data System](#) using the **Substitute Teacher Hiring and Compensation** tab. This is separate from federally-required teacher quality data collected on other tabs of the Educator Equity Data Collection tool. Staff will need the **Teacher Quality Data Collection user role** in this application. Access is provided by each LEA's [District Data Security Manager](#) and takes one day to update.

Districts and LEAs will report the following information about substitute teachers hired during the 2024–25 school year:

- (a) The number of substitute teachers hired.
- (b) The number of hours worked by each substitute teacher.
- (c) The full daily compensation rate of each substitute teacher (Average daily compensation rate, not annual compensation rate).
- (d) The number of substitute teachers that received benefits under the school employees' benefits board.
- (e) The reason for hiring each substitute teacher.

For Districts or LEAs that do not participate in this collection, they will be displayed as "Data not reported" in public reporting and will not be included in analysis to identify support needs for effective substitute teacher hiring, recruiting and retention. If any districts or LEAs did not submit their data for prior years (from 2021–22), they may submit these data for a limited time.

OSPI's Educator Data, Research and Development team has prepared some resources to support districts and LEAs. [Substitute Teacher Hiring and Compensation Reporting Guidance, Template and Examples of the Uploading Files](#) are available on the [Educator Data Sharing at OSPI](#).

OSPI's Educator Data, Research and Development team will offer bi-weekly **Office Hours** on Monday and Thursdays. Please see specific dates and times of [Educator Data Office Hours](#).

The collection begins on **May 11, 2026**. Each district and LEA must submit their data by **June 12, 2026**.

For questions regarding this data collection and reporting, please contact Educator Data, Research and Development, EducatorData@k12.wa.us. For more about educator data at OSPI, please see this link: [Educator Data Sharing at OSPI](#).

Data Collection

Data Sources and Criteria of Substitute Teachers

The data file includes all substitute teachers who were reported to the Personnel Reporting (S-275), Comprehensive Education and Research System (CEDARS), and ECertification (ECert) systems. Substitute teachers are identified based on the criteria shown below by each data source and prepopulated into the data collection file. For example, a substitute teacher who was reported to SAFS will have their hiring and compensation information prepopulated in the data file. A substitute teacher who was only reported to CEDARS will have hiring information, but not compensation information which will need to be manually entered by LEAs. For a substitute teacher who was not reported to S-275 or CEDARS but holds a valid substitute certificate which is reported in ECert, the LEA must manually enter their hiring and compensation information or download the prepopulated data in a tab-delimited format, then edit and upload it into the tab. If you do not know how to convert a tab-delimited text file to an Excel file, please see the link ([how to convert text file to excel - Search](#)) or search "how to convert text file to excel" on an internet search engine. This data collection is specific to substitute teachers regardless of duration or frequency of employment.

- 1) **The Personnel Reporting (S-275):** Substitute teachers who are reported with duty root 52x, regardless of amount of full-time equivalency (FTE) ([S-275 Personnel Reporting Handbook](#)). For substitute teachers who are reported in S-275, their total substitute hours per year, total substitute daily compensation, and benefits will be prepopulated to the long-term substitute role in the data source.
- 2) **The Comprehensive Education Data and Research System (CEDARS):** Substitute teachers who are reported with staff type code 52x, regardless of time of hiring or assigned to a course/classroom ([CEDARS Manuals, Appendices, and Reporting Documents](#)).
- 3) **ECertification (ECert):** Substitute teachers who are reported with the following substitute certificates for each school year. Substitute teachers who hold any full teaching certificate are not in the ECert data source. The teaching certificate must be issued or effective by June 30 (end of each school year) and must not be expired by September 1 (beginning of each school year).

Certificate Code	Certificate Name
C260700	Substitute Teacher
C360500	Intern Substitute Teacher
C270700	Emergency Substitute Teacher

The focused population of RCW28A.300.042 is classroom teachers who are assigned to the substitute role and hold substitute teaching certificates. Therefore, LEA staff who are assigned to non-teaching roles and/or hold non-teaching certificates are not included.

Data Collection File Structure and Valid Values for each Data Element

The data file has two components: prepopulated information and the information which requires manual entry. The prepopulated information is pulled from the data source(s) where each substitute teacher was previously reported as indicated. (Please refer to Data Sources and Criteria of Substitute Teachers section at page 2). Notes and answer options have been given for the places where manually entered information is required.

Since hiring and compensation for substitute teachers are largely varied, OSPI collects the data elements for a short-term substitute role and a long-term substitute role per substitute teacher (Figure 1). If a substitute teacher was assigned either one role, please enter information for their specific role, and fill out other with zero (0). If a substitute teacher was assigned to both roles, please enter information for each role.

LEAs are required to complete all data components in their respective data collection elements including a short-term substitute role and/or a long-term substitute role per substitute teacher [Please refer to RCW required data elements (a)-(e)].

