

Action Plan for Regularly Scheduled Data Collection on Teacher Vacancies

<i>Task</i>	<i>Start Date</i>	<i>Completion Date</i>
Develop survey for data collection on unfilled teacher positions	9/8/03	9/15/03
Elicit input from select district personnel directors on clarity and accuracy of questions	9/15/03	9/19/03
Collaborate with DOE MIS and Technology staff to create a web-based system for districts to provide data	9/8/03	9/30/03
Establish district report dates	9/15/03	9/15/03
Prepare Memorandum to District Personnel Directors concerning the tri-annual reporting of unfilled teacher positions	9/16/03	9/19/03
First data reporting and compilation	9/30/03	10/15/03
Second data reporting and compilation	12/1/03	12/15/03
Third data reporting and compilation	6/1/03	6/15/03
Summary Report on 2003-04 data collected	6/15/03	6/30/03