



400 NE Stinson Blvd., Minneapolis, MN 55413

Administrative variance for a five year continuing lapsed license

Minnesota Rule 3512 requires that an administrator who allows their continuing license to lapse for more than 60 days and is currently employed as an administrator or supervisor, must obtain a variance from the Board of School Administrators (BOSA) while the board renews the license. The Licensing Committee of the Board of School Administrators reviews the variance request. The Committee meets once a month except for August and sometimes December.

An administrative licensure variance may be granted to allow the candidate to complete the requirements for re-licensure.

To be considered for a variance, an individual must complete the following:

1. Verify that the annual BOSA fee of \$100, which is due April 1 of each school year, has been paid. Annual fees are paid electronically on the BOSA website.
2. Include a \$55 check made out to the Board of School Administrators. Mailing address Minnesota Department of Education, 400 Stinson Blvd. Minneapolis, MN 55413.
3. Complete the Request for Administrative Variance Form below.

Request for Administrative Variance Form

- District/Charter School Name and District Number: _____
- Name of the individual for whom the variance is requested: _____
- Minnesota Licensure File Folder #: _____
- 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)
- Why were you not able to renew your license on time? _____
- If this variance were to be granted, do you have enough BOSA-approved clock hours to qualify for renewal? _____

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

Date: _____

Signature District Superintendent or School Board Chair

*For clarification or additional information contact:
Karen Schaub, Executive Director
Phone: 651-582-8236*