	Source	Certificate Number	Name	Short-term Hours Per Year	Short-term Total Daily Compensation Amount	Short-term Received Benefits?	Short-term Reason for Hire	Long-term Hours Per Year	Long-term Total Daily Compensation Amount	Long-term Received Benefits?	Long-term Reason for Hire
Edit	eCert										
Remove											
Edit	eCert										
Remove											

Figure 1 Data elements for short-term substitute role (red circle) and/or a long-term substitute role (blue circle)

There are pre-populated data components for every substitute. The data element (a): Whether a substitute teacher worked in each school year is prepopulated as "Yes" if a substitute teacher was reported to either S-275 or CEDARS.

The data element (b), (c), and (d): the total substitute hours per year, total substitute daily compensation, and whether a substitute teacher received benefits are prepopulated if the substitute teacher was reported to S-275.

The data element (e): reason for hire and brief description of other reason need to be manually entered by LEAs for every substitute teacher.

For "Reason for Hire," please click on the cell and choose the main reason for hire per substitute teacher from the following options:

- T:** Teacher shortage in specific content area
(For file upload, enter T for the Reason for Hire Code column).
- A:** After school activities or tutoring
(For file upload enter A for the Reason for Hire Code column).
- P:** Professional development days for fully certificated teacher(s).
(For file upload enter P for the Reason for Hire Code column).
- S:** Short-term absence of full certificated teachers [Sick leave, Bereavement leave,

Vacation leaves for a fewer than or equal to twenty (20) consecutive days in a single teaching assignment]

(For file upload enter S for the Reason for Hire Code column).

L: Long-term absence of a full certificated teacher [Maternity leave, Paternity leave, Family care leave, Sick leave, Vacation leave for more than twenty (20) consecutive days in a single teaching assignment]

(For file upload enter L for the Reason for Hire Code column).

O: Other (For file upload enter O for the Reason for Hire Code column and type within 50 words for reason in the Reason for Hire Description column).

Please see the table below for valid value for data components for manual entry or for download and upload a tab-delimited text file.

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)	Total Substitute Hours Per Year	123	Integer
(c)	Total Substitute Daily Compensation	200.00	Integer or decimal (5,2). Enter exact dollar amount (please do not put dollar sign, \$). This is average daily compensation , not annual compensation.
(d)	Benefits	"Yes" or "No"	
(e)	Reason for Hire	For manual data entering, use dropdown to select one main reason. For file upload, enter one of these letters (T, A, P, S, L, or O).	See the Reason for Hire selection above.
(f)	If 'Other' please state reason for hire in 50 words or less	"XYZ"	State the reason for hire in 50 words or less

Data Collection by School Years

This data collection has started since 2021–22 school year. LEAs who are behind in submitting their data in the past three years are encouraged to submit any missing data. LEAs can resubmit their data if they find that their past data needs to be updated. This allows OSPI to collect more accurate substitute teacher hiring and compensation data and accurately analyze LEAs support needs for their substitute teacher recruitment and hiring.

Data Submission (Download and Upload File)

The screenshot shows the 'Substitute Teacher Data Collection' tab interface. At the top, there are navigation tabs: 'School District', 'Course Definition', 'Teacher', 'Reports', 'Utilities', and 'Substitute Teacher Data Collection'. Below these, the 'School Year' is set to '2022-2023'. A 'Download' button is circled in green. To the right, there is an 'Upload File (tab-delimited txt file)' section with a 'Choose File' button, a 'Submit' button (circled in pink), and a 'File Import Results' link. A message box on the right states: 'The Data Collection of Substitute Teachers Hiring and Compensation (2022-23) has been closed, which is required by RCW 28A.300.613 and is specific to substitute teachers regardless of duration or frequency of employment. This data collection tab is open from February 16, 2024 through March 29, 2024. The data will be displayed on the Data Display site in May every year. The data for the previous year's collection (2021-22 school year) is currently displayed on the Data Display webpage (https://osp.k12.wa.us/data-reporting/data-display/substitute-teachers-data). LEAs can submit 2022-23 school year's data and update/re-submit 2021-22 school year's data if the LEA has not reported 2021-22 data yet.' Below the message box, a 'Submit' button is circled in red. At the bottom, there is a table with 12 columns: Source, Certificate Number, Name, Short-term Hours Per Year, Short-term Total Daily Compensation Amount, Short-term Received Benefits?, Short-term Reason for Hire, Long-term Hours Per Year, Long-term Total Daily Compensation Amount, Long-term Received Benefits?, and Long-term Reason for Hire. The table has two rows of data, each with 'Edit' and 'Remove' links.

Figure 2 Key buttons on the Substitute Teacher Data Collection tab

This data submission can be completed by either manually entering substitute teachers' hiring and compensation information or downloading the prepopulated data in tab-delimited text file format, then editing and uploading a tab-delimited text file. Figure 2 shows three key buttons regarding data submission. LEAs may manually add, remove, edit, and submit substitute teacher compensation, hours, benefits, and reason for hire (red circled submission button), or download the prepopulated data in a tab-delimited text format (green circled button), edit and upload a tab-delimited text file (button in the pink squared area). Once you upload a file and click the submit button, LEAs might get a message in red font. For this case, please click the "File Import Results" link (below the submit button in the pink squared area) You will then see records of a file with message(s) in the furthest right of a table.

