



1500 Highway 36 West, Roseville, MN 55113

Administrative variance for hiring a non-licensed administrator

Minnesota Rule 3512 requires an administrator performing administrative services for which s/he is employed in a public school to be licensed. On rare occasions, the Board of School Administrators will work with school districts 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.

An administrative licensure variance may be granted at the request of a school district for one year ending June 30th of the school year in which the request was made or other periods as deemed appropriate by the Board. On rare occasions, a variance may be extended for a year provided the applicant provide sufficient reasons why the work was not completed.

To be considered for a variance, a school district must complete the following:

1. Verify that all other licensed administrators are appropriately licensed and have paid their annual BOSA fee of \$100, which is due April 1 of each school year. Annual fees are paid electronically on the BOSA website.
2. School districts must mail in a \$55 check made out to the Board of School Administrators.
3. Submit a copy of the official position description with the job functions.
4. Submit a letter of recommendation from the university program advisor on behalf of the applicant for the variance that specifically lists the date in which the advisor expects the applicant to complete the program.
5. The Board of School Administrators requires that the school district 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 Committee the following:
 - ✓ A copy of school board minutes that were published in the local newspaper that shows action was taken regarding a request for variance.
 - ✓ A copy of the email notifying the executive director of the appropriate professional associations that the district is asking for a variance. [Click here for a Sample template](#) for superintendent, notify the Minnesota Association of School Administrators. For community education, notify the Minnesota Community Education Association. For special education, notify the Minnesota Administrators for Special Education. For elementary principal's, notify the Minnesota Elementary School Principals Association. For secondary principal's, notify the Minnesota Association of Secondary School Principals.
 - ✓ 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 that they applied for. Please note that the notice must include the job description of the position of the variance request 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.

6. Complete the Request for Administrative Variance Form below. Please complete a separate form for each administrator for whom a variance request is made.

Request for Administrative Variance Form

- District Name and District Number: _____
- District Superintendent and **cell phone** number: _____
- Name of the individual for whom the variance is requested: _____
Minnesota Licensure File Folder #: _____
- Has the District verified that all other administrators on staff are fully licensed and have paid their annual fee? _____
- Administrative area of the variance request:
 Superintendent (or assistant supt.) K-12 Principal (or assistant principal)
 Director of Community Education Director of Special Education (or assistant)
- Did any applicant holding an appropriate administrative license apply for the position?
- If applicable, please describe why the district made a 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 education licensure institution the applicant for the variance 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. _____
- Has the district conducted the appropriate backgrounds checks of the applicant?

I attest that the information stated in this request for a variance is true to the best of my knowledge and that I have verified that all other administrators are fully licensed and have paid their annual fee.

_____ Date: _____

District Superintendent or School Board Chair

*For clarification or additional information contact:
Dr. Tony Kinkel, Executive Director
Phone: 651-582-8236*