# OUT-OF-FIELD PERMISSIONS

An Out-of-Field Permissions (OFP) request is initiated by the district for educators holding a Tier 2\*, Tier 3, or Tier 4 teaching license. When granted by the Board, OFPs allow educators to teach outside of their licensure field or scope for the duration of one academic school year.

\*Note: A Tier 2 license holder can only hold an OFP for a total of .50 FTE total.



#### **District Advertises Position**

Districts must post the position on Minnesota School Jobs for 15 days with an initial request and 60 days with a renewal request. Advertising exemptions can be found on the PELSB website.



## **District Offers Position**

District identifies that an OFP is required.



# District and Educator Complete OFP

The district and the educator work together to complete the OFP.



# **District Submits OFP to PELSB**

District emails completed OFP as a PDF attachment to special.permission.PELSB@state.mn.us.



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#### 30-Day Review Period

Once PELSB receives a submitted OFP, it will be reviewed within 30 days.



## **Corrections Needed**

PELSB will return the incomplete OFP with the required corrections identified.



## Resubmit to PELSB

After making the required corrections, the OFP must be emailed to special.permission.PELSB@state.mn.us. The OFP returns to the 30-Day Review Period.



# Approval

The OFP is added to the Special Permission Detail section of the educator's license information, publicly viewable on License Lookup.



July 1 of each academic year, applications for new and expired OFPs are accepted. OFPs are valid up to the duration of one academic year and can be extended to include summer school/Extended School Year.

This is a general overview. Please visit the PELSB website for complete details on **Special Permissions**.



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