

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

Our File No. 742

RULE REVIEW CHECKLIST

DATE RULE RECEIVED 10/20
DATE FOR REVIEW 10/29
DATE DUE 11/3

Adopted w/a hearing ____
Adopted w/o a hearing X
Temporary rule ____

Approved 11/3 Disapproved ____ Returned to Agency 11/4

Resubmitted ____ Due ____
Approved ____ Disapproved ____ Returned to Agency ____

Date filed w/Secretary of State 11/3 Revisor approved 10/30
disapproved 10/28

✓ Rule as Adopted

✓ Rule as Proposed see SR.

✓ Order Adopting 10.13.81 Date

N/A Notice of Intent to Solicit Outside Opinion

✓ Order for rulemaking
— Date of Hearing

✓ Certificate of Board's Authorizing Resolution

✓ Notice of rulemaking
✓ Sufficiency

✓ Affidavit of Mailing Notice or rulemaking
6.23.81 At least 30 days prior to ~~hearing~~/adoption

✓ Mailing list Certificate

✓ Publication in State Register
6/29/81 At least 30/~~20~~ days prior to ~~hearing~~/adoption

N/A Hearing Examiner's Report

✓ Chief Hearing Examiner's Report(s)
____ Approving H.E.'s Report
____ Approving agency action

✓ Agency's Findings of Fact

N/A LCRAR Report or agency Affidavit

✓ Certificate of Board's Resolution Adopting Rules

N/A Order Approving Incorporation by Reference

✓ Statement of Need and Reasonableness

N/A Petition for Adoption of a Rule

N/A Record (includes transcript or tape, exhibits, no comments received by agency, requests for a hearing, and other relevant materials)

✓ Certificate of Compliance w/Rulemaking Procedures

N/A Affidavit of Mailing Notice of Submission to Attorney General

N/A Notice of Submission to the Attorney General

See Findings of Fact

State Board of Education
Department of Education
Special Services Division

Proposed Amendments and Repeal of Rules Governing the State Education Placement Bureau (State Teacher Employment Bureau), 5 MCAR §§ 1.0460-1.0461 (EDU 460-461), and Repeal of EDU 462

Notice of Intent to Adopt Rules without a Public Hearing

Notice is hereby given that the State Board of Education proposes to adopt the above-entitled rules without a public hearing. The board has determined that the proposed adoption of these rules will be noncontroversial in nature and has elected to follow the procedures set forth in Minn. Stat. § 15.0412, subd. 4h (1980).

The proposed rules govern the operation of the State Education Placement Bureau as authorized by Minn. Stat. §§ 121.25-121.28, which establish authority for the State Board of Education to operate such a bureau. For purposes of definition, the State Teacher Placement Bureau is hereafter called the "bureau" and persons registering with the bureau are called "applicants."

Proposed rule 5 MCAR § 1.0460 (Edu 460) establishes procedures for enrolling and reenrolling in the bureau, fee requirements, and time duration for persons enrolling in the bureau.

Proposed rule 5 MCAR § 1.0461 (Edu 461) establishes procedures related to collecting and maintaining recommendations related to educational employment. A period of time is established for maintaining and retaining an active file with the bureau. Procedures are established for providing notice of vacancies, credentials, recommendations, and reciprocity.

Edu 462 is proposed to be repealed as it relates to office practices and is not appropriately placed in rule.

Persons interested in these rules shall have 30 days to submit comments on the proposed rules. The proposed rules may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

Unless seven or more persons submit written requests for a public hearing on the proposed rules within the 30-day comment period, a public hearing will not be held. In the event a public hearing is required, the agency will proceed according to the provisions of Minn. Stat. § 15.0412, subd. 4-4f.

Persons who wish to submit comments or a written request for a public hearing should submit such comments or requests to:

George B. Droubie, Manager
Personnel Licensing and Placement
610 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
Telephone: (612) 296-2046

Authority for the adoption of these rules is contained in Minn. Stat. §§ 121.25-121.28. Additionally, a Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules has been prepared and is available from George B. Droubie upon request.

Upon adoption of the final rules without a public hearing, the proposed rules, this Notice, and the Statement of Need and Reasonableness, all written comments received, and the final rules as adopted will be delivered to the Attorney General for review as to form and legality, including the issue of substantial change. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the final rules as proposed for adoption, should submit a written statement of such request to George B. Droubie.

A copy of the proposed rules is attached to this notice.

Copies of this Notice and the proposed rules are available and may be obtained by contacting George B. Droubie.

Howard B. Casmey, Secretary

Rules as Proposed

Chapter Twenty-Four: State ~~Education Placement~~ Teacher Employment Bureau (State ~~Teacher Employment~~ Education Placement Bureau)

5 MCAR § 1.0460 ~~EDU~~ 460 Enrollment.

A. Application. Enrollment with the State Teacher Placement Bureau ~~(hereafter called "the bureau")~~ shall be conditioned upon completion of the ~~application~~ enrollment form by a qualified applicant and the payment of the ~~registration~~ enrollment fee.

~~1.~~ A qualified applicant is one who meets the standards stated in Minn. Stat. § 121.26.

B. Fee. Within the limits of the law, the Commissioner of Education shall recommend to the State Board of Education the amount of the ~~registration~~ nonrefundable enrollment fee to be paid by the ~~teacher~~ applicant.

C. Time duration. Upon payment of the ~~registration~~ enrollment fee, the ~~teacher~~ applicant shall be entitled to the services of the bureau from the time of fee payment until the next October 1st. The ~~registration~~ enrollment period covered by the fee may be less than one year, but ~~may~~ shall not exceed one year.

D. Re-enrollment. Following the October 1st expiration of enrollment each year, applicants' papers will be held for nine months, until July 1st. If the applicant re-enrolls during the period between October 1st and July 1st of the following year, ~~he may~~ the applicant shall do so by completing a new ~~application~~ enrollment form and by paying the required fee. ~~If he re-enrolls~~ Re-enrollment after July 1st~~, it will be necessary to complete~~ shall require a new ~~application~~ completed enrollment form, ~~pay~~ the accompaniment of the required fee, and ~~secure~~ a new list of references.

E. Photograph. The bureau shall not require the ~~teacher~~ applicant to submit ~~his~~ a photograph nor shall the bureau show or send ~~his~~ the applicant's photograph to any school official.

5 MCAR § 1.0461 ~~EDU~~ 461 Credentials.

A. Recommendations. The bureau shall secure written recommendations relating to the preparation, experience, and character of the ~~registrant~~ applicant from ~~not more than~~ three persons who have been listed ~~by him~~ on the enrollment form. If the applicant re-enrolls within ~~the nine month~~ a five year period ~~(from October 1st to the following July 1st)~~ wherein recommendations are maintained in the files, those recommendations already on file ~~will~~ shall be used for references ~~who are listed again on the new enrollment form. If a person is not listed as a reference on the most recent enrollment form, his recommendation will be destroyed and~~ Only recommendations from the three persons named by the applicant on the most recent enrollment form ~~will~~ shall be maintained for the five year period. Recommendations from references no longer named by the applicant on the most recent enrollment form shall be destroyed.

~~B. Recommendations confidential. Recommendations which have been secured by the bureau shall not be shown to the registrant nor shall the information contained in the recommendations be divulged to him or to any other persons except employing officials.~~

~~C. Removal of recommendations. Recommendations will be removed from the file when writers are no longer included among the three persons on the most recent enrollment form or when the registrant does not re-enroll within nine months following the October 1st enrollment expiration.~~

B. ~~D.~~ ~~Registrant's~~ Applicant's file. When a ~~registrant~~ an applicant accepts a position, ~~his~~ the credentials shall be placed in the inactive file; the file ~~may~~ shall be reactivated upon the request of the ~~registrant~~ applicant at any time during the remainder of the enrollment year for which the applicant has paid the required fee.

C. ~~E.~~ Transfer ~~of registrants' inactive~~ and destruction of files. ~~After a time lapse of nine months following the expiration of the registrants' last enrollments each October 1st the bureau may transfer such inactive files to archives.~~

~~1. Destruction of registrants' files initiated prior to October 1st, 1969. Such files shall be maintained in accordance with the prior regulation. "After a time lapse of 20 years following the expiration of the registrant's last enrollment the bureau may destroy his inactive file."~~ After a time lapse of five years following the expiration of the applicant's last enrollment and in compliance with appropriate Minnesota Statutes, the bureau shall destroy the inactive file. During the intervening time, the ~~registrant~~ applicant may request, in writing, transfer of papers ~~in excess of the current three recommendations~~ to any ~~professional education~~ placement agency or re-enroll in the bureau.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike~~ ~~outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike~~ ~~outs~~ indicate deletions from proposed rule language.

D. ~~F.~~ Notice of vacancies. ~~Registrants~~ Applicants shall be furnished information relative to vacancies ~~in from one to three areas where they have requested information and for which they state they are qualified~~ received by the bureau but should apply only for those positions for which the applicant holds or is eligible to hold Minnesota licensure.

E. ~~C.~~ Providing credentials. The bureau shall make credentials of ~~a registrant~~ an applicant available to employing officials of school districts upon their request or upon the request of the ~~candidate~~ applicant.

F. ~~H.~~ Recommendation of ~~registrants~~ applicants. The bureau shall not recommend ~~registrants~~ applicants for positions but shall present papers of ~~registrants~~ applicants which are on file to employing officials.

G. ~~I.~~ Reciprocity. The bureau may establish reciprocal relations with members of the Association for School, College, and University Staffing, and other noncommercial teacher placement agencies in Minnesota and other states. Papers from other agencies will no longer be maintained in bureau files.

Repealer. EDU 462 is repealed.

Energy Agency
Data and Analysis Division

Proposed Rules Relating to Reducing Demand and Increasing Supply of Petroleum Products during an Energy Supply Emergency

Notice of Hearing

Notice is hereby given that public hearings on the proposed rules will be held pursuant to Minnesota Statutes, § 15.0412, subd. 4, at the following locations on the dates indicated, commencing at the times listed and continuing until all persons representing themselves or associations or other interested groups have had an opportunity to be heard concerning the adoption of the proposed rules.

Room 137 Wilson Hall,
Itasca Community College,
1851 East Highway 169,
Grand Rapids, Minnesota;
August 18, 1981; 2:00 P.M. and 7:00 P.M.

Emergency Operations Center Room,
Law Enforcement Center,
710 South Front Street,
Mankato, Minnesota;
August 20, 1981; 1:00 P.M. and 7:00 P.M.

Large Hearing Room,
7th Floor American Center Building,
150 East Kellogg Boulevard,
Saint Paul, Minnesota;
August 24, 1981; 9:30 A.M. and 7:00 P.M.

All interested or affected persons will have the opportunity to participate. Oral or written data, statements or arguments may be submitted at the hearing. In addition, written materials may be submitted by mail to Hearing Examiner Allan W. Klein, Office of Administrative Hearings, Room 300, 1745 University Avenue, Saint Paul, Minnesota 55104 (612) 296-8104. Unless a longer period not to exceed twenty calendar days is ordered by the hearing examiner at the hearing, the record will remain open for the inclusion of written material for five (5) working days after the hearing ends. The proposed rules are subject to change as a result of the rules hearing process. The agency therefore strongly urges those who may be affected in any manner by the substance of the proposed rules applicable to this hearing to participate in the rules hearing process.

