1500 Highway 36 West – Roseville, Minnesota 55113 – Phone 651-582-8754

DATE: August 2017

TO: Superintendents, Principals, Directors of Special Education, Community Education Directors

FROM: Janet L. Mohr, Executive Director

RE: FY 2018 Annual Administrative Fee

Minnesota Statute § 122A.14, subd. 9 requires that each person holding a valid license with the Board of School Administrators (Board) pay an annual fee. Our records indicate that you hold a *valid* administrative license subject to this provision.

Please complete the Annual Fee Statement enclosed and return it with your check payable to the Board of School Administrators by ***NOVEMBER 30, 2017.***

If you have questions, please contact Karen Millar at 651-582-8754 or email [karen.millar@state.mn.us](mailto:karen.millar@state.mn.us).

Thank you for the leadership you provide to the communities you serve.