

## District Personnel Data Verification Form

Complete all boxes on this form, even data that is not changing. Please read all instructions on the second page.

What data is being updated?

Date: \_\_\_\_\_ File Folder Number: \_\_\_\_\_

Former

Name: \_\_\_\_\_  
Last Name First Name Middle Name

New

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_

Phone Number (include area code): \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Designated

Address: \_\_\_\_\_  
Street City State Zip Code

Home Address: \_\_\_\_\_  
Street City State Zip Code

Email Address: \_\_\_\_\_

What documentation was used to verify the requested update?

### Educator Statement

*By signing this document, I authorize my district STAR Coordinator/HR personnel to request Educator Licensing to update the data indicated on this document in my license record with the Professional Educator Licensing and Standards Board.*

*original signature preferred*

### District Official Statement

*By signing this document, I verify that as a district official I have used the above listed documentation to verify the requested updates have been appropriately changed and the educator is aware that this request will officially change their licensing record.*

*original signature preferred*

\_\_\_\_\_  
Educator Signature

\_\_\_\_\_  
District Official Signature

District Official Title: \_\_\_\_\_

District Official Email Address: \_\_\_\_\_

## STAR – District Personnel Data Verification Form Instructions

The District Personnel Data Verification Form can be used to update a licensed educator's name, birth date, gender, ethnicity, and contact information (phone number, email address, or address).

1. The educator completes the form, identifying all data elements to update on the Professional Education Licensing and Standards Board (PELSB) license record.
  - a. All data must be completed, even if there is not a change, as this information is used to verify the person signing the form is the same person with the file folder number.
  - b. If you are not using the form for a name change, you only need to enter the name in one section.
  - c. Name Change: If you are updating your name, you will need to check with your district HR for appropriate documentation to verify the name change. Since districts must complete the state report with the name listed on your social security card, your educator license name must also match your social security card.
  - d. Birth date, Gender, or Ethnicity: If your district receives an error while completing the Staff Automated Report (STAR) and PELSB staff are unable to verify the correct information through your application documents the correct information, you will be asked to complete this form.
  - e. Email address: Licensing no longer issues print licenses. Rather, you are emailed instructions for printing your license. As a result, you will want to make sure the email address you provide is accessible year round. The email address is considered public data, which means if email addresses are requested as a public data request, it will be shared.
  - f. Designated and Home Address: Under the Minnesota Government Data Practices Act ([Minnesota Statutes 13.41 Licensing Data](#)), all data on a licensing application is public with the exception of social security number and non-designated address. To protect your home address, you can choose to provide PELSB with a designated address. The designated address can be a residence or place of business. If you have a designated address, your home address will be classified as private data. If you do not provide a designated address, your home address will be considered your designated address and will be public data.
2. Once completed and signed, the educator turns the form and documentation into the district HR department or STAR Coordinator.
3. The district official then verifies the information, identifies the documentation used to verify the information, then signs and emails the form to [star.pelsb@state.mn.us](mailto:star.pelsb@state.mn.us).
4. Please Note: A reprint of the license is only performed when a name change is made.