

Dear \_\_\_\_\_ (list the appropriate professional association here)

Pursuant to the variance requirements of Minnesota Administrative Rule 3512, we hereby notify you that District of \_\_\_\_\_ (fill in your district here) intends to fill the position \_\_\_\_\_ (list the administrative position here) with a non-licensed candidate. If you wish to express comments about this decision, you may email your comments to the executive director of the Board of School Administrators, Karen Schaub, at [Karen.Schaub@state.mn.us](mailto:Karen.Schaub@state.mn.us).

Sincerely,

\_\_\_\_\_  
(name of superintendent or HR director)

## **Executive Directors:**

### **Minnesota Association of School Administrators**

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### **Minnesota Association of Secondary Principals**

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### **Minnesota Elementary School Principals' Association**

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### **Minnesota Community Education Association**

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