Minnesota Department of Education	Educator Licensing 1500 Highway 36 West Roseville, MN 55113-4266	**REQUEST FOR PERSONNEL VARIANCE**	ED-00330-25

GENERAL INFORMATION AND INSTRUCTIONS: A personnel variance request must not be submitted prior to July 1 of the school year for which it is requested. No more than three (3) personnel variances shall be granted in a lifetime. For additional information, contact Educator Licensing at 651-582-8691. All types of requests may also be submitted by mail.

☐ **General Education** Variance fax to **651-797-1607** ☐ **Special Education** Variance fax to **651-797-1606**

A	**DISTRICT IDENTIFICATION INFORMATION**		
District Name		District Number (xxxx-xx)	
Contact Person Name & Title		Contact Telephone Number & Extension	
Contact Person's Email		Fax Number	
Teacher's Supervisor (Name & Title)		Supervisor's File Folder Number & Administrative Licensure Fields	

B	**REQUEST FOR VARIANCE**		
Teacher's Name		File Folder Number & Expiration Date	

General Education Variance				**Special Education Variance**		
License Field(s)	Grade level	% FTE	"Highly Qualified"		License Field(s)	% FTE
				☐	Blind/Visual Impaired (BVI)	
				☐	Deaf/Hard of Hearing (DHH)	
				☐	Oral/Aural Deaf Education	
				☐	Developmental Adaptive PE (DAPE)	
				☐	Developmental *(Cognitive)* Disabilities (DD)	
				☐	Early Childhood Special Education (ECSE)	
				☐	Emotional Behavior Disorders (EBD)	
				☐	Learning Disabilities (LD)	
				☐	Physical and Health Disabilities (PHD)	

Term of Request: *not to exceed one school year, ending June 30, or when requested for summer school/extended school year (ESY) to August 31.*

Start date: End date: ☐ Request includes summer school/ESY

C	**STATE ACTION**
☐ Variance for teacher assignment as stated above is granted	Start date End date
This is the ☐ First variance ☐ Second variance	☐ Third variance since September 1, 2001
☐ This variance request is denied because:	
MDE Authorized Signature & Date	

D	TEACHER INFORMATION		
Teacher's Name:		File Folder Number:	

☐ Teacher **IS NOT** currently enrolled in a program leading to full licensure in subject(s)/field(s) requested.

☐ Teacher **IS** currently enrolled. College or University:

Date to be completed:

Field(s) of enrollment:

A teacher enrolled in a Minnesota approved licensure program in the field(s) you are requesting for a variance may be eligible for a Nonrenewable license (up to three years). Contact Educator Licensing at 651-582-8691 for more information.

View Nonrenewable License (Minn. R. 8710.1410 on the Revisor's website. (https://www.revisor.mn.gov/rules/?id=8710.1410)

1. **Previous** experiences relevant to proposed assignment (including teaching assignment, student level, and beginning and ending date):

2. Other qualifications this teacher will bring to the proposed assignment or program:

3. Specialized assistance to be provided to this teacher:

E	DISTRICT'S EMPLOYMENT EFFORTS

In accordance with MN Rule 8710.1400, Subpart B, I confirm that:

- Reasonable efforts have been made to assign existing staff to fill the position with a fully licensed teacher.
- No applicant holding a teaching license in the subject(s)/field(s) can fulfill the requirements of the position.
- The position has been advertised. **Every position MUST be advertised.**
    - If the position is one-half time or more, it has been advertised statewide (e.g., Sunday edition of an area major metropolitan daily newspaper, placement office or other employment website).
    - If the position is less than one-half time, then local/regional advertising is sufficient.

List where the position was posted (names of websites and/or newspapers):

F	DISTRICT/TEACHER VERIFICATION OF INFORMATION

I verify that the information provided in this request is true and correct.

Printed Name of Designated School District Administrator	**Signature** of Designated School District Administrator	Date

I am aware of this request for a variance for me to teach in the above subject(s)/field(s) for which I am not currently licensed.

Signature of teacher	date

Approved variance may be viewed at Teacher License Lookup.

Or Visit www.education.state.mn.us and click on Educator Excellence, then Licensing, then Teacher License Lookup, and then enter name or file folder number of the teacher.