



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING


GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** October 28, 2021

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

**FROM:** Delsa Chapman, Ed.D., Deputy Superintendent   
Division of Educator, Student, and School Supports

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

Improved student achievement requires access to high-quality instruction. To ensure that students receive instruction from the best prepared teacher available, this memorandum serves as a reminder that a daily substitute permit is designed for intermittent assignments only. When applicable, a daily substitute permit can also provide a bridge to obtaining the required documentation to support the issuance of a full-year basic permit.

The daily substitute permit is limited to no more than 90 consecutive calendar days in the same assignment and is not intended to be used as a long-term staffing solution. Extensions must be individually approved by MDE.

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. This additional time should be used to [transition](#) the individual toward a full-year permit or to re-staff the position. The daily substitute permit extension is **not** available for assignments in special education.

Schools are reminded to apply for an extension of the daily substitute permit well in advance of the lapse of the initial 90-day period to allow ample time for application processing. Applications are submitted through the [Michigan Online Educator Certification System](#) (MOECS).

Additional 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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