

Personnel Variance Requests

Districts may submit a Request for Personnel Variance through the Special Permission System.

Access the Special Permissions System

There are two ways to access the SPS online application system:

- [Minnesota Department of Education Special Permissions System webpage](#)
- [Minnesota Professional Educator Licensing and Standards Board website](#)

Summer School Only Variances

If you need a variance to be extended from school year to summer school, please send an email to the below contact with a request to extend the variance, including the file folder number and new end date.

If you need a new variance for a teacher to use only during summer school, complete a new application on SPS, making sure to click the box “includes summer/extended school year.”

Important information about Summer School Only variances:

- These variances are not counted towards the total of three variances that a teacher can hold.
- Advertisement is required for summer school positions.
- These variances cannot be granted retroactively.

Helpful Tips for a Successful submission

1. If the status of the application on your Special Permission System account is:
 - a. **In progress** – the application has not been submitted; the district is still working on it
 - b. **Submitted** – the application is submitted and ready to be reviewed
 - c. **Approved** – the application has been reviewed and approved
 - d. **Not Approved** – the application was not approved
 - e. **Withdrawn** – the application had been approved previously and then was requested to be withdrawn
2. If there is a blue circle with a white “i” you have a message from the reviewer. Click on the blue dot to read the message. This is especially important if the status is “in progress” or “not approved.”
3. When reviewing the applications, we sometimes have questions. Please make sure the contact information is the person who can answer questions about the application.
4. Variance Help: Be sure that all your communication includes the teacher file folder number and your contact information. Email questions for all personnel variances to [Kat Anthony-Wigle](mailto:Kat.Anthony-Wigle@state.mn.us) at Katherine.Anthony-Wigle@state.mn.us or [Sue Koehler](mailto:Sue.Koehler@state.mn.us) at Sue.Koehler@state.mn.us.