



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** December 3, 2020

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** William A. Pearson, Ed.D., Interim Deputy Superintendent  
Division of Educator, Student, and School Supports *WAP*

**SUBJECT:** Extended Daily Substitute Teaching Permits Reminder

If an educator placed under a daily substitute permit in a consecutive assignment has not yet met the requirements for a [full-year permit](#) and needs to remain in this assignment, the daily substitute permit may be extended for an additional 90 consecutive calendar days. A daily substitute permit extension is necessary for an individual to remain in the same vacant assignment beyond 90 consecutive calendar days from the start of placement for the 2020-21 academic year.

To qualify for an extension, the district must first observe and evaluate the individual authorized under the daily substitute permit. Additionally, the individual must be assigned a mentor teacher to provide the support necessary to ensure students are receiving high-quality instruction.

The daily substitute permit extension is not available for assignments in special education.

Schools are reminded to apply for daily substitute permit extensions prior to the lapse of the initial 90-day period in the same assignment to allow ample time for application processing. Applications are submitted through the [Michigan online educator certification system](#) (MOECS).

More information on staffing flexibilities can be found on the Michigan Department of Education's [Permits and Placement webpage](#) or by contacting [MDE-EducatorHelp@Michigan.gov](mailto:MDE-EducatorHelp@Michigan.gov).

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Directors

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