A copy of the proposed rules is attached to this notice or is published on the pages following this notice in the *State Register*. One free copy of this notice and the proposed rules may be obtained by contacting David Miller at the Minnesota Energy Agency, 980 American Center Building, 160 East Kellogg Boulevard, Saint Paul, Minnesota 55101, telephone (612) 296-7043. Additional copies will be available at the door on the dates of the hearings.

The proposed rules set out the procedures and measures the state will use to deal with an energy supply emergency resulting from a shortage of petroleum products, including fuel oils and motor fuels. The rules include many measures which will be

The commission is seeking comment primarily on how to accommodate these requirements within its proposed rule. Specifically:

1. What special provisions (if any) are necessary to construct a rule which applies fairly and equally to investor-owned, cooperative, and municipal utilities? (H.F. 473, subd. 2)

2. What metering arrangements should be required? (subd. 3, subd. 7)

3. How should this sentence be interpreted: "In setting these rates, the commission shall consider the fixed distribution costs to the utility not otherwise accounted for in the basic monthly charge and shall ensure that the costs charged to the qualifying facility are not discriminatory in relation to the costs charged to other customers of the utility." What provisions (if any) should be in the rule to accomplish this requirement? (subd. 3)

4. How shall the commission determine wheeling charges and line losses? (subd. 4)

5. What provisions of a rule are required by subd. 4?

6. What reporting requirements should the commission establish to meet its obligations to report to the Legislature in accordance with subdiv. 7?

The Commission is also seeking comment on a recommendation it has received for determining the capacity to be credited to hydroelectirc facilities. The recommendation is that the capacity for which the facility is paid be the sum of that capacity available 85% of the time (presumably 85% of the hours in the year), plus ½ the difference between capacity available 70% of the time and that available 85% of the time, plus ¼ the difference between capacity available 50% of the time and that available 70% of the time (Capacity Credit = $C_{85} + ½ (C_{70} - C_{85}) + ¼ (C_{50} - C_{70})$.

1. Should such a provision be part of the rule?

2. Is this an appropriate calculation?

3. Should a similar provision apply to other types of qualifying facilities?

All interested or affected parties are invited to submit written statements or comments addressed to:

Randall D. Young
Executive Secretary
Minnesota Public Utilities Commission
7th Floor, American Center Building
Kellogg and Robert Sts.
St. Paul, MN 55101

Please reference the Commission's Docket No. E-999/R-80-560 on submitted materials. Responses received by August 31, 1981 will become part of the record of any rules hearing held on this subject.

Errata

1. The rules of the Department of Revenue relating to individual income tax and property tax refund, published at 5 S.R. 2060 on Monday, June 22, 1981 contained an error. Rule 13 MCAR § 1.6004 A.3.d.(2) should read as follows:

A.3.d.(2) Business conducted within Minnesota and which has a nexus within Minnesota so that the business is subject to Minnesota income tax would include income or losses from sales within Minnesota and a business dealing in personal and professional services where such services were performed in this state. Trade or business income or loss assignable to Minnesota and earned by a nonresident individual as a proprietorship or partnership which was carried on partly within and partly without Minnesota is subject to the three-factor apportionment formula contained in § 290.19 or apportionment under § 290.20 except for construction business on which the three-factor formula is not permitted. A non-resident individual who has farm income from within Minnesota and from outside of Minnesota may also use the ~~three-factor apportionment formula~~ apportionment formulas contained in § 290.19 and 290.20.

2. At S.R. 2109 (Monday, June 29, 1981), the rule designations EDU 460 and EDU 461 should have been struck out as shown below:

5 MCAR § 1.0460 ~~EDU 460~~ Enrollment.

5 MCAR § 1.0461 ~~EDU 461~~ Credentials.

State of Minnesota
State Board of Education

In the Matter of the Proposed Adoption of Amendments of Rules of the State Board of Education Governing the State Education Placement Bureau 5 MCAR §§ 1.0460-1.0461 (EDU 460-461) and Repeal of EDU 462

ORDER ADOPTING RULES

Notice of the Board's intent to adopt the above-entitled rules without a public hearing was published in the State Register on June 29, 1981, and was sent by United States mail to all persons on the list maintained by the agency pursuant to Minn. Stat. § 15.0412, subd. 4 on June 23, 1981. After affording interested and affected persons an opportunity to submit comments for 30 days after Notice, receiving no written requests for a public hearing within the 30-day comment period, and determining the need for and reasonableness of the above-captioned rules.

NOW, THEREFORE, IT IS ORDERED that these rules identified as 5 MCAR §§ 1.0460-1.0461 are adopted this 13th day of October, 1981, pursuant to authority vested in the Board by Minn. Stat. §§ 121.25-121.28.

STATE OF MINNESOTA

John J. Feda

Secretary, State Board of Education

State Board of Education

Department of Education

Special Services Division

Adopted Rules Governing the State Education Placement Bureau (State Teacher Employment Bureau), 5 MCAR SS 1.0460-1.0461 (EDU 460-461), and Repeal of EDU 462

Rules as Adopted
Chapter Twenty-Four: State Teacher Employment Bureau (State Education Placement Bureau)

5 MCAR S 1.0460 Enrollment.

A. Application. Enrollment with the State ~~Teacher~~ Education Placement Bureau shall be conditioned upon completion of the enrollment form by a qualified applicant and the payment of the enrollment fee.

A qualified applicant is one who meets the standards stated in Minn. Stat. S 121.26.

B. Fee. Within the limits of the law, the Commissioner of Education shall recommend to the State Board of Education the amount of the nonrefundable enrollment fee to be paid by the applicant.

C. Time duration. Upon payment of the enrollment fee, the applicant shall be entitled to the services of the bureau from the time of fee payment until the next October 1st. The enrollment period covered by the fee may be less than one year, but shall not exceed one year.

D. Re-enrollment. Following the October 1st expiration of enrollment each year, applicants' papers will be held for nine months, until July 1st. If the applicant re-enrolls during the period between October 1st and July 1st of the following year, the applicant shall do so by completing a new enrollment form and by paying the required fee. Re-enrollment after July 1st shall require a new completed enrollment form, the accompaniment

of the required fee, and a new list of references.

E. Photograph. The bureau shall not require the applicant to submit a photograph nor shall the bureau show or send the applicant's photograph to any school official.

5 MCAR S 1.0461 Credentials.

A. Recommendations. The bureau shall secure written recommendations relating to the preparation, experience, and character of the applicant from three persons who have been listed on the enrollment form. If the applicant re-enrolls within a five-year period wherein recommendations are maintained in the files, those recommendations already on file shall be used for references. Only recommendations from the three persons named by the applicant on the most recent enrollment form shall be maintained for the five-year period. Recommendations from references no longer named by the applicant on the most recent enrollment form shall be destroyed.

B. Applicant's file. When a an applicant accepts a position, the credentials shall be placed in the inactive file; the file shall be reactivated upon the request of the applicant at any time during the remainder of the enrollment year for which the applicant has paid the required fee.

C. Transfer and destruction of files. After a time lapse of five years following the expiration of the applicant's last enrollment and in compliance with appropriate Minnesota Statutes, the bureau shall destroy the inactive file. During the intervening time, the applicant may request, in writing, transfer of papers to any placement agency or re-enroll in the bureau.

D. Notice of vacancies. Applicants shall be furnished information relative to vacancies received by the bureau but should apply only for those positions for which the applicant holds or is eligible to hold Minnesota licensure.

E. Providing credentials. The bureau shall make credentials of an applicant available to employing officials of school districts upon their request or upon the request of the applicant.

F. Recommendation of applicants. The bureau shall not recommend applicants for positions but shall present papers of applicants which are on file to employing officials.

G. Reciprocity. The bureau may establish reciprocal relations with members of the Association for School, College, and University Staffing, and other noncommercial teacher placement agencies in Minnesota and other states. Papers from other agencies will no longer be maintained in bureau files.

Repealer. EDU 462 is repealed.

OFFICE OF THE REVISOR OF STATUTES

Certificate of Approval of Adopted Rules

AR0019
10/30/81

Agency: State Board of Education
Department of Education - Special Services Division

Rule Numbers: 5 MCAR S 1.0460 and 5 MCAR S 1.0461

Rule Title: Adopted Rules Governing the State Education Placement Bureau (State Teacher Employment Bureau)

Type of Rules: Permanent X

Temporary _____

Documents Incorporated by Reference: None

The attached Rules are approved as to form.

Steven C. Cross
Revisor of Statutes

APPROVED AS TO LEGALITY
Nov. 3 1981
WARREN SPANNAUS, ATTORNEY GENERAL
BY H. Theodore Sindel
SPECIAL ASSISTANT ATTORNEY GENERAL

Name: Elizabeth V. Rice
Elizabeth V. Rice
Title: Assistant Revisor

Phone: 296-2798

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
NOV - 3 1981
Joan Anderson Growe
Secretary of State

1:30 p.m.

SF-00006-02

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT ATTORNEY GENERAL

TO : HOWARD B. CASMEY
Secretary
State Board of Education

DATE: November 3, 1981

ATTN : Charles T. Mettl
Special Assistant Attorney General

FROM : H. Theodore Grindal
Special Assistant
Attorney General

PHONE: 296-1288

SUBJECT: In the Matter of the Proposed Adoption of Amendments of Rules of the State Board of Education Governing the State Education Placement Bureau

Enclosed herewith are the rules you have submitted for approval. These rules have been approved by this office and filed with the Secretary of State. Please note that they have not been filed with the State Register; this must be done promptly by your agency.

Upon receipt and before transmittal to your agency, however, it is important that you recheck these rules as to:

1. Affixation of stamps of the Attorney General and Secretary of State to the last page of the rules;

2. Coverage by these stamps of all rules submitted; and

3. Inclusion of all pages to the rules in the approved set

If you have any questions in this regard, please contact me.

HTG/cae

Enc.

cc: Kathy Burek
Duane Harves

SF-00006-01

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT Education
736 Capitol Square Bldg.

TO : Special Ass't. Attorney General
G25 Administration Building

DATE: October 14, 1981

FROM : Lois E. Steinhaus LES
Education Statistics Section

PHONE: 6-4428

SUBJECT: Approval of Rules Governing the State Education Placement Bureau
Rules Without Public Hearing

Enclosed is a copy or more than one if indicated, of the following materials:

1. Rules as Adopted (original plus three; includes one with changes) – no changes were made
2. Order Adopting Rules (original plus one)
3. Certificate of Board's Resolution Adopting Rules
4. Order for Notice of Intent to Adopt Rules Without Public Hearing
5. Certificate of Board's Authorizing Resolution
6. Notice of Intent to Adopt Rules Without Public Hearing
7. Affidavit of Mailing
   Affidavit of the Notice....Rulemaking Mailing List
   Affidavit of the Additional Notice....Rulemaking Mailing List
   Certificate
   Copy of Mailing List
8. Rules as Proposed - State Register (copy of appropriate pages) and as mailed
9. Findings of Fact and Conclusions
10. Statement of Need and Reasonableness
11. Correspondence - none
12. Notice of Intent to Solicit Outside Opinion - none
13. Affidavit of Mailing Notice of Submission to the Attorney General - none requested

State of Minnesota
Department of Education

State Board of Education
Special Services Division

In the Matter of the Proposed Adoption of Amendments of Rules of the State Board of Education Governing the State Education Placement Bureau

ORDER FOR NOTICE OF INTENT TO ADOPT RULES WITHOUT PUBLIC HEARING

IT IS ORDERED this 9th day of June, 1981, that a Notice of Intent to Adopt Rules Without Public Hearing in the above-entitled matter be given to all persons who have registered their names with the State Board of Education for that purpose and be published in the State Register.

