



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: October 19, 2023

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

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

SUBJECT: Daily Substitute Teaching Permit Extensions

In this time of teacher shortage, this memorandum reminds intermediate school districts and local education agencies, both traditional public school districts and public school academies, that although a daily substitute permit is designed for intermittent assignments, two permit extensions are available under current state Administrative Rule ([R 390.1143 \(2\) \(e\)](#)). Upon brief application to MDE to certify fulfillment of the two requisite conditions of a daily substitute permit extension—an observation of the substitute and the assignment of a mentor—each application will be summarily approved.

The Michigan Department of Education (MDE) recognizes the importance of fostering sustained relationships between students and those staff members assigned to teach students. Utilizing permit extensions will allow schools to support the placement of an individual through the end of an academic year.

The daily substitute permit authorizes placement in a single assignment for up to 90 consecutive calendar days. A first extension provides an additional 90 consecutive calendar days in the same assignment. This additional time should be used to [transition](#) the individual toward a full-year permit. If the transition to a full-year permit cannot occur, one final extension is available upon application and is valid for the remainder of the academic year. Please note that a daily substitute permit extension is *not* available for special education assignments.

Application for a daily substitute permit extension can be submitted easily using the [Michigan Online Educator Certification System](#) (MOECS) for no additional fee. Note that for additional staffing flexibility, a Michigan *certified* teacher may be assigned for up to 90 consecutive calendar days outside the areas and grade levels specified by their endorsements *without* the need for a daily substitute permit ([Teacher Certification Code](#): Rule 390.1143(2)(c)).

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

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Departments