Helpful File Format Tips

(Not for manual data entering and submission)

- A. You will have the following 12 columns:
 1. CertificateNumber
 2. TeacherName
 3. Short-termHoursPerYear
 4. Short-termTotalDailyCompensationAmount
 5. Short-termDidReceiveBenefits
 6. Short-termTeacherReasonForHireCode
 7. Short-termTeacherReasonForHireDescription
 8. Long-termHoursPerYear
 9. Long-termTotalDailyCompensationAmount

10. Long-termDidReceiveBenefitsLong-termTeacherReasonForHireCode
11. Long-termTeacherReasonForHireDescription

Please do not modify any column names from a downloaded file or the provided template.

- B. All records, including column names, are case-sensitive. Please ensure your data matches the data type for the corresponding column below:
 1. **CertificateNumber**: 6 numbers followed by a letter.
 2. **TeacherName**: Enter first name and last name.
 3. **Short-termHoursPerYear**: Enter the whole number. For substitute teachers who only worked in a long-term substitute role, use 0.
 4. **Short-termTotalDailyCompensationAmount**: Enter the full dollar amount **without the dollar sign**, including cents, for example, 352.00. For substitute teachers who only worked in a long-term substitute role, use 0.
 5. **Short-termDidReceiveBenefits**: No or Yes (case sensitive). Do not add any space before or after. For substitute teachers who only worked in a long-term substitute role, enter No.
 6. **Short-termTeacherReasonForHireCode**: One letter (T, A, P, S, L, O). Do not add any space before or after. For substitute teachers who only worked in a long-term substitute role, leave it blank.
 7. **Short-termTeacherReasonForHireDescription**: If the Reason for Hire code is O, enter the reason using 20 words or less. Otherwise, leave it as blank.
 8. **Long-termHoursPerYear**: Enter the whole number. For substitute teachers who only worked in a long-term substitute role, enter 0.
 9. **Long-termTotalDailyCompensationAmount**: Enter the full dollar amount **without the dollar sign**, including cents, for example, 352.00. For substitute teachers who only worked in a short-term substitute role, enter 0.
 10. **Long-termDidReceiveBenefits**: No or Yes (case sensitive). Do not add any space before or after. For substitute teachers who only worked in a short-term substitute role, enter No.
 11. **Long-termTeacherReasonForHireCode**: One letter (T, A, P, S, L, O). Do not add any space before or after. For substitute teachers who only worked in a short-term substitute role, leave it blank.
 12. **Long-termTeacherReasonForHireDescription**: If the Reason for Hire code is O, enter the reason using 20 words or less. Otherwise, leave it blank.
- C. Make sure that there is no empty row following the last record when converting an Excel file to a tab-delimited text file.

Helpful Tips for a File Download and Upload

- A. The data collection takes place through the Educator Equity Data Collection Tool in the [Education Data System \(EDS\)](#). If you are not familiar with this application, please contact

EducatorData@k12.wa.us with your available dates and times. We are more than happy to go over the Substitute Teacher Data Collection Tab in the application.

- B. The file for data download and upload is in a tab-delimited text format. If you are not familiar with how to convert a text file to an Excel file, you can search “How to convert a text file to Excel” or [click here](#). We strongly recommend you download a file. A downloaded file will include data elements that need to be submitted.
- C. This data collection is specific to substitute teachers who worked during a school year regardless of duration or frequency of employment. Any substitute teachers who were hired (i.e. in a substitute teacher pool) but did not work during a school year do not need to be reported.
- D. The Total Substitute Daily Compensation data element is **average daily compensation**, not annual compensation. Please make sure the amount represents daily compensation. OSPI will not filter outliers of the data reported. **Please avoid entering a dollar sign, \$.** If a substitute teacher receives multiple compensation rates during their short-term or long-term substitute role, **please submit their average daily compensation, not annual compensation.**
- E. After uploading and submitting a file click the “File Import Results” link (wait at least 30 seconds before clicking the “File Import Results” link) to see if the uploaded file has been successfully submitted. If a file has error(s), the rightmost column indicates which column(s) needs to be modified.

Data Use and Display

OSPI is required to post on its website the information identified in subsection (2) of [RCW 28A.300.615](#) by January 1st of each year. The data will be summarized and reported using a Tableau workbook. The data will be displayed on [the Data Displays and Maps site](#). The data is analyzed for support needs for effective substitute teacher hiring, recruiting and retention. Substitute teachers identified as long-term substitute teachers in this data collection may receive induction and mentoring support if identified as [novice teachers \(some conditions may apply\)](#). See [Beginning Educator Support Team grant funds](#) for more information..

If you have questions about this data collection and reporting, please contact Educator Data, Research and Development, EducatorData@k12.wa.us, or join the bi-weekly Monday and Thursdays. Please see specific dates and times of [Educator Data Office Hours](#).