State of Minnesota
Board of Education

Secretary

CERTIFICATE OF BOARD'S

AUTHORIZING RESOLUTION

I, Howard B. Casmey, do hereby certify that I am a member and the secretary of the Board of Education, a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the Board of Education duly and properly called and held on the 9th day of June, 1981, that a quorum was present at said meeting, that a majority of those present voted for the resolution and that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

> RESOLVED, that Howard B. Casmey, secretary of the Board of Education, be and he hereby is granted the authority and directed to sign an Order of the Board directing that Notice be given of the Board's intent to adopt without a public hearing amendments to rules governing the state education placement bureau, to sign the Notice thereof, and to perform any and all acts incidental thereof. In the event a public hearing becomes necessary, he or his deputy hereby is granted the authority and directed to call a hearing for the purpose of promulgating said rules as well as perform any and all acts incidental thereto, including but without being limited to signing an Order for Hearing and Notice of Hearing as well as acting as the Board's representative at all hearings.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 9th day of June, 1981.

Howard B. Casmey, Secretary
State Board of Education

Attest by one other Board member

State Board of Education
Department of Education
Special Services Division

In the Matter of the Proposed
Adoption of Amendments and Repeal
of Rules of the State Board of
Education Governing the State
Education Placement Bureau (State
Teacher Employment Bureau)
5 MCAR §§ 1.0460-1.0461 (EDU 460-461)
and Repeal of EDU 462

Notice of Intent to Adopt Rules
Without a Public Hearing

Notice is hereby given that the State Board of Education proposes to adopt the above-entitled rules without a public hearing. The Board has determined that the proposed adoption of these rules will be noncontroversial in nature and has elected to follow the procedures set forth in Minn. Stat. § 15.0412, subd. 4h (1980).

The proposed rules govern the operation of the State Education Placement Bureau as authorized by Minn. Stat. §§ 121.25-121.28, which establish authority for the State Board of Education to operate such a bureau. For purposes of definition, the State Teacher Placement Bureau is hereafter called the "bureau" and persons registering with the bureau are called "applicants".

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Proposed rule 5 MCAR § 1.0461 (Edu 461) establishes procedures related to collecting and maintaining recommendations related to educational employment. A period of time is established for maintaining and retaining an active file with the bureau. Procedures are established for providing notice of vacancies, credentials, recommendations, and reciprocity.

Edu 462 is proposed to be repealed as it relates to office practices and is not appropriately placed in rule.

Persons interested in these rules shall have 30 days to submit comments on the proposed rules. The proposed rules may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language.

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Persons who wish to submit comments or a written request for a public hearing should submit such comments or requests to:

George B. Droubie, Manager
Personnel Licensing and Placement
610 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
Telephone: (612) 296-2046

Authority for the adoption of these rules is contained in Minn. Stat. §§ 121.25-121.28. Additionally, a Statement of Need and Reasonableness that describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules has been prepared and is available from George B. Droubie upon request.

Upon adoption of the final rules without a public hearing, the proposed rules, this Notice, and the Statement of Need and Reasonableness, all written comments received, and the final Rules as Adopted will be delivered to the Attorney General for review as to form and legality, including the issue of substantial change. Persons who wish to be advised of the submission of this material to the Attorney General, or who wish to receive a copy of the final rules as proposed for adoption, should submit a written statement of such request to George B. Droubie.

A copy of the proposed rules is attached to this Notice.

Copies of this Notice and the proposed rules are available and may be obtained by contacting George B. Droubie.

State of Minnesota

Howard B. Casmey
Secretary

Rules as Proposed

Chapter Twenty-Four: State ~~Education-Placement~~ Teacher Employment Bureau (State ~~Teacher-Employment~~ Education Placement Bureau)

~~EDU-460~~ 5 MCAR § 1.0460 Enrollment.

A. Application. Enrollment with the State Teacher Placement Bureau ~~(hereafter called "the bureau")~~ shall be conditioned upon completion of the ~~application~~ enrollment form by a qualified applicant and the payment of the ~~registration~~ enrollment fee.

~~1.~~ A qualified applicant is one who meets the standards stated in Minn. Stat. § 121.26.

B. Fee. Within the limits of the law, the Commissioner of Education shall recommend to the State Board of Education the amount of the ~~registration~~ nonrefundable enrollment fee to be paid by the ~~teacher~~ applicant.

C. Time duration. Upon payment of the ~~registration~~ enrollment fee, the ~~teacher~~ applicant shall be entitled to the services of the bureau from the time of fee payment until the next October 1st. The ~~registration~~ enrollment period covered by the fee may be less than one year, but ~~may~~ shall not exceed one year.

D. Re-enrollment. Following the October 1st expiration of enrollment each year, applicants' papers will be held for nine months, until July 1st. If the applicant re-enrolls during the period between October 1st and July 1st of the following year, ~~he may~~ the applicant shall do so by completing a new ~~application~~ enrollment form and by paying the required fee. ~~If he re-enrolls~~ Re-enrollment after July 1st, ~~it will be necessary to complete~~ shall require a new ~~application~~ completed enrollment form, ~~pay~~ the accompaniment of the required fee, and ~~secure~~ a ~~new~~ list of references.

E. Photograph. The bureau shall not require the ~~teacher~~ applicant to submit ~~his~~ a photograph nor shall the bureau show or send ~~his~~ the applicant's photograph to any school official.

~~EDU-461~~ 5 MCAR § 1.0461 Credentials.

A. Recommendations. The bureau shall secure written recommendations relating to the preparation, experience, and character of the ~~registrant~~ applicant from ~~not more than~~ three persons who have been listed ~~by him~~ on the enrollment form. If the applicant re-enrolls within ~~the nine month~~ a five year period ~~(from October 1st to the following July 1st)~~ wherein recommendations are maintained in the files, those recommendations already on file ~~will~~ shall be used for references ~~who are listed again on the new enrollment form. If a person is not listed as a reference on the most recent enrollment form, his recommendation will be destroyed and~~ Only recommendations from the three persons named by the applicant on the most recent enrollment form ~~will~~ shall be maintained for the five year period. Recommendations from references no longer named by the applicant on the most recent enrollment form shall be destroyed.

~~B.--Recommendations confidential.--Recommendations which have been secured by the bureau shall not be shown to the registrant nor shall the information contained in the recommendations be divulged to him or to any other persons except employing officials.~~

~~C.--Removal of recommendations.--Recommendations will be removed from the file when writers are no longer included among the three persons on the most recent enrollment form or when the registrant does not re-enroll within nine months following the October 1st enrollment expiration.~~

~~D.~~ B. ~~Registrant's~~ Applicant's file. When ~~a registrant~~ an applicant accepts a position, ~~his~~ the credentials shall be placed in the inactive file; the file ~~may~~ shall be reactivated upon the request of the ~~registrant~~ applicant at any time during the remainder of the enrollment year for which the applicant has paid the required fee.

~~E.~~ C. Transfer ~~of registrants' inactive~~ and destruction of files. ~~After a time lapse of nine months following the expiration of the registrants' last enrollments each October 1st the bureau may transfer such inactive files to archives.~~

~~1.--Destruction of registrants' files initiated prior to October 1st, 1969.--Such files shall be maintained in accordance with the prior regulation:--"After a time lapse of 20 years following the expiration of the registrant's last enrollment the bureau may destroy his inactive file."~~ After a time lapse of five years following the expiration of the applicant's last enrollment and in compliance with appropriate Minnesota Statutes, the bureau shall destroy the inactive file. During the intervening time, the ~~registrant~~ applicant may request, in writing, transfer of papers ~~in excess of the current three recommendations~~ to any ~~professional education~~ placement agency or re-enroll in the bureau.

~~F.~~ D. Notice of vacancies. ~~Registrants~~ Applicants shall be furnished information relative to vacancies ~~in from one to three areas where they have requested information and for which they state they are qualified~~ received by the bureau but should apply only for those positions for which the applicant holds or is eligible to hold Minnesota licensure.

~~G.~~ E. Providing credentials. The bureau shall make credentials of ~~a registrant~~ an applicant available to employing officials of school districts upon their request or upon the request of the ~~candidate~~ applicant.

~~H.~~ F. Recommendation of ~~registrants~~ applicants. The bureau shall not recommend ~~registrants~~ applicants for positions but shall present papers of ~~registrants~~ applicants which are on file to employing officials.

~~I.~~ G. Reciprocity. The bureau may establish reciprocal relations with members of the Association for School, College, and University Staffing, and other noncommercial teacher placement agencies in Minnesota and other states. Papers from other agencies will no longer be maintained in bureau files.

Repealer. EDU 462 is repealed.

State of Minnesota
Department of Education

State Board of Education
Special Services Division

IN THE MATTER OF: The Proposed Adoption of Rules of the State Board of Education Governing the State Education Placement Bureau (State Teacher Employment Bureau) 5 MCAR §§ 1.0460 - 1.0461 (EDU 460-461) and Repeal of EDU 462 without Public Hearing

STATE OF MINNESOTA)
) ss.
County of Ramsey)

AFFIDAVIT OF MAILING

Harold E. Klecker, being first duly sworn, deposes and says:

That on the 23rd day of June, 1981, at the City of St. Paul, County of Ramsey, State of Minnesota, he served the attached Notice of Intent to Adopt Rules without Public Hearing, by depositing in the State of Minnesota Central Mail System for United States mailing at said City of St. Paul, a copy thereof, properly enveloped, with postage prepaid, on all persons and associations who have requested that their names be placed on file with the Minnesota Department of Education for the purpose of receiving notice of the proposed adoption of rules by the State Board of Education.

Harold E Klecker
HEK

Subscribed and sworn to before me
this 24th day of June
1981.

Betty L. King

BETTY L. KING
Notary Public, Dakota Co. MN
My Commission Expires
June 13, 1983

State of Minnesota
Department of Education

State Board of Education
Special Services Division

IN THE MATTER OF: The Proposed Adoption of Rules of the State Board of Education Governing the State Education Placement Bureau (State Teacher Employment Bureau) 5 MCAR §§ 1.0460 - 1.0461 (EDU 460-461) and Repeal of EDU 462 without Public Hearing

Affidavit of the Notice of the State Board of Education Rulemaking Mailing List

I hereby certify that the attached 2 sheets constitute the accurate and complete list of persons, associations, and other interested groups who as of 11 o'clock A.M. this 22nd day of June, 1981, have requested pursuant to Minn. Stat. § 15.0412, subd. 4, that their names be placed on file with the Minnesota Department of Education for the purpose of receiving Notice of Intent to Adopt Rules without Public Hearing on the rules, as proposed on the subject captioned above.

State Board of Education

Howard B. Casmey

By Howard B. Casmey, Secretary

Subscribed and sworn to before me this 24 day of June, 1981.

Luana Vadnais
Notary Public

Ramsey County, Minnesota

My Commission expires June 16, 1984

LUANA VADNAIS
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
My Comm. Expires June 16, 1984

State of Minnesota
Department of Education

State Board of Education
Special Services Division

IN THE MATTER OF: The Proposed Adoption of Rules of the State Board of Education Governing the State Education Placement Bureau (State Teacher Employment Bureau) 5 MCAR §§ 1.0460 - 1.0461 (EDU 460-461) and Repeal of EDU 462 without Public Hearing

Affidavit of Additional Notice of the State Board of Education Mailing List

I hereby certify that included in the attached 14 sheets are persons on the Education Statistics memo series mailing list which includes school superintendents, Directors of ECSUs, AVTIs, Vocational Centers and Joint Powers Districts, who pursuant to Minn. Stat. § 15.0412, subd. 4, receive Notice of Intent to Adopt Rules without Public Hearing on the rules as proposed on the Subject captioned above. This notice was in addition to that required for persons on the State Board of Education rulemaking mailing list of persons who have specifically requested notice of rulemaking proceedings.

