# **Letter of Approval Form**

1. Name and number of the district
2. Full district address
3. Name of the district superintendent
4. Superintendent’s cell phone number
5. Superintendent’s direct email
6. Superintendents File Folder Number
7. Name of contact person
8. Contact person's phone number
9. Individual for Whom Approval is Requested
10. Applicant's File Folder Number
11. Request start date       Request end date
12. Does the district have a total population of 6,000 or more? Yes No
13. The district has submitted other letter of approval requests. Yes No
14. Is the individual for whom the Letter of Approval is requested enrolled in an approved program leading to licensure as a director of community education? Yes No

If yes, what institution?

1. Has the district attached a letter from the institution of higher education verifying that the applicant will complete the program within three years? Yes No
2. Proposed Date for Completion of licensure requirement
3. Number of semester credits earned since last request
4. Justification for request.
5. Describe district's efforts to hire a licensed applicant.
6. How many licensed applicants applied?
7. Explain why no licensed director applicants were hired.
8. Describe the applicant’s qualifications.

Date

I attest that the information stated in this request for a Letter of Approval is true to the best of my

knowledge.

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Signature of superintendent or school board chair (Click to sign)) Signature field is unsigned

# **Administrative Licensure Letter of Approval Information Sheet**

An administrative licensure letter of approval may be granted at the request of a school district for a one-year period ending June 30 of the school year in which the request was made. A letter of approval request can be submitted for a second year if progress towards licensure is demonstrated. Minnesota Rule 3512.3500 Subpart 9B allows for the Directors of Community Education letter of approval to be approved three times.  
  
In addition to completing the REQUEST FOR ADMINISTRATIVE PERSONNEL LETTER OF APPROVAL FOR DIRECTOR OF COMMUNITY EDUCATION, a copy of the official position description, job posting, and a list of external posting locations must be submitted.

The educational institution where the subject of this request is or will be attending shall submit:  
 a) a current official transcript,  
 b) a letter of acceptance to the educational administration program; and/or,   
 c) a letter of recommendation from the program advisor on behalf of the applicant.

Upon submitting a request, the district must send written notice of the request to any individual or entity that may be affected by the letter of Approval. The notice must include a description of the request and a statement indicating that if the individual(s) or entity opposes the letter of approval, they may submit written arguments to the Board. The Board may permit the individual(s) to present an oral argument in opposition to the approval. The applicant must submit to the Board, with his or her application a list of names, addresses, and telephone numbers of the impacted parties who were notified of the request and a sufficient explanation of how the parties were notified.

## **Examples of notification of the letter of approval application include:**

A. School Board minutes, publicized in the local newspaper, showing action was taken regarding a request for a letter of approval for a Community Education Director administrative position.

B. A request for comments is submitted to a district-wide committee. The Board will not consider a request for a letter of approval until following information is provided:

• Clarification from the district regarding whether individuals or entities oppose the request for  
 a letter of approval under Minnesota Rule 3512.5300.

• A completed Request for ADMINISTRATIVE PERSONNEL LETTER OF APPROVAL for DIRECTOR   
 OF COMMUNITY EDUCATION.

• Documentation that all efforts have been made to find a licensed applicant.

• A copy of the official job description with job function.

• A description of the qualifications of the person for whom the approval is being requested,   
 as they relate to the position of Director of Community Education.

• Official transcripts of the person for whom a letter of approval is being requested.

• A copy of the current license of the person for whom a letter of approval is being requested.

• Verification of acceptance to an administrative licensure program for the person for whom a  
 letter of approval is being requested.

• The expected date that the person the person for whom a letter of approval is being  
 requested will complete the licensing program.

• District justification for the request.

A completed REQUEST FOR ADMINISTRATIVE PERSONNEL LETTER OF APPROVAL FOR DIRECTOR OF COMMUNITY EDUCATION form and all required information and documentation must be received by the Minnesota Board of School Administrators by the 15th of each month for consideration at the next Board meeting.

For additional information, contact the BOSA Executive Director at 651-582-8796.