

Teacher Vacancy - DA3210

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This page allows LEAs to collect and maintain the required reporting data for the Teacher Vacancy Collection.

Beginning with the 2026–2027 school year, the Texas Education Agency (TEA) has established the Teacher Vacancy Collection as a new TSDS core collection to gather position-level data on teaching vacancies statewide as mandated by TEC §21.468 / HB 2, 89th Legislature.

School systems will report on all vacant teaching positions that occur between September 1 and August 31 of each school year, whether or not the position is subsequently filled during the school year. The collection will be submitted annually and is due on the fourth Thursday of September. This data will support ongoing teacher recruitment and retention efforts.

The Teacher Vacancy Collection is focused on position-level data and includes the following information about vacant teaching positions:

- Program assignment
- Instructional grade level range
- Academic subject area
- Vacancy date
- Posting information

NOTES:

- Open vacancies as of August 31 will carry over into the next year. You do not need to close or re-enter them.
- If a position becomes vacant again, whether in the same year or the next year, you cannot reuse the previous vacancy record. Because position numbers must be unique, you must create a new vacancy record.

TEA FAQ Teacher Vacancy Collection:
https://tea.texas.gov/about-tea/government-relations-and-legal/government-relations/teacher-vacancy-collection-faq-september-2026.pdf

Add or retrieve a record:

Field	Description
Year	Verify that the correct reporting school year is displayed. If not, type the four-digit ending year of the desired reporting school year (e.g., enter 2027 for the 2026–2027 school year) and click **Retrieve** to retrieve records for the specified year.

❑ Click **Add** to add a teacher vacancy record.

OR

❑ Retrieve an existing teacher vacancy record.

- If you know identifying information for the record, enter the **Position Number** or **Description**. Or, click Directory to open the Teacher Vacancy directory for the specified school year.
- Click **Retrieve**.

Under **Open Staff Position**:

Field	Description
Position Number	Type a unique, locally assigned position number for the open staff position up to 20 characters, including dashes. This number is typically assigned by Human Resources. **NOTE**: This position number is not related to Position Management (PMIS) position numbers.
Description	Type a description for the vacant position number. This number can be up to 20 characters including dashes.
Staff Classification	Identifies the capacity in which a staff member serves. In this case, the field defaults to *087 - Teacher* and cannot be edited.

Under **Position Vacancy**:

Click **+Add** to add a record.

Delete	Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.
Date Position Vacant	Type the date the position became vacant. Or, select a date from the calendar. This should be the day immediately following the previous employee's last day of employment.
Vacancy Reason	Click to select the reason the position became vacant. • *01 - New Position* • *02 - Position Vacant: Retired* • *03 - Position Vacant: Leaving The Profession* • *04 - Position Vacant: Transfer* • *05 - Position Vacant: Other*

Under **Teacher Vacancy**:

Click **+Add** to add a record.

Delete	Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.

Program Assignment	Click ⌄ to select the name of the education program for the position. You can assign multiple programs to the position by adding additional rows. • *02 - Regular Education* • *03 - Bilingual* • *04 - Compensatory/Remedial Education* • *05 - Gifted and Talented* • *06 - Career and Technical Education* • *07 - Special Education* • *08 - ESL* • *09 - Adult Basic Education* • *10 - Honors* • *11 - Migratory*
Grade Level Range	Click ⌄ to select the range of instructional grade levels associated with the teaching position. You can assign multiple grade level ranges to the position by adding additional rows. • *01 - EE-PK* • *02 - Elementary* • *03 - Middle School* • *04 - High School*
Instructional Subject	Click ⌄ to select the instructional subject area taught in the position. • *01 - Technology Applications* • *02 - Special Education* • *03 - Social Studies* • *04 - Self-Contained* • *05 - Science* • *06 - Physical Education & Health* • *07 - Other* • *08 - Non-Classroom Roles* • *09 - Mathematics* • *10 - Foreign Language* • *11 - Fine Arts* • *12 - English Language Arts* • *13 - Career & Technical Education*

Under **Requisition**:

Requisition Nbr	Type the unique tracking number to open a new staff position and begin the hiring process. This number is typically assigned by Human Resources
Employee Status	Click ⌄ to select the type of employment or contract desired for the position. • *01 - Probationary* • *02 - Contractual* • *03 - Employed/Affiliated With Outside Agency (Part-Time)* • *04 - Employed/Affiliated With Outside Agency (Full-Time)* • *05 - Employed Part-Time* • *06 - Other* • *07 - Substitute/Temporary* • *08 - Permanent* • *09 - Volunteer/No Contract*
Date Posted	Type the date that the requisition was posted in the MM-DD-YYYY format. Or, select a date from the calendar.

Date Posting Closed	Type the date the posting was closed or filled in the MM-DD-YYYY format. Or, select a date from the calendar.
Posting Closed Reason	Click ⌄ to select whether the position was filled or closed unfilled. • *01 - Position Filled* • *02 - Posting Cancelled*
Hire Date	Type the date of the staff member's first day of employment with the educational organization in the MM-DD-YYYY format. Or, select a date from the calendar. **TWEDS Special Instruction**: May be a date from the prior school year.

Click **Save**.

Other functions and features:

Add	Click to add a new vacancy record.
Delete	Click to delete a retrieved vacancy record.
	Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed confirming that you want to delete the row. • Click **OK** to delete the row. • Click **Cancel** not to delete the row.


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