State Board of Education

Howard B. Casmey, Secretary

Subscribed and sworn to before me this 24 day of June, 1981.

Luana Vadnais
Notary Public

Ramsey County, Minnesota
My Commission expires June 16, 1984.

LUANA VADNAIS
NOTARY PUBLIC-MINNESOTA
RAMSEY COUNTY
My Comm. Expires June 16, 1984

State of Minnesota
Department of Education

State Board of Education
Special Services Division

STATE OF MINNESOTA

COUNTY OF RAMSEY

IN THE MATTER OF: The Proposed Adoption of Rules of the State Board of Education Governing the State Education Placement Bureau (State Teacher Employment Bureau) 5 MCAR §§ 1.0460 - 1.0461 (EDU 460-461) and Repeal of EDU 462 without Public Hearing

CERTIFICATE

I hereby certify that the list of persons, associations, and other interested groups who have requested, pursuant to Minn. Stat. § 15.0412, subd. 4, that their names be placed on file with and maintained by the Minnesota Department of Education for the purpose of receiving notice of the proposed adoption of rules by the State Board of Education is accurate and complete as of 11 o'clock A .M. this 22nd day of June, 1981.

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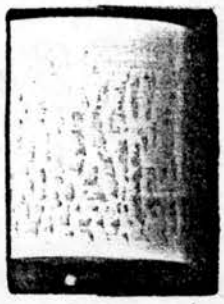



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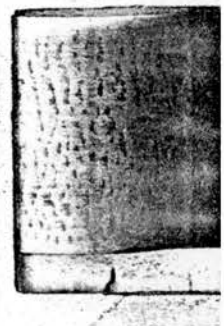

