



*Board of School Administrators
MDE Building
1500 Highway 36 West
Roseville, MN 55113*

REQUEST FOR ADMINISTRATIVE PERSONNEL LETTER OF APPROVAL for DIRECTORS OF COMMUNITY EDUCATION

(this form complies with MN Statute 124.B.19 Authorization: MN Rule 3512-3500)

GENERAL INFORMATION AND INSTRUCTIONS: Complete a separate form for each administrator for whom a letter of approval request is made. Minnesota Rule 3512.5300 defines a qualified administrator as holding a valid Minnesota license to perform the particular services for which s/he is employed in a public school. This form must be completed when a district proposes to assign an administrator to a position for which the administrator does not hold the appropriate license for the intended assignment.

3512.3500 DIRECTORS OF COMMUNITY EDUCATION.

- A. Subp. 9. **Approval for exception.** Subject to the conditions in this subpart, the Minnesota Board of School Administrators shall issue a letter of approval to a school district annually to allow the district to use an individual who is not fully licensed as the community education director if the school district is unable to employ a fully licensed director of community education.
- B. Letters of approval must be issued to school districts only if the individual is enrolled in an approved program leading to licensure as a director of community education and can show evidence that the individual will complete the program within three school years.
- C. A school district must apply annually for letters of approval and must not exceed the three years stated in item A for any one individual.
- D. The school superintendent shall verify in writing the district's inability to contract with a fully licensed director of community education for a position. The verification must state how the position was advertised and that no licensed director of community education who wishes to assume the position has been placed on unrequested leave by the district, and that no licensed community education director applied for the position.

Pursuant to MN Rule 3512.3500, subpart 9c a letter of approval for community education director requires that no licensed community education director has applied for the position. If a licensed community education director has applied and is willing to accept the position, the request for Letter of Approval cannot be granted.

For assistance, contact Minnesota Board of School Administrators at 651-999-7387. Submit the completed form by fax (651-999-7388) or by mail to the address at the top of this form.

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 30th 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. MN Rule 3512.3500 Subp. 9B allows for the Directors of Community Education Letter of Approval to be approved 3 times.

In addition to completing information for 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 the Letter of Approval 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 who is the subject of the request.

Upon submitting a request for Letter of Approval, 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 Letter of Approval 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, and the Board may permit the individual(s) to present an oral argument in opposition to the Letter of Approval. The applicant must submit to the Board, with its application for a Letter of Approval a list of names, addresses, and telephone numbers of the impacted parties who were notified of the Letter of Approval request and a sufficient explanation of how the parties were notified.

Examples of notification of the letter of approval application include:

- 1) School Board minutes publicized in the local newspaper to show action was taken regarding a request for Letter of Approval for a Community Education Director administrative position.
- 2) 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 to the Board:

- Clarification from the district regarding whether individuals or entities oppose the request for a Letter of Approval under MN 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 a Letter of 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 administrative licensure program for the person for whom a Letter of Approval is being requested.
- The expected date that 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/documentation must be received in the office of the Minnesota Board of School Administrators by the 15th of each month for consideration at the next Board meeting.

For clarification or additional information contact:

Executive Director
Phone: (651) 582-8796

Revised 05/10