



400 NE Stinson Blvd., Minneapolis, MN 55413

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 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 why the work was not completed.

To be eligible for a variance, an entity must verify that all other licensed administrators are appropriately licensed and have gone to the BOSA website and paid their annual BOSA fee of \$100, which is due April 1 of each school year.

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

1. Submit a completed copy of the Request for Administrative Variance Form
2. Submit an official position description with the job functions.
3. 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.
4. Make a 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 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 association that the entity is asking for a variance. [Click here for a Sample template](#)

For example, for a director of special education variance, one would email the executive director of the Minnesota Administrators for Special Education.

- ✓ 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.

5. In addition to the documentation, entities must *mail in* a \$55 check made out to the Board of School Administrators. Mailing address Minnesota Department of Education, 400 Stinson Blvd. Minneapolis, MN 55413.

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: _____
- Current name and File Folder Number of the individual for whom the variance is requested. The name and the File Folder number must match: _____

- 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. Also, please specify the date that you wish the variance to be extended not to exceed 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:
Karen Schaub, Executive Director
Phone: 651-582-8236