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ST. FRANCIS MINN
55070

SUPERINTENDENT

SPRING LAKE PARK
INDEP SCH DISTRICT 0016
8000 HWY. 65 NE.
SPRING LAKE PARK MINN
55432

SUPERINTENDENT

FRAZEE-VERGAS
INDEP SCH DISTRICT 0023
BOX 186
FRAZEE MINN
56544

SUPERINTENDENT

LAKE PARK
INDEP SCH DISTRICT 0024
BOX 357
LAKE PARK MINN
56554

SUPERINTENDENT

BLACKDUCK
INDEP SCH DISTRICT 0032

BLACKDUCK MINN
56630

SUPERINTENDENT

KELLIHER
INDEP SCH DISTRICT 0036
BOX 147
KELLIHER MINN
56650

SUPERINTENDENT

FOLEY
INDEP SCH DISTRICT 0051
520 DEWEY ST.
FOLEY MINN
56329

SUPERINTENDENT

BEARDSLEY
INDEP SCH DISTRICT 0057

BEARDSLEY MINN
56211

SUPERINTENDENT

ORTONVILLE
INDEP SCH DISTRICT 0062
200 6TH ST. NW., BOX 247
ORTONVILLE MINN
56278

SUPERINTENDENT

LAKE CRYSTAL
INDEP SCH DISTRICT 0070
BOX F
LAKE CRYSTAL MINN
56055

SUPERINTENDENT

MANKATO
INDEP SCH DISTRICT 0077
51 PARK LANE
MANKATO MINN
56001

SUPERINTENDENT

GARDEN CITY
INDEP SCH DISTRICT 0078

GARDEN CITY MINN
56034

SUPERINTENDENT

COMFREY
INDEP SCH DISTRICT 0081
BOX 68
COMFREY MINN
56019

SUPERINTENDENT

SLEEPY EYE
INDEP SCH DISTRICT 0084
400 4TH AVE. SW.
SLEEPY EYE MINN
56085

SUPERINTENDENT

BARNUM
INDEP SCH DISTRICT 0091
BOX 227
BARNUM MINN
55707

SUPERINTENDENT

CARLTON
INDEP SCH DISTRICT 0093
BOX 310
CARLTON MINN
55718

SUPERINTENDENT

MOOSE LAKE
INDEP SCH DISTRICT 0097
413 BIRCH AVE.
MOOSE LAKE MINN
55767

SUPERINTENDENT

ESKO
INDEP SCH DISTRICT 0099

ESKO MINN
55733

SUPERINTENDENT

WACONIA
INDEP SCH DISTRICT 0110
24 S. WALNUT ST.
WACONIA MINN

SUPERINTENDENT

WATERTOWN-MAYER
INDEP SCH DISTRICT 0111
BOX 368
WATERTOWN MINN





SUPERINTENDENT

COLUMBIA HEIGHTS
INDEP SCH DISTRICT 0013
1400 49TH AVE. NE.
COLUMBIA HEIGHTS MINN
55421

SUPERINTENDENT

AUDUBON
INDEP SCH DISTRICT 0021
BOX 38
AUDUBON MINN
56511

SUPERINTENDENT

PINE POINT
INDEP SCH DISTRICT 0025
BOX 61
PONSFORD MINN
56575

SUPERINTENDENT

REDLAKE
INDEP SCH DISTRICT 0038

REDLAKE MINN
56671

SUPERINTENDENT

CLINTON
INDEP SCH DISTRICT 0058
BOX 361
CLINTON MINN
56225

SUPERINTENDENT

MAPLETON
INDEP SCH DISTRICT 0072
101 6TH AVE. NE, BOX 365
MAPLETON MINN
56065

SUPERINTENDENT

AMBOY-GOODTHUNDER
INDEP SCH DISTRICT 0079

AMBOY MINN
56010

SUPERINTENDENT

SPRINGFIELD
INDEP SCH DISTRICT 0085
BOX 145
SPRINGFIELD MINN
56087

SUPERINTENDENT

CLOQUET
INDEP SCH DISTRICT 0094
509 CARLTON AVE.
CLOQUET MINN
55720

SUPERINTENDENT

WRENSHALL
INDEP SCH DISTRICT 0100
BOX 68
WRENSHALL MINN
55797

SUPERINTENDENT

CHASKA
INDEP SCH DISTRICT 0112
1700 CHESTNUT
CHASKA MINN

SUPERINTENDENT

FRIDLEY
INDEP SCH DISTRICT 0014
6000 W. MOORE LK. DR.
FRIDLEY MINN
55432

SUPERINTENDENT

DETROIT LAKES
INDEP SCH DISTRICT 0022
702 LAKE AVE.
DETROIT LAKES MINN
56501

SUPERINTENDENT

BEMIDJI
INDEP SCH DISTRICT 0031
15TH ST. & BELTRAMI AVE.
BEMIDJI MINN
56601

SUPERINTENDENT

SAUK RAPIDS
INDEP SCH DISTRICT 0047
901 1ST ST. S.
SAUK RAPIDS MINN
56379

SUPERINTENDENT

GRACEVILLE
INDEP SCH DISTRICT 0060
BOX 398
GRACEVILLE MINN
56240

SUPERINTENDENT

ST. CLAIR
INDEP SCH DISTRICT 0075

ST. CLAIR MINN
56080

SUPERINTENDENT

SOUTH CENTRAL ECSU
INDEP SCH DISTRICT 0922
218 OLD MAIN, BOX 9
MANKATO MINN
56001

SUPERINTENDENT

NEW ULM-HANSKA
INDEP SCH DISTRICT 0088
412 N. MINNESOTA
NEW ULM MINN
56073

SUPERINTENDENT

CROMWELL
INDEP SCH DISTRICT 0095

CROMWELL MINN
55726

SUPERINTENDENT

NORWOOD-YOUNG AMERICA
INDEP SCH DISTRICT 0108

NORWOOD MINN
55368

SUPERINTENDENT

BACKUS
INDEP SCH DISTRICT 0114

BACKUS MINN




SUPERINTENDENT

CASS LAKE
INDEP SCH DISTRICT 011
BOX 187
CASS LAKE MINN
56633

SUPERINTENDENT

WALKER-HACKENSACK
INDEP SCH DISTRICT 0119

WALKER MINN
56484

SUPERINTENDENT

MONTEVIDEO
INDEP SCH DISTRICT 0129
3RD & EUREKA
MONTEVIDEO MINN
56265

SUPERINTENDENT

CHISAGO LAKES
INDEP SCH DISTRICT 0141

LINDSTROM MINN
55045

SUPERINTENDENT

DILWORTH
INDEP SCH DISTRICT 0147
BOX 188
DILWORTH MINN
56529

SUPERINTENDENT

GONVICK-TRAIL
INDEP SCH DISTRICT 0158

GONVICK MINN
56644

SUPERINTENDENT

MOUNTAIN LAKE
INDEP SCH DISTRICT 0173
450 12TH ST.
MOUNTAIN LAKE MINN
56159

SUPERINTENDENT

BRAINERD
INDEP SCH DISTRICT 0181
300 QUINCE ST.
BRAINERD MINN
56401

SUPERINTENDENT

BURNSVILLE
INDEP SCH DISTRICT 0191
100 RIVER RIDGE COURT
BURNSVILLE MINN
55337

SUPERINTENDENT

ROSEMOUNT
INDEP SCH DISTRICT 0196
14445 DIAMOND PATH W.
ROSEMOUNT MINN
55068

SUPERINTENDENT

DAKOTA COUNTY AVTI
INDEP SCH DISTRICT 0917
145TH ST. E. & AKRON RD.
ROSEMOUNT MINN

SUPERINTENDENT

PILLAGER
INDEP SCH DISTRICT 0116
BOX 38
PILLAGER MINN
56473

SUPERINTENDENT

CLARA CITY
INDEP SCH DISTRICT 0126
BOX 590
CLARA CITY MINN
56222

SUPERINTENDENT

NORTH BRANCH
INDEP SCH DISTRICT 0138
320 MAIN ST.
NORTH BRANCH MINN
55056

SUPERINTENDENT

FRANCONIA
COMMON SCH DISTRICT 0323

SHAFER MINN
55074

SUPERINTENDENT

HAWLEY
INDEP SCH DISTRICT 0150
BOX 608
HAWLEY MINN
56549

SUPERINTENDENT

CLEARBROOK
INDEP SCH DISTRICT 0161

CLEARBROOK MINN
56634

SUPERINTENDENT

WESTBROOK
INDEP SCH DISTRICT 0175
BOX 128
WESTBROOK MINN
56183

SUPERINTENDENT

CROSBY-IRONTON
INDEP SCH DISTRICT 0182

CROSBY MINN
56441

SUPERINTENDENT

FARMINGTON
INDEP SCH DISTRICT 0192
510 WALNUT ST.
FARMINGTON MINN
55024

SUPERINTENDENT

WEST ST. PAUL
INDEP SCH DISTRICT 0197
1037 BIDWELL ST.
WEST ST. PAUL MINN
55118

SUPERINTENDENT

CLAREMONT
INDEP SCH DISTRICT 0201

CLAREMONT MINN





SUPERINTENDENT

PINE RIVER
INDEP SCH DISTRICT 0117

PINE RIVER MINN
56474

SUPERINTENDENT

REMER
INDEP SCH DISTRICT 0118
BOX 37
REMER MINN
56672

SUPERINTENDENT

MAYNARD
INDEP SCH DISTRICT 0127
BOX 276
MAYNARD MINN
56260

SUPERINTENDENT

MILAN
INDEP SCH DISTRICT 0128
BOX 180
MILAN MINN
56262

SUPERINTENDENT

RUSH CITY
INDEP SCH DISTRICT 0139

RUSH CITY MINN
55069

SUPERINTENDENT

TAYLORS FALLS
INDEP SCH DISTRICT 0140

TAYLORS FALLS MINN
55084

SUPERINTENDENT

GLYNDON-FELTON
INDEP SCH DISTRICT 0145

GLYNDON MINN
56547

SUPERINTENDENT

BARNESVILLE
INDEP SCH DISTRICT 0146
BOX 188
BARNESVILLE MINN
56514

SUPERINTENDENT

MOORHEAD
INDEP SCH DISTRICT 0152
810 4TH AVE. S.
MOORHEAD MINN
56560

SUPERINTENDENT

ULEN-HITTERDAL
INDEP SCH DISTRICT 0914

ULEN MINN
56585

SUPERINTENDENT

BAGLEY
INDEP SCH DISTRICT 0162
308 N. BAGLEY AVE.
BAGLEY MINN
56621

SUPERINTENDENT

COOK COUNTY
INDEP SCH DISTRICT 0166
BOX F
GRAND MARAIS MINN
55604

SUPERINTENDENT

WINDOM
INDEP SCH DISTRICT 0177
BOX C-177
WINDOM MINN
56101

SUPERINTENDENT

STORDEN-JEFFERS
INDEP SCH DISTRICT 0178
BOX 68
STORDEN MINN
56174

SUPERINTENDENT

PEQUOT LAKES
INDEP SCH DISTRICT 0186
BOX 368
PEQUOT LAKES MINN
56472

SUPERINTENDENT

SOUTH ST. PAUL
SPECIAL SCH DIST 0006
700 N. SECOND ST.
SOUTH ST. PAUL MINN
55075

SUPERINTENDENT

LAKEVILLE
INDEP SCH DISTRICT 0194
3670 210TH ST. W.
LAKEVILLE MINN
55044

SUPERINTENDENT

RANDOLPH
INDEP SCH DISTRICT 0195
BOX 38
RANDOLPH MINN
55065

SUPERINTENDENT

INVER GROVE-PINE BEND
INDEP SCH DISTRICT 0199
9875 INVER GROVE TR. E.
INVER GROVE HEIGHTS MINN
55075

SUPERINTENDENT

HASTINGS
INDEP SCH DISTRICT 0200
9TH & VERMILLION ST.
HASTINGS MINN
55033

SUPERINTENDENT

DODGE CENTER
INDEP SCH DISTRICT 0202
BOX 40
DODGE CENTER MINN

SUPERINTENDENT

HAYFIELD
INDEP SCH DISTRICT 0203

HAYFIELD MINN

SUPERINTENDENT

KASSON-MANTORVILLE
INDEP SCH DISTRICT 020[illegible]

KASSON MINN
55944

SUPERINTENDENT

WEST CONCORD
INDEP SCH DISTRICT 020[illegible]
500 EUGENE ST.
WEST CONCORD MINN
55985

SUPERINTENDENT

EVANSVILLE
INDEP SCH DISTRICT 0208

EVANSVILLE MINN
56326

SUPERINTENDENT

KENSINGTON
INDEP SCH DISTRICT 0209

KENSINGTON MINN
56343



SUPERINTENDENT

DELAVAN
INDEP SCH DISTRICT 0218
BOX 125
DELAVAN MINN
56023

SUPERINTENDENT

ELMORE
INDEP SCH DISTRICT 0219
BOX 98
ELMORE MINN
56027

SUPERINTENDENT

WELLS
INDEP SCH DISTRICT 0224
250 2ND AVE. SW.
WELLS MINN
56097

SUPERINTENDENT

WINNEBAGO
INDEP SCH DISTRICT 0225
BOX 65
WINNEBAGO MINN
56098

SUPERINTENDENT

LANESBORO
INDEP SCH DISTRICT 0229
100 KIRKWOOD EAST
LANESBORO MINN
55949

SUPERINTENDENT

PETERSON
INDEP SCH DISTRICT 0232
BOX 8
PETERSON MINN
55962

SUPERINTENDENT

WYKOFF
INDEP SCH DISTRICT 0236
BOX 96
WYKOFF MINN
55990

SUPERINTENDENT

SPRING VALLEY
INDEP SCH DISTRICT 0237
BOX 72
SPRING VALLEY MINN
55975

SUPERINTENDENT

ALDEN
INDEP SCH DISTRICT 0242
BOX 99
ALDEN MINN
56009

SUPERINTENDENT

EMMONS
INDEP SCH DISTRICT 0243
BOX 13
EMMONS MINN
56029

SUPERINTENDENT

CANNON FALLS
INDEP SCH DISTRICT 0252
820 E. MINNESOTA ST.
CANNON FALLS MINN
55009

SUPERINTENDENT

GOODHUE
INDEP SCH DISTRICT 0253
BOX 128
GOODHUE MINN
55027



SUPERINTENDENT

RED WING
INDEP SCH DISTRICT 0256
525 EAST AVE.
RED WING MINN
55066

SUPERINTENDENT

WANAMINGO
INDEP SCH DISTRICT 0258

WANAMINGO MINN
55983

SUPERINTENDENT

BARRETT
INDEP SCH DISTRICT 0262
BOX 278
BARRETT MINN
56311

SUPERINTENDENT

ELBOW LAKE
INDEP SCH DISTRICT 0263
411 1ST ST. SE.
ELBOW LAKE MINN
56531

SUPERINTENDENT

HOUSTON
INDEP SCH DISTRICT 0294
306 W. ELM
[illegible] MINN

SUPERINTENDENT

SPRING GROVE
INDEP SCH DISTRICT 0297
BOX 626
[illegible] MINN

SUPERINTENDENT

ALEXANDRIA
INDEP SCH DISTRICT 0206
7TH & FILLMORE
ALEXANDRIA MINN
56308

SUPERINTENDENT

OSAKIS
INDEP SCH DISTRICT 0213
14 OAK ST. E.
OSAKIS MINN
56360

SUPERINTENDENT

KIESTER-WALTERS
INDEP SCH DISTRICT 0222
KIESTER MINN
56051

SUPERINTENDENT

BLUE EARTH
INDEP SCH DISTRICT 0240
EAST 6TH ST.
BLUE EARTH MINN
56013

SUPERINTENDENT

PRESTON-FOUNTAIN
INDEP SCH DISTRICT 0233
BOX 407
PRESTON MINN
55965

SUPERINTENDENT

MABEL-CANTON
INDEP SCH DISTRICT 0238
FILLMORE AVE.
MABEL MINN
55954

SUPERINTENDENT

FREEBORN
INDEP SCH DISTRICT 0244
BOX 155
FREEBORN MINN
56032

SUPERINTENDENT

KENYON
INDEP SCH DISTRICT 0254
401 FOREST
KENYON MINN
55946

SUPERINTENDENT

ZUMBROTA
INDEP SCH DISTRICT 0260
705 MILL ST.
ZUMBROTA MINN
55992

SUPERINTENDENT

HERMAN
INDEP SCH DISTRICT 0264
HERMAN MINN
56248

SUPERINTENDENT

CALEDONIA
INDEP SCH DISTRICT 0299
W. MAIN ST.

SUPERINTENDENT

BRANDON
INDEP SCH DISTRICT 0207
BOX 185
BRANDON MINN
56315

SUPERINTENDENT

BRICELYN
INDEP SCH DISTRICT 0217
BOX 277
BRICELYN MINN
56014

SUPERINTENDENT

MINNESOTA LAKE
INDEP SCH DISTRICT 0223
BOX 218
MINNESOTA LAKE MINN
56068

SUPERINTENDENT

HARMONY
INDEP SCH DISTRICT 0228
145 MAIN AVE. S.
HARMONY MINN
55939

SUPERINTENDENT

RUSHFORD
INDEP SCH DISTRICT 0234
BOX 368
RUSHFORD MINN
55971

SUPERINTENDENT

ALBERT LEA
INDEP SCH DISTRICT 0241
109 WEST AVE.
ALBERT LEA MINN
56007

SUPERINTENDENT

GLENVILLE
INDEP SCH DISTRICT 0245
230 5TH ST. SE.
GLENVILLE MINN
56036

SUPERINTENDENT

PINE ISLAND
INDEP SCH DISTRICT 0255
BOX 398
PINE ISLAND MINN
55963

SUPERINTENDENT

ASHBY
INDEP SCH DISTRICT 0261
BOX C
ASHBY MINN
56309

SUPERINTENDENT

HOFFMAN
INDEP SCH DISTRICT 0265
BOX 306
HOFFMAN MINN
56339

SUPERINTENDENT

LA CRESCENT
INDEP SCH DISTRICT 0300
LANCER BLVD.

