



Board of School Administrators
 MDE Building
 1500 Highway 36 West
 Roseville, MN 55113

REQUEST FOR ADMINISTRATIVE PERSONNEL VARIANCE

(this form complies with MN Statue 14.056, Authorization: MN Rule 3512-5300)

GENERAL INFORMATION AND INSTRUCTIONS: Complete a separate form for each administrator for whom a variance request is made. Minnesota Rule 3512.5300 defines a qualified administrator as holding a valid Minnesota license to perform the particular services for which s/he is employed in a public school. This form must be completed when a district proposes to assign an administrator to a position for which the administrator does not hold the appropriate license for the intended assignment. A personnel variance request must not be submitted prior to **July 1** of the school year for which it is requested. For assistance, contact Minnesota Board of School Administrators at (651) 582-8796. Fax (651) 797-1608.

NOTE: AN APPLICATION FEE OF \$25.00 MUST ACCOMPANY THIS APPLICATION.

1. District Name and District Number _____
2. Address, City, State, and Zip Code _____

3. District Superintendent: _____
 Phone Number _____
4. Individual for whom the variance is requested: _____
 Minnesota licensure file folder number: _____
5. Administrative area of the variance request:
 Superintendent (or assistant supt.)
 K-12 Principal (or assistant principal)
 Community Education Dir.
 Special Education Director (or assistant special education director)
 Career Technical/Voc Ed Dir.
6. Term of request: From (00/00/000) _____ To (00/00/000) _____
7. Describe the individual's qualifications for the position:
8. Identify the supervisor for this position and their licensure file folder number:
 _____ File Folder # _____
9. Provide the name of the administrative education licensure institution the applicant for the variance will be or is attending.

10. Please state the district's justification for the request and circumstances that surround this request:

11. If this is a renewal of an earlier approved request, list the number of credits earned since the previous variance was approved. _____ Semester credits

12. Has the district submitted other variance requests to the Board of School Administrators? Are you aware of similar variance requests being accepted or rejected?

13. Describe the district's efforts to find a licensed applicant for this position:

I attest that the information stated in this request for a Letter of Approval is true to the best of my knowledge.

_____ Date: _____
District Superintendent or School Board Chair

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Administrative Licensure Variance Information Sheet

An administrative licensure variance may be granted at the request of a school district for a one year period ending June 30th of the school year in which the request was made. A variance can be submitted for a second year with the Board's expectation that progress towards licensure is demonstrated. MN Rule 3512.3500 Subp. 9B allows for the community education directors licensure variance to possibly be approved 3 times.

In addition to completing information for the REQUEST FOR ADMINISTRATIVE PERSONNEL VARIANCE, submit a copy of the official position description with job function and job posting, and a list of external posting locations.

Include current transcripts for the applicant, a letter of acceptance to the educational administration program, and/or a letter of recommendation from the program advisor on behalf of the applicant for variance.

Upon submitting a variance application, the District must send written notice of the application to any individual or entity that may be affected by the variance. The notice must include a description of the variance request and a statement indicating that if the individual or entity opposes the variance, they may submit written arguments to the Board, and the Board may permit the individual to present an oral argument in opposition to the variance. The applicant must submit to the Board, with its application for a variance a list of names, addresses, and telephone numbers of the impacted parties who were notified of the variance request and a sufficient explanation of how the parties were notified.

Examples of notification of the variance application include:

- 1) School Board minutes publicized in the local newspaper to show action was taken regarding a request for variance for a stated administrative position.
- 2) A request for comments is submitted to a district wide committee (Special Ed. Advisory Committee for a variance for a Director of Special Education).

The Board will not consider a variance request until it has received clarification from the district regarding whether individuals or entities oppose the request for variance under MN Rule 3512.5300.

For clarification or additional information contact:

Executive Director, BOSA

Phone: (651) 582-8796