

## Administrative Variance for Hiring a Non-Licensed Administrator

Notwithstanding laws on charter schools, Minnesota Rule 3512 requires an administrator performing administrative services to be appropriately licensed. On rare occasions, the Board of School Administrators (BOSA) will work with entities to allow a non-licensed individual to perform in a position for which licensure is required through a variance process under Minnesota Rule 3512.5300.

A variance to hire a non-licensed administrator may be granted to an entity for one year. On rare occasions, the board may extend a variance provided the entity provides sufficient reasons for not completing the work.

To be eligible for a variance, an entity must verify that all other licensed administrators are appropriately licensed and have paid their annual BOSA fee of \$100 by January 31st of each school year.

**To be considered for a variance, an entity must gather the following documents, scan them into one document, and email them to the executive director:**

- Submit a completed copy of the Request for Administrative Variance Form.
- Submit an official position description with the job functions.
- Submit a letter of recommendation from the university program advisor on behalf of the applicant for the variance that specifically lists the date on which the advisor expects the applicant to complete the program.
- Make reasonable efforts to ensure that persons affected by the variance have timely notice of the request for a variance. A district must provide the board with the following:
  - A copy of school board minutes that show action was taken regarding a variance request.
  - A copy of the email notifying the executive director of the appropriate professional association that the entity asks for a variance. [Click here for contact information and a sample template.](#)
  - A copy of the email notifying any licensed individual who applied for the position that the district is seeking a variance to hire a non-licensed individual for the position they applied for. Please note that the notice must include the job description of the position and a statement indicating that individuals objecting to the variance application may email written comments to the executive director of the Board of School Administrators.
- In addition, entities must mail in a \$55 check made out to the Board of School Administrators. Mailing Address: 2 Pine Tree Drive, Suite 306 Arden Hills, MN 55112

## Request for Administrative Variance Form

District name and ISD number: \_\_\_\_\_

Name and email of individual filling out form: \_\_\_\_\_

Name and file folder number of the individual for whom the variance is requested:  
\_\_\_\_\_

Administrative area of the variance request:

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

Did any applicant holding an appropriate administrative license apply for the position?

No  Yes If so, how many? \_\_\_\_\_

If applicable, please describe why the district made the decision not to contract with a fully licensed administrator:

\_\_\_\_\_  
\_\_\_\_\_

Please list the unlicensed applicant's additional skills, experience, education, or other qualifications that better align with the requirements of the position:

\_\_\_\_\_  
\_\_\_\_\_

Provide the name of the administrative institution the applicant will be or is attending:

\_\_\_\_\_  
\_\_\_\_\_

If this is a request for extending a variance, please list the reasons why the applicant did not complete the required work within one year. Also, specify the date that you're requesting the variance to be extended (not to exceed one year):

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Has the district conducted the appropriate background checks of the applicant?

Yes     No

**I attest that the information stated in this request for a variance is accurate to the best of my knowledge.**

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District Superintendent, School Board Chair, or Administrative Designee

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Date