SUPERINTENDENT

AKELEY
INDEP SCH DISTRICT 0301
BOX 246
AKELEY MINN
56433

SUPERINTENDENT

BRAHAM
INDEP SCH DISTRICT 0314
BOX 488
BRAHAM MINN
55006

SUPERINTENDENT

GRAND RAPIDS
INDEP SCH DISTRICT 0318
820 N. POKEGAMA AVE.
GRAND RAPIDS MINN
55744

SUPERINTENDENT

SIOUX VALLEY
INDEP SCH DISTRICT 0328
ROUTE 2
LAKE PARK, IOWA
51347

SUPERINTENDENT

ATWATER
INDEP SCH DISTRICT 0341

ATWATER MINN
56209

SUPERINTENDENT

PRINSBURG
COMMON SCH DISTRICT 0815
BOX 98
PRINSBURG MINN
56281

SUPERINTENDENT

KENNEDY
INDEP SCH DISTRICT 0354
BOX 127
KENNEDY MINN
56733

SUPERINTENDENT

SOUTH KOOCHICHING
INDEP SCH DISTRICT 0363
BOX 465
NORTHOME MINN
56661

SUPERINTENDENT

DAWSON-BOYD
INDEP SCH DISTRICT 0378
BOX S
DAWSON MINN
56232

SUPERINTENDENT

LE CENTER
INDEP SCH DISTRICT 0392
150 W. TYRONE ST.
LE CENTER MINN
56057

SUPERINTENDENT

HENDRICKS
INDEP SCH DISTRICT 0402
200 E. LINCOLN

SUPERINTENDENT

LAPORTE
INDEP SCH DISTRICT 0306
BOX 8
LAPORTE MINN
56461

SUPERINTENDENT

CAMBRIDGE
INDEP SCH DISTRICT 0911
430 NW. 8TH ST.
CAMBRIDGE MINN
55008

SUPERINTENDENT

NASHWAUK-KEEWATIN
INDEP SCH DISTRICT 0319
400 2ND ST.
NASHWAUK MINN
55769

SUPERINTENDENT

HERON LAKE-OKABENA
INDEP SCH DISTRICT 0330
BOX 378
HERON LAKE MINN
56137

SUPERINTENDENT

NEW LONDON-SPICER
INDEP SCH DISTRICT 0345
BOX 287
NEW LONDON MINN
56273

SUPERINTENDENT

HALLOCK
INDEP SCH DISTRICT 0351
BOX L
HALLOCK MINN
56728

SUPERINTENDENT

LANCASTER
INDEP SCH DISTRICT 0356
BOX 217
LANCASTER MINN
56735

SUPERINTENDENT

BELLINGHAM
INDEP SCH DISTRICT 0371
BOX 367
BELLINGHAM MINN
56212

SUPERINTENDENT

LAKE SUPERIOR
INDEP SCH DISTRICT 0381
405 4TH AVE.
TWO HARBORS MINN
55616

SUPERINTENDENT

LE SUEUR
INDEP SCH DISTRICT 0393
901 E. FERRY ST.
LE SUEUR MINN
56058

SUPERINTENDENT

IVANHOE
INDEP SCH DISTRICT 0403
BOX 9





SUPERINTENDENT

NEVIS
INDEP SCH DISTRICT 0308
BOX 183
NEVIS MINN
56467

SUPERINTENDENT

COLERAINE
INDEP SCH DISTRICT 0316
ROOSEVELT AVE.
COLERAINE MINN
55722

SUPERINTENDENT

JACKSON
INDEP SCH DISTRICT 0324
405 5TH ST.
JACKSON MINN
56143

SUPERINTENDENT

MORA
INDEP SCH DISTRICT 0332
400 E. MAPLE
MORA MINN
55051

SUPERINTENDENT

RAYMOND
INDEP SCH DISTRICT 0346
309 DAY ST.
RAYMOND MINN
56282

SUPERINTENDENT

HUMBOLDT-ST. VINCENT
INDEP SCH DISTRICT 0352
BOX 54
HUMBOLDT MINN
56731

SUPERINTENDENT

INTERNATIONAL FALLS
INDEP SCH DISTRICT 0361
4TH ST. & 6TH AVE.
INTERNATIONAL FALLS MINN
56649

SUPERINTENDENT

MARIETTA
INDEP SCH DISTRICT 0376

MARIETTA MINN
56257

SUPERINTENDENT

LAKE OF THE WOODS
INDEP SCH DISTRICT 0390
BOX 310
BAUDETTE MINN
56623

SUPERINTENDENT

MONTGOMERY-LONSDALE
INDEP SCH DISTRICT 0394
101 2ND ST. NE.
MONTGOMERY MINN
56069

SUPERINTENDENT

LAKE BENTON
INDEP SCH DISTRICT 0404
101 GARFIELD ST.
LAKE BENTON MINN

SUPERINTENDENT

PARK RAPIDS
INDEP SCH DISTRICT 0309

PARK RAPIDS MINN
56470

SUPERINTENDENT

DEER RIVER
INDEP SCH DISTRICT 0317

DEER RIVER MINN
56636

SUPERINTENDENT

LAKEFIELD
INDEP SCH DISTRICT 0325
BOX 338
LAKEFIELD MINN
56150

SUPERINTENDENT

OGILVIE
INDEP SCH DISTRICT 0333
BOX 186
OGILVIE MINN
56358

SUPERINTENDENT

WILLMAR
INDEP SCH DISTRICT 0347
611 W. 5TH ST.
WILLMAR MINN
56201

SUPERINTENDENT

KARLSTAD
INDEP SCH DISTRICT 0353
BOX 178
KARLSTAD MINN
56732

SUPERINTENDENT

LITTLEFORK-BIG FALLS
INDEP SCH DISTRICT 0362
BOX D
LITTLEFORK MINN
56653

SUPERINTENDENT

MADISON
INDEP SCH DISTRICT 0377
316 4TH ST.
MADISON MINN
56256

SUPERINTENDENT

CLEVELAND
INDEP SCH DISTRICT 0391

CLEVELAND MINN
56017

SUPERINTENDENT

WATERVILLE-ELYSIAN
INDEP SCH DISTRICT 0395
500 E. PAQUIN ST.
WATERVILLE MINN
56096

SUPERINTENDENT

VERDI
INDEP SCH DISTRICT 0408
BOX 7-A
VERDI MINN





SUPERINTENDENT

TYLER
INDEP SCH DISTRICT 0409
BOX 659
TYLER MINN
56178

SUPERINTENDENT

BALATON
INDEP SCH DISTRICT 0411
330 THIRD ST.
BALATON MINN
56115

SUPERINTENDENT

MINNEOTA
INDEP SCH DISTRICT 0414
504 N. MONROE ST.
MINNEOTA MINN
56264

SUPERINTENDENT

LYND
INDEP SCH DISTRICT 0415
BOX 68
LYND MINN
56157

SUPERINTENDENT

5 WEST & W CENTRAL ECSU
INDEP SCH DISTRICT 0991
SW STATE UNIVERSITY
MARSHALL MINN
56258

SUPERINTENDENT

BROWNTON
INDEP SCH DISTRICT 0421
BOX 338
BROWNTON MINN
55312

SUPERINTENDENT

LESTER PRAIRIE
INDEP SCH DISTRICT 0424
HICKORY AVE. & 2ND ST. N
LESTER PRAIRIE MINN
55354

SUPERINTENDENT

SILVER LAKE
INDEP SCH DISTRICT 0425

SILVER LAKE MINN
55381

SUPERINTENDENT

MAHNOMEN
INDEP SCH DISTRICT 0432
BOX 319
MAHNOMEN MINN
56557

SUPERINTENDENT

WAUBUN
INDEP SCH DISTRICT 0435
BOX 98
WAUBUN MINN
56589

SUPERINTENDENT

MIDDLE RIVER
INDEP SCH DISTRICT 0440
BOX 130
MIDDLE RIVER MINN
56737

SUPERINTENDENT

NEWFOLDEN
INDEP SCH DISTRICT 0441
BOX 277
NEWFOLDEN MINN
56738

SUPERINTENDENT

STRANDQUIST
INDEP SCH DISTRICT 0444
BOX 6
STRANDQUIST MINN
56758

SUPERINTENDENT

WARREN
INDEP SCH DISTRICT 0446
224 E. BRIDGE ST.
WARREN MINN
56762

SUPERINTENDENT

EAST CHAIN
INDEP SCH DISTRICT 0453
ROUTE 1
BLUE EARTH MINN
56013

SUPERINTENDENT

FAIRMONT
INDEP SCH DISTRICT 0454
115 S. PARK ST.
FAIRMONT MINN
56031

SUPERINTENDENT

TRUMAN
INDEP SCH DISTRICT 0458
BOX 276
TRUMAN MINN
56088

SUPERINTENDENT

WELCOME
INDEP SCH DISTRICT 0459

WELCOME MINN
56181

SUPERINTENDENT

EDEN VALLEY-WATKINS
INDEP SCH DISTRICT 0463
BOX 47
EDEN VALLEY MINN
55329

SUPERINTENDENT

GROVE CITY
INDEP SCH DISTRICT 0464
BOX 278
GROVE CITY MINN
56243

SUPERINTENDENT

ISLE
INDEP SCH DISTRICT 0473
BOX 25

SUPERINTENDENT

PRINCETON
INDEP SCH DISTRICT 0477
606 S. 3RD ST.





