

PRELIMINARY APPLICATION

Use this form to request a determination as to whether your criminal record or conviction would make you ineligible to receive an Administrative License (Superintendent, K-12 Principal, Director of Special Education, and Director of Community Education) issued by the Board of School Administrators (BOSA) pursuant to Minn. Stat. § 214.035.

Please complete it electronically or print it legibly.

YOUR INFORMATION LICENSE AREA INFORMATION

Full Legal Name (please print or type)		
Date of Birth (Month/Day/Year)		
Residence Address		
City	State	Zip Code
E-mail Address	File Folder Number (if applicable)	

LICENSE AREA INFORMATION

Please check the box next to each license area you are interested in becoming licensed in.

<input type="checkbox"/>	Superintendent/Assistant Superintendent
<input type="checkbox"/>	K-12 Principal/Assistant Principal
<input type="checkbox"/>	Director of Community Education/Assistant Director of Community Education
<input type="checkbox"/>	Director of Special Education/Assistant Director of Special Education

REQUIRED DOCUMENTATION

Attach the indicated items to this form before you submit it.

Item	What should be submitted	What should NOT be submitted
<p>For each of the following:</p> <p>Criminal conviction (felony, gross misdemeanor, misdemeanor, or military offense)</p> <p>Criminal charge (felony, gross misdemeanor, misdemeanor, or military offense)</p> <p>Withheld or deferred judgment (felony, gross misdemeanor, misdemeanor, or military offense)</p>	<ul style="list-style-type: none"> • A written statement explaining the circumstances of each incident; AND • A copy of the charging document; AND • A copy of the official document that demonstrates the resolution of the charges or any final judgment—often called a Sentencing Order; AND • Any other materials you wish the Board to consider in evaluating your preliminary application. 	<ul style="list-style-type: none"> • A Register of Actions (unless it contains an official court stamp confirming that it is the only document available.) • A case summary printout

CERTIFICATION: I certify that all of the information above is true and complete and that this document has not been changed in any manner from the form adopted by the Board of School Administrators.

Signature

Date

SUBMIT THIS FORM AND ATTACHED DOCUMENTATION VIA EMAIL to the Board of School Administrators at bosa.ethics.committee.MDE@state.mn.us or Mail to Board of School Administrators at: 2 Pine Tree Drive, Arden Hills, MN 55112.

Please allow up to 60 days for processing.

Tennessee Warning Notice of Collection of Private/Confidential Data

The Minnesota Board of School Administrators approves or disapproves certain applications for licensure. This notice explains why we request private data about you, how we will use it, who will see it, and your obligation to provide it.

Why are we asking you for this data, and how will we use it?

Minn. Stat. § 214.035 permits an individual to submit a preliminary application for a determination by the Board as to whether a criminal record or conviction would make the individual ineligible to receive an Administrative license (Superintendent, K-12 Principal, Director of Special Education and Director of Community Education).

The requested data helps us to determine eligibility for licensure. The data is also used to comply with federal and state laws and rules. We may ask for data about you, including your birthdate, to ensure we are reviewing the correct person and information.

Do you have to provide the requested data?

You are not required to provide all of the data. However, if you do not provide the requested data, we will be unable to determine your eligibility to receive an occupational or professional license.

What will happen if you do not provide the requested data?

If you do not provide this data, the determination of eligibility may be delayed or denied.

Who else may see this data about you?

We may give this data about you to the Legislative Auditor, BCA, Board members and staff, any law enforcement agency or other agency with the legal authority to have the data, staff of the Minnesota Attorney General's Office, and anyone authorized by a court order. In addition, the parents of a minor may see data on the minor unless there is a law, court order, or other legally binding instrument that blocks the parent from that data.

Per Minnesota law, this data may become public data upon receiving an occupational or professional license, registration, or certificate.

How else may this data be used?

We can use or release this data only as stated in this notice unless you give us your written permission to release the data for another purpose or to release it to another individual or entity. The data may also be used for another purpose if Congress or the Minnesota Legislature passes a law allowing or requiring us to release the data or use it for another purpose.