

## 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](#).

**To be considered for a variance, an entity must gather the following documents, combine them into one document, and email them to the Executive Director:**

- ☐ Verify that all active administrators within the school district have paid the BOSA annual fee of \$100. This fee is due January 31st of each school year.
- ☐ Mail a \$55.00 check made out to the Board of School Administrators for the variance request.
- ☐ Complete the Request for Administrative Variance Form for a Non-Licensed Administrator below.
- ☐ 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 which specifically lists the date the advisor expects the applicant to complete the program.

To make reasonable efforts to ensure that persons affected by the variance have timely notice of the variance request, 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 (MASSP, MESPA, MASE, MCEA, or MASA) that the entity requests a variance. [Click here for contact information and a sample email 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. *Please Note: 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.*

*For clarification or additional information, please contact:*

*Executive Director, Karen Schaub*

[Karen.Schaub@state.mn.us](mailto:Karen.Schaub@state.mn.us), 651-582-8891

# Request for Administrative Variance for a Non-Licensed Administrator

District Name and Number:

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Name and Email Address of the individual filling out this form:

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Name and File Folder Number of the individual for whom the variance is requested:

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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 ( <i>when required</i> ) |  |

Did any applicant holding an appropriate administrative license apply for the position? ☐ Yes ☐ No

If so, how many? \_\_\_\_\_

Has the entity conducted the appropriate background check of the applicant? ☐ Yes ☐ No

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

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

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Provide the name of the 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: \_\_\_\_\_

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

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Signature of District Superintendent or School Board Chair

Print Name

Date