SUPERINTENDENT

COTTONWOOD
INDEP SCH DISTRICT 0412
BOX 107
COTTONWOOD MINN
56229

SUPERINTENDENT

MARSHALL
INDEP SCH DISTRICT 0413
401 S. SARATOGA ST.
MARSHALL MINN
56258

SUPERINTENDENT

TRACY
INDEP SCH DISTRICT 0417
934 PINE ST.
TRACY MINN
56175

SUPERINTENDENT

RUSSELL
INDEP SCH DISTRICT 0418

RUSSELL MINN
56169

SUPERINTENDENT

GLENCOE
INDEP SCH DISTRICT 0422
16TH ST. & PRYOR
GLENCOE MINN
55336

SUPERINTENDENT

HUTCHINSON
INDEP SCH DISTRICT 0423
30 GLEN ST. N.
HUTCHINSON MINN
55350

SUPERINTENDENT

STEWART
INDEP SCH DISTRICT 0426

STEWART MINN
55385

SUPERINTENDENT

WINSTED
INDEP SCH DISTRICT 0427
431 4TH ST. N.
WINSTED MINN
55395

SUPERINTENDENT

ALVARADO
INDEP SCH DISTRICT 0436
BOX 816
ALVARADO MINN
56710

SUPERINTENDENT

ARGYLE
INDEP SCH DISTRICT 0437
BOX 279
ARGYLE MINN
56713

SUPERINTENDENT

OSLO
INDEP SCH DISTRICT 0442

OSLO MINN
56744

SUPERINTENDENT

STEPHEN
INDEP SCH DISTRICT 0443
BOX 68
STEPHEN MINN
56757

SUPERINTENDENT

GRYGLA-GATZKE
INDEP SCH DISTRICT 0447
BOX 18
GRYGLA MINN
56727

SUPERINTENDENT

CEYLON
INDEP SCH DISTRICT 0451
BOX 368
CEYLON MINN
56121

SUPERINTENDENT

SHERBURN
INDEP SCH DISTRICT 0456

SHERBURN MINN
56171

SUPERINTENDENT

TRIMONT
INDEP SCH DISTRICT 0457
BOX N
TRIMONT MINN
56176

SUPERINTENDENT

GRANADA-HUNTLEY
INDEP SCH DISTRICT 0460
BOX 17
GRANADA MINN
56039

SUPERINTENDENT

COSMOS
INDEP SCH DISTRICT 0461
320 N. SATURN ST.
COSMOS MINN
56228

SUPERINTENDENT

LITCHFIELD
INDEP SCH DISTRICT 0465
901 GILMAN AVE. N.
LITCHFIELD MINN
55355

SUPERINTENDENT

DASSEL-COKATO
INDEP SCH DISTRICT 0466
HWY. 12 & WRIGHT CO. 100
COKATO MINN
55321

SUPERINTENDENT

CANBY
INDEP SCH DISTRICT 0480
BOX B
CANBY MINN

SUPERINTENDENT

MILACA
INDEP SCH DISTRICT 0912
500 SW. 4TH ST.
MILACA MINN

SUPERINTENDENT

LITTLE FALLS
INDEP SCH DISTRICT 0482
109 NE. 2ND AVE.
LITTLE FALLS MINN
56345

SUPERINTENDENT

MOTLEY
INDEP SCH DISTRICT 0483
BOX 268
MOTLEY MINN
56466

SUPERINTENDENT

SWANVILLE
INDEP SCH DISTRICT 0486
BOX 98
SWANVILLE MINN
56382

SUPERINTENDENT

UPSALA
INDEP SCH DISTRICT 0487
UPSALA MINN
56384

SUPERINTENDENT

LYLE
INDEP SCH DISTRICT 0497
BOX 38
LYLE MINN
55953

SUPERINTENDENT

LE ROY-OSTRANDER
INDEP SCH DISTRICT 0499
BOX N
LE ROY MINN
55951

SUPERINTENDENT

FULDA
INDEP SCH DISTRICT 0505

FULDA MINN
56131

SUPERINTENDENT

CHANDLER-LAKE WILSON
INDEP SCH DISTRICT 0918

LAKE WILSON MINN
56151

SUPERINTENDENT

ADRIAN
INDEP SCH DISTRICT 0511
BOX 38
ADRIAN MINN
56110

SUPERINTENDENT

BREWSTER
INDEP SCH DISTRICT 0513
BOX 309
BREWSTER MINN
56119

SUPERINTENDENT

WORTHINGTON
INDEP SCH DISTRICT 0518
BOX C
WORTHINGTON MINN
56187

SUPERINTENDENT

ADA
INDEP SCH DISTRICT 0521
105 E. 4TH AVE.
ADA MINN
56510

SUPERINTENDENT

HALSTAD
INDEP SCH DISTRICT 0524

HALSTAD MINN
56548

SUPERINTENDENT

HENDRUM-PERLEY
INDEP SCH DISTRICT 0525
BOX 39
HENDRUM MINN
56550

SUPERINTENDENT

BYRON
INDEP SCH DISTRICT 0531
BOX 157
BYRON MINN
55920

SUPERINTENDENT

DOVER-EYOTA
INDEP SCH DISTRICT 0533
BOX 268
EYOTA MINN
55934

SUPERINTENDENT

SOUTHEAST ECSU
INDEP SCH DISTRICT 0921
5930 BANDEL ROAD
ROCHESTER MINN
55901

SUPERINTENDENT

BATTLE LAKE
INDEP SCH DISTRICT 0542

BATTLE LAKE MINN
56515

SUPERINTENDENT

HENNING
INDEP SCH DISTRICT 0545
BOX 15
HENNING MINN
56551

SUPERINTENDENT

PARKERS PRAIRIE
INDEP SCH DISTRICT 0547
BOX 46
PARKERS PRAIRIE MINN
56361

SUPERINTENDENT

UNDERWOOD
INDEP SCH DISTRICT 0550

SUPERINTENDENT

NEW YORK MILLS
INDEP SCH DISTRICT 0553
BOX 218

SUPERINTENDENT

PIERZ
INDEP SCH DISTRICT 0484

PIERZ MINN
56364

SUPERINTENDENT

AUSTIN
INDEP SCH DISTRICT 0492
202 4TH AVE. NE.
AUSTIN MINN
55912

SUPERINTENDENT

SOUTHLAND
INDEP SCH DISTRICT 0500

ADAMS MINN
55909

SUPERINTENDENT

NICOLLET
INDEP SCH DISTRICT 0507
BOX 108
NICOLLET MINN
56074

SUPERINTENDENT

ELLSWORTH
INDEP SCH DISTRICT 0514
BOX 8
ELLSWORTH MINN
56129

SUPERINTENDENT

BORUP
INDEP SCH DISTRICT 0522

BORUP MINN
56519

SUPERINTENDENT

TWIN VALLEY
INDEP SCH DISTRICT 0526

TWIN VALLEY MINN
56584

SUPERINTENDENT

STEWARTVILLE
INDEP SCH DISTRICT 0534
500 SW. 4TH ST.
STEWARTVILLE MINN
55976

SUPERINTENDENT

DEER CREEK
INDEP SCH DISTRICT 0543
BOX 235
DEER CREEK MINN
56527

SUPERINTENDENT

PELICAN RAPIDS.
INDEP SCH DISTRICT 0548
BOX V
PELICAN RAPIDS MINN
56572

SUPERINTENDENT

WEST CENTRAL ECSU
INDEP SCH DISTRICT 0926
120 S. VINE, PO DRAWER E

SUPERINTENDENT

ROYALTON
INDEP SCH DISTRICT 0485
BOX 5
ROYALTON MINN
56373

SUPERINTENDENT

GRAND MEADOW
INDEP SCH DISTRICT 0495
BOX 68
GRAND MEADOW MINN
55936

SUPERINTENDENT

SLAYTON
INDEP SCH DISTRICT 0504
2420 28TH ST.
SLAYTON MINN
56172

SUPERINTENDENT

ST. PETER
INDEP SCH DISTRICT 0508
LINCOLN DRIVE
ST. PETER MINN
56082

SUPERINTENDENT

ROUND LAKE
INDEP SCH DISTRICT 0516

ROUND LAKE MINN
56167

SUPERINTENDENT

GARY
INDEP SCH DISTRICT 0523
BOX 47
GARY MINN
56545

SUPERINTENDENT

CHATFIELD
INDEP SCH DISTRICT 0227

CHATFIELD MINN
55923

SUPERINTENDENT

ROCHESTER
INDEP SCH DISTRICT 0535
401 2ND ST. SW.
ROCHESTER MINN
55901

SUPERINTENDENT

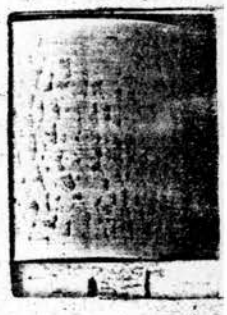
FERGUS FALLS
INDEP SCH DISTRICT 0544
600 FRIBERG AVE.
FERGUS FALLS MINN
56537

SUPERINTENDENT

PERHAM
INDEP SCH DISTRICT 0549
200 5TH ST. SE.
PERHAM MINN
56573

SUPERINTENDENT

GOODRIDGE
INDEP SCH DISTRICT 0561
BOX 195





SUPERINTENDENT

THIEF RIVER FALLS
INDEP SCH DISTRICT 0584
BOX 160
THIEF RIVER FALLS MINN
56701

SUPERINTENDENT

NORTHWEST ECSU
INDEP SCH DISTRICT 0928
BOX 160
THIEF RIVER FALLS MINN
56701

SUPERINTENDENT

HINCKLEY
INDEP SCH DISTRICT 0573
BOX 308
HINCKLEY MINN
55037

SUPERINTENDENT

SANDSTONE
INDEP SCH DISTRICT 0576
SANDSTONE MINN
55072

SUPERINTENDENT

EDGERTON
INDEP SCH DISTRICT 0581
BOX 307
EDGERTON MINN
56128

SUPERINTENDENT

JASPER
INDEP SCH DISTRICT 0582
JASPER MINN
56144

SUPERINTENDENT

CLIMAX
INDEP SCH DISTRICT 0592
BOX 45
CLIMAX MINN
56523

SUPERINTENDENT

CROOKSTON
INDEP SCH DISTRICT 0593
BOX 602
CROOKSTON MINN
56716

SUPERINTENDENT

FERTILE-BELTRAMI
INDEP SCH DISTRICT 0599
FERTILE MINN
56540

SUPERINTENDENT

FISHER
INDEP SCH DISTRICT 0600
BOX 37
FISHER MINN
56723

SUPERINTENDENT

MENTOR
INDEP SCH DISTRICT 0604
MENTOR MINN
56736

SUPERINTENDENT

CYRUS
INDEP SCH DISTRICT 0611
BOX 39
CYRUS MINN
56323

SUPERINTENDENT

VILLARD
INDEP SCH DISTRICT 0615
BOX 66
VILLARD MINN
56385

SUPERINTENDENT

OKLEE
INDEP SCH DISTRICT 0627
OKLEE MINN
56742

SUPERINTENDENT

BELVIEW
INDEP SCH DISTRICT 0631
BOX 8
BELVIEW MINN
56214

SUPERINTENDENT

LAMBERTON
INDEP SCH DISTRICT 0633
BOX 278
LAMBERTON MINN
56152

SUPERINTENDENT

REDWOOD FALLS
INDEP SCH DISTRICT 0637
4TH & LINCOLN
REDWOOD FALLS MINN
56283

SUPERINTENDENT

SANBORN
INDEP SCH DISTRICT 0638
SANBORN MINN
56083

SUPERINTENDENT

BIRD ISLAND
INDEP SCH DISTRICT 0646
110 S. 9TH ST.
BIRD ISLAND MINN
55310

SUPERINTENDENT

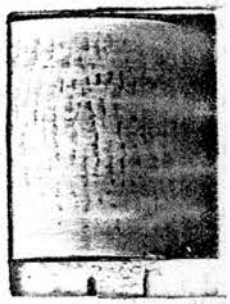
BUFFALO LAKE
INDEP SCH DISTRICT 0647
BOX 278
BUFFALO LAKE MINN
55314

SUPERINTENDENT

FRANKLIN
INDEP SCH DISTRICT 0650
BOX 38

SUPERINTENDENT

HECTOR
INDEP SCH DISTRICT 0651





SUPERINTENDENT

ASKOV
INDEP SCH DISTRICT 0566

ASKOV MINN
55704

SUPERINTENDENT

WILLOW RIVER
INDEP SCH DISTRICT 0577
BOX 66
WILLOW RIVER MINN
55795

SUPERINTENDENT

PIPESTONE
INDEP SCH DISTRICT 0583
BOX 71
PIPESTONE MINN
56164

SUPERINTENDENT

EAST GRAND FORKS
INDEP SCH DISTRICT 0595
1420 4TH AVE. NW.
EAST GRAND FORKS MINN
56721

SUPERINTENDENT

FOSSTON
INDEP SCH DISTRICT 0601

FOSSTON MINN
56542

SUPERINTENDENT

GLENWOOD
INDEP SCH DISTRICT 0612
NE. 2ND AVE.
GLENWOOD MINN
56334

SUPERINTENDENT

PLUMMER
INDEP SCH DISTRICT 0628

PLUMMER MINN
56748

SUPERINTENDENT

MILROY
INDEP SCH DISTRICT 0635
BOX 10
MILROY MINN
56263

SUPERINTENDENT

WABASSO
INDEP SCH DISTRICT 0640
1333 MAY ST.
WABASSO MINN
56293

SUPERINTENDENT

DANUBE
INDEP SCH DISTRICT 0648
BOX 157
DANUBE MINN
56230

SUPERINTENDENT

MORTON
INDEP SCH DISTRICT 0652
BOX 68

SUPERINTENDENT

FINLAYSON
INDEP SCH DISTRICT 0570

FINLAYSON MINN
55735

SUPERINTENDENT

PINE CITY
INDEP SCH DISTRICT 0578
605 6TH ST.
PINE CITY MINN
55063

SUPERINTENDENT

RUTHTON
INDEP SCH DISTRICT 0584
BOX B
RUTHTON MINN
56170

SUPERINTENDENT

ERSKINE
INDEP SCH DISTRICT 0597
BOX 209
ERSKINE MINN
56535

SUPERINTENDENT

MC INTOSH
INDEP SCH DISTRICT 0603

MC INTOSH MINN
56556

SUPERINTENDENT

STARBUCK
INDEP SCH DISTRICT 0614

STARBUCK MINN
56381

SUPERINTENDENT

RED LAKE FALLS
INDEP SCH DISTRICT 0630
BOX 367
RED LAKE FALLS MINN
56750

SUPERINTENDENT

MORGAN
INDEP SCH DISTRICT 0636
BOX 188
MORGAN MINN
56266

SUPERINTENDENT

WALNUT GROVE
INDEP SCH DISTRICT 0641

WALNUT GROVE MINN
56180

SUPERINTENDENT

FAIRFAX
INDEP SCH DISTRICT 0649
300 SE. 2ND ST., BOX 489
FAIRFAX MINN
55332

SUPERINTENDENT

OLIVIA
INDEP SCH DISTRICT 0653
709 S. 9TH ST.





SUPERINTENDENT

RENVILLE
INDEP SCH DISTRICT 0655
BOX 338
RENVILLE MINN
56284

SUPERINTENDENT

SACRED HEART
INDEP SCH DISTRICT 0655
BOX 10
SACRED HEART MINN
56285

SUPERINTENDENT

NORTHFIELD
INDEP SCH DISTRICT 0659
301 UNION ST.
NORTHFIELD MINN
55057

SUPERINTENDENT

MAGNOLIA
INDEP SCH DISTRICT 0669
MAGNOLIA MINN
56158



SUPERINTENDENT

BADGER
INDEP SCH DISTRICT 0676
BOX 68
BADGER MINN
56714

SUPERINTENDENT

GREENBUSH
INDEP SCH DISTRICT 0678
BOX 70
GREENBUSH MINN
56726

SUPERINTENDENT

BELLE PLAINE
INDEP SCH DISTRICT 0716
220 S. MARKET ST.
BELLE PLAINE MINN
56011

SUPERINTENDENT

JORDAN
INDEP SCH DISTRICT 0717
500 SUNSET DRIVE
JORDAN MINN
55352

SUPERINTENDENT

NEW PRAGUE
INDEP SCH DISTRICT 0721
721 CENTRAL AVE. N.
NEW PRAGUE MINN
56071

SUPERINTENDENT

BECKER
INDEP SCH DISTRICT 0726
BOX 188
BECKER MINN
55308

SUPERINTENDENT

ARLINGTON
INDEP SCH DISTRICT 0731
202 3RD AVE. NW.
ARLINGTON MINN
55307

SUPERINTENDENT

GAYLORD
INDEP SCH DISTRICT 0732
500 COURT AVE.
GAYLORD MINN
55334

SUPERINTENDENT

WINTHROP
INDEP SCH DISTRICT 0735
N. COTTONWOOD ST.
WINTHROP MINN
55396

SUPERINTENDENT

BELGRADE
INDEP SCH DISTRICT 0736
BELGRADE MINN
56312

SUPERINTENDENT

KIMBALL
INDEP SCH DISTRICT 0739
BOX 368
KIMBALL MINN
55353

SUPERINTENDENT

MELROSE
INDEP SCH DISTRICT 0740
546 N. 5TH AVE. E.
MELROSE MINN
56352



SUPERINTENDENT

SAUK CENTRE
INDEP SCH DISTRICT 0743
9TH & STATE ROAD
SAUK CENTRE MINN
56378

SUPERINTENDENT

ALBANY
INDEP SCH DISTRICT 0745
140 3RD ST.
ALBANY MINN
56307

SUPERINTENDENT

CENTRAL ECSU
INDEP SCH DISTRICT 0923
RM A150-EDU BLDG, UNIV
ST. CLOUD MINN
56301

SUPERINTENDENT

BLOOMING PRAIRIE
INDEP SCH DISTRICT 0756
202 4TH AVE. NW.
BLOOMING PRAIRIE MINN
55917

SUPERINTENDENT

MEDFORD
INDEP SCH DISTRICT 0763
BOX 38

SUPERINTENDENT

HANCOCK
INDEP SCH DISTRICT 0768
BOX 367

SUPERINTENDENT

FARIBAULT
INDEP SCH DISTRICT 0656
2855 NW. 1ST AVE.
FARIBAULT MINN
55021

SUPERINTENDENT

LUVERNE
INDEP SCH DISTRICT 0670
BOX 278
LUVERNE MINN
56156

SUPERINTENDENT

ROSEAU
INDEP SCH DISTRICT 0682
509 3RD ST. NE.
ROSEAU MINN
56751

SUPERINTENDENT

PRIOR LAKE
INDEP SCH DISTRICT 0719
15870 FRANKLIN TRAIL SE.
PRIOR LAKE MINN
55372

SUPERINTENDENT

BIG LAKE
INDEP SCH DISTRICT 0727

BIG LAKE MINN
55309

SUPERINTENDENT

GIBBON
INDEP SCH DISTRICT 0733

GIBBON MINN
55335

SUPERINTENDENT

BROOTEN
INDEP SCH DISTRICT 0737
BOX 38
BROOTEN MINN
56316

SUPERINTENDENT

PAYNESVILLE
INDEP SCH DISTRICT 0741
HIGHWAY 23 WEST
PAYNESVILLE MINN
56362

SUPERINTENDENT

SARTELL
INDEP SCH DISTRICT 0748
BOX 328
SARTELL MINN
56377

SUPERINTENDENT

OWATONNA
INDEP SCH DISTRICT 0761
515 WEST BRIDGE
OWATONNA MINN
55060

SUPERINTENDENT

MORRIS
INDEP SCH DISTRICT 0769
201 S. COLUMBIA

SUPERINTENDENT

MORRISTOWN
INDEP SCH DISTRICT 0657
BOX 278
MORRISTOWN MINN
55052

SUPERINTENDENT

HILLS-BEAVER CREEK
INDEP SCH DISTRICT 0671
BOX 547
HILLS MINN
56138

SUPERINTENDENT

WARROAD
INDEP SCH DISTRICT 0690
BOX 130
WARROAD MINN
56763

SUPERINTENDENT

SHAKOPEE
INDEP SCH DISTRICT 0720
505 S. HOLMES
SHAKOPEE MINN
55379

SUPERINTENDENT

ELK RIVER
INDEP SCH DISTRICT 0728
400 SCHOOL ST.
ELK RIVER MINN
55330

SUPERINTENDENT

HENDERSON
INDEP SCH DISTRICT 0734
107 8TH ST.
HENDERSON MINN
56044

SUPERINTENDENT

HOLDINGFORD
INDEP SCH DISTRICT 0738
BOX 496
HOLDINGFORD MINN
56340

SUPERINTENDENT

ST. CLOUD
INDEP SCH DISTRICT 0742
628 ROOSEVELT ROAD
ST. CLOUD MINN
56301

SUPERINTENDENT

COLD SPRING
INDEP SCH DISTRICT 0750
ROCORI HIGH SCHOOL
COLD SPRING MINN
56320

SUPERINTENDENT

ELLENDALE-GENEVA
INDEP SCH DISTRICT 0762
BOX 428
ELLENDALE MINN
56026

SUPERINTENDENT

CHOKIO-ALBERTA
INDEP SCH DISTRICT 0771
BOX 87





SUPERINTENDENT

KERKHOVEN-MURDOCK
INDEP SCH DISTRICT 0779

KERKHOVEN MINN
56252

SUPERINTENDENT

BENSON
INDEP SCH DISTRICT 0777
1400 MONTANA AVE.
BENSON MINN
56215

SUPERINTENDENT

BROWERVILLE
INDEP SCH DISTRICT 0787
BOX 185
BROWERVILLE MINN
56438

SUPERINTENDENT

CLARISSA
INDEP SCH DISTRICT 0789

CLARISSA MINN
56440



SUPERINTENDENT

LONG PRAIRIE
INDEP SCH DISTRICT 0792
205 SECOND ST. S.
LONG PRAIRIE MINN
56347

SUPERINTENDENT

STAPLES
INDEP SCH DISTRICT 0793
3RD ST.
STAPLES MINN
56479

SUPERINTENDENT

WHEATON
INDEP SCH DISTRICT 0803
1700 3RD AVE. S.
WHEATON MINN
56296

SUPERINTENDENT

ELGIN-MILLVILLE
INDEP SCH DISTRICT 0806
1ST STREET SE.
ELGIN MINN
55932

SUPERINTENDENT

WABASHA
INDEP SCH DISTRICT 0811
611 BROADWAY AVE.
WABASHA MINN
55981

SUPERINTENDENT

LAKE CITY
INDEP SCH DISTRICT 0813

LAKE CITY MINN
55041

SUPERINTENDENT

SEBEKA
INDEP SCH DISTRICT 0820

SEBEKA MINN
56477

SUPERINTENDENT

MENAHGA
INDEP SCH DISTRICT 0821
BOX 160
MENAHGA MINN
56464

SUPERINTENDENT

JANESVILLE
INDEP SCH DISTRICT 0830
110 E. 3RD ST.
JANESVILLE MINN
56048

SUPERINTENDENT

WALDORF-PEMBERTON
INDEP SCH DISTRICT 0913

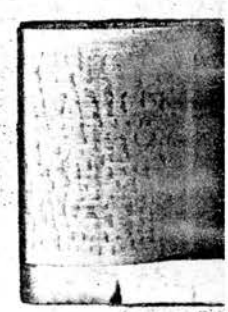
WALDORF MINN
56091

SUPERINTENDENT

SOUTH WASHINGTON COUNTY
INDEP SCH DISTRICT 0833
8040 80TH ST. S.
COTTAGE GROVE MINN
55016

SUPERINTENDENT

STILLWATER
INDEP SCH DISTRICT 0834
6225 OASIS AVE. N.
STILLWATER MINN
55082



SUPERINTENDENT

MADELIA
INDEP SCH DISTRICT 0837
320 BUCK AVE. SE.
MADELIA MINN
56062

SUPERINTENDENT

ST. JAMES
INDEP SCH DISTRICT 0840
10TH AVE. N.
ST. JAMES MINN
56081

SUPERINTENDENT

CAMPBELL-TINTAH
INDEP SCH DISTRICT 0852
BOX 8
CAMPBELL MINN
56522

SUPERINTENDENT

LEWISTON
INDEP SCH DISTRICT 0857

LEWISTON MINN
55952

SUPERINTENDENT

ANNANDALE
INDEP SCH DISTRICT 0876
BOX 190
ANNANDALE MINN

SUPERINTENDENT

BUFFALO
INDEP SCH DISTRICT 0877
109 4TH ST. NE.
BUFFALO MINN

SUPERINTENDENT

APPLETON
INDEP SCH DISTRICT 0784
128 S. HERING
APPLETON MINN
56208

SUPERINTENDENT

EAGLE BEND
INDEP SCH DISTRICT 0790
BOX K
EAGLE BEND MINN
56446

SUPERINTENDENT

NORTH CENTRAL ECSU
INDEP SCH DISTRICT 0924
422 N. 2ND ST.
STAPLES MINN
56479

SUPERINTENDENT

MAZEPPA
INDEP SCH DISTRICT 0809
BOX 100
MAZEPPA MINN
55956

SUPERINTENDENT

VERNDALE
INDEP SCH DISTRICT 0818
BOX G
VERNDALE MINN
56481

SUPERINTENDENT

NEW RICHLAND-HARTLAND
INDEP SCH DISTRICT 0827
BOX 188
NEW RICHLAND MINN
56072

SUPERINTENDENT

FOREST LAKE
INDEP SCH DISTRICT 0831
308 SW. 15TH ST.
FOREST LAKE MINN
55025

SUPERINTENDENT

NE. METROPOLITAN AVTI
INDEP SCH DISTRICT 0916
3300 CENTURY AVE. N
WHITE BEAR LAKE MINN
55110

SUPERINTENDENT

BRECKENRIDGE
INDEP SCH DISTRICT 0846
13TH ST. & DOUGLAS AVE.
BRECKENRIDGE MINN
56520

SUPERINTENDENT

ST. CHARLES
INDEP SCH DISTRICT 0858
HIGHWAY 14 EAST
ST. CHARLES MINN
55972

SUPERINTENDENT

DELANO
INDEP SCH DISTRICT 0879

SUPERINTENDENT

BERTHA-HEWITT
INDEP SCH DISTRICT 0786
BERTHA MINN
56437

SUPERINTENDENT

GREY EAGLE
INDEP SCH DISTRICT 0791
GREY EAGLE MINN
56336

SUPERINTENDENT

BROWNS VALLEY
INDEP SCH DISTRICT 0801
BOX N
BROWNS VALLEY MINN
56219

SUPERINTENDENT

PLAINVIEW
INDEP SCH DISTRICT 0810
500 W. BROADWAY
PLAINVIEW MINN
55964

SUPERINTENDENT

WADENA
INDEP SCH DISTRICT 0819
BOX 151
WADENA MINN
56482

SUPERINTENDENT

WASECA
INDEP SCH DISTRICT 0829
501 E. ELM AVE.
WASECA MINN
56093

SUPERINTENDENT

MAHTOMEDI
INDEP SCH DISTRICT 0832
814 MAHTOMEDI AVE.
MAHTOMEDI MINN
55115

SUPERINTENDENT

BUTTERFIELD
INDEP