

# Out-of-field Permission Request

**GENERAL INFORMATION AND INSTRUCTIONS:** An out-of-field permission (OFP) authorizes a licensed Tier 2, 3, or 4 teacher to teach in a field outside their licensure field(s) or grade level(s). The request is initiated by the applicant and verified by the hiring public school district. No more than five out-of-field permissions shall be granted in a lifetime. An OFP is valid for up to one school year.

Please [email](mailto:SPECIAL.PERMISSION.PELSB@STATE.MN.US) the request to SPECIAL.PERMISSION.PELSB@STATE.MN.US. More information can be found on the PELSB [website](https://mn.gov/pelsb/) at <https://mn.gov/pelsb/>.

<b>Section 1: District Identification Information</b>	
<b>District Name:</b>	<b>District Six-digit Number (xxxx-xx):</b>
<b>District Contact Name and Title:</b>	<b>District Contact Telephone Number:</b>
<b>District Contact Email Address:</b>	

<b>Section 2: Out-of-field Permission Request</b>				
<b>Teacher's Name:</b>	<b>File Folder Number:</b>	<b>Current Licensure Field:</b>	<b>Expiration Date:</b>	
General Education Out-of-field Permission			Special Education Out-of-field Permission	
License Field(s)	Grade Level	% FTE	License Field(s)	% FTE
			Academic and Behavior Strategist (ABS)	
			Autism Spectrum Disorder (ASD)	
			Blind/Visual Impaired (BVI)	
			Deaf/Hard of Hearing (DHH)	
			Oral/Aural Deaf Education	
			Developmental Adaptive PE (DAPE)	
			Developmental ( <i>Cognitive</i> ) Disabilities (DD)	
			Early Childhood Special Education (ECSE)	
			Emotional Behavior Disorders (EBD)	
			Learning Disabilities (LD)	
			Physical and Health Disabilities (PHD)	

**Submission Period:** Requests for the upcoming school year may be submitted on or after April 1, if the applicant is an internal hire. Requests for new hires may be submitted on or after July 1. **Term of Request:** Requests cannot exceed one school year. Indicate if the assignment includes summer school/extended school year (ESY) by checking the box below.

School Year:	Start Date:	End Date:	Request includes summer school/ESY: <input type="checkbox"/>
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<b>Section 3: State Action (for state use only)</b>	
Out-of-field permission for teacher assignment shown above is granted from: _____ to _____	
1 <sup>st</sup> OFP <input type="checkbox"/>	2 <sup>nd</sup> OFP <input type="checkbox"/>
3 <sup>rd</sup> OFP <input type="checkbox"/>	4 <sup>th</sup> OFP <input type="checkbox"/>
5 <sup>th</sup> OFP <input type="checkbox"/>	
This OFP is denied because:	
PELSB Authorized Signature and Date:	

## Section 4: District Verification for an Out-of-field Permission

**Answer parts 1, 2, and 3 below as it pertains to the application.** For an initial external hire request, the position must be advertised for a minimum of 15 days on a PELSB approved Minnesota state job board before an application can be submitted. For an internal hire request, no advertising is required.

1. Is the request for an internal hire? (Check one) <input type="checkbox"/> Yes If yes, complete parts A and 3 <input type="checkbox"/> No If no, complete parts 2, B or C, and 3	2. Number of days the position was posted on Statewide Job Board (EdPost):
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A. Number of years the internal hire has worked in your district: \_\_\_\_\_

B. Explain in detail the qualifications the applicant has that align with the position **OR**:

C. If neither A. nor B. above are completed, answer the following questions:

a. How many applicants were licensed in the **specific content area** being requested? \_\_\_\_\_

b. How many of the **content** licensed applicants in question a. chose not to continue the hiring process? \_\_\_\_\_

c. If a. **AND** b. are equal, STOP HERE and complete number 3.  
 If a. **AND** b. are not equal, answer the following questions with the number of applicants that were licensed in the **specific content area** requested: *(the sum of numbers 1-7 below should equal the difference between a. and b above.)*

1) Applicants not fluent in the language required for the position \_\_\_\_\_ Language: \_\_\_\_\_

2) Applicants not willing or unable to apply pedagogical model \_\_\_\_\_ Model: \_\_\_\_\_

3) Applicants that have had disciplinary action with PELSB \_\_\_\_\_

4) Applicants that have had disciplinary action with the district \_\_\_\_\_

5) Applicants that are unwilling to apply culturally responsive teaching principles \_\_\_\_\_

6) Applicant's references, including the applying district, indicate unwilling or ineligible to rehire \_\_\_\_\_

7) Other: \_\_\_\_\_

~~In accordance with [MN rule 8710.0320, subpart 2](#), as the designated administrator of the employing school district~~

or charter school, my signature verifies the district or charter school:

is able to demonstrate the teacher position has been posted and the district was unable to hire an acceptable teacher with a Tier 2, 3, or 4 license in the specific content area for the position (internal hires are exempt),

understands the license is limited to the content matter indicated on the application and to the district or charter school requesting the license, **and**

is able to affirm that the candidate has the necessary skills and knowledge to teach in the specified content

<b>Printed Name of the Superintendent, Director, Charter School Administrator, or HR Director:</b>	
<b>Signature of the Superintendent, Director, Charter School Administrator, or HR Director:</b>	<b>Date:</b>

<b>My signature indicates that I approve this out-of-field permission request for me to teach in the above content field(s) for which I am not currently licensed and in the school district listed above.</b>	
<b>Applicant Signature:</b>	<b>Date:</b>