«state_return_1»
«state_return_2»
«state_return_3»

U.S. Department of Labor
Bureau of Labor Statistics

IDCF # <sched_num>
Reference date: <refer_date>

<mailing>
<staff_code_1>

<bar_code>

NAICS <naics_code>
<descr>

Estimated employment: <bmk_empl>
<ui_run>

<contact>
<title>
<trade_name or legal_name>
<rpt_unit_at> <rpt_unit_descr>
<addr_line1>
<addr_line2>
<city> <state_abbrev> <zip_code><zip_ext>

Completing the Occupational Employment and Wage Statistics (OEWS) Report Online

You are being asked to report the occupation and wage information about the employees at the location specified after "Report for" in the mailing address for the pay period that included **May 12, 2025**.

We recommend schools upload or email a spreadsheet or report from your payroll system. We prefer Excel files (.xlsx), but can accept almost any file format except executable (.exe) files. You can download a template from **www.bls.gov/respondents/oes/k12-template.xlsx**.

- For teachers (primary or secondary educators), specify the grade level and indicate if they teach special education or career, technical, or vocational education.
- For educators paid on a daily basis, such as substitute teachers, calculate their hourly wage rate by dividing the daily wage by the number of hours in their workday.
- For educators who work less than full time but receive an annual salary, report the salary and the fraction of full time they work (half, three-quarters, one-third, two-thirds, etc.).
- For employees who are not educators, report their hourly wage rates. You can report annual salaries for full-time employees who are not educators.
- If wage rates are recorded differently, such as by the month, convert them to an hourly wage rate.

IMPORTANT: To protect your data, your session will <u>time out</u> if you spend 30 minutes on a page. A warning will appear when five minutes remain. If you do not click "Stay Connected" to extend your session, your data will be lost and you will have to log in again.

We do not receive your data until you click "Submit Data to BLS" or "Send" at the end of the process.

1. Go to **IDCFOEWS.BLS.GOV**. Log in with your unique IDCF number, **<sched_num>**.
2. Follow the instructions to enter your contact information and answer questions about the location specified after "Report for" in the mailing address. You will be directed to either the data entry page or the file upload page based on the size of your establishment. Each page has a link you can use to switch to the other submission method if you would prefer.
3. Enter your occupation and wage data into our online form or select a file to upload.
4. Click "Submit Data to BLS" or "Send" and "Continue" to complete the submission. You will receive a confirmation email. Please save this email in case there are questions about your submission.

Thank you for your time - employers like you are the ONLY source of this information!

We estimate that the time required to complete this report will vary from 10 minutes to 2 hours, depending on factors such as the size of the establishment. This includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspects of this report, including suggestions for reducing this burden, send them to the U.S. Bureau of Labor Statistics, Division of Occupational Employment and Wage Statistics (1220-0042), 4600 Silver Hill Road, Washington, DC 20212-0002. This report is authorized by law 29 U.S.C. §2. We request your cooperation to make the results of this report comprehensive, accurate, and timely. You do not have to complete this questionnaire if it does not display a currently valid OMB control number. Form Approved, O.M.B. No. 1220-0042.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 USC Section 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent except in the case of state and local governments. The BLS publishes statistical tabulations from this report that may reveal the information reported by state and local governments. Upon request, however, the BLS will hold the information provided by state and local governments on this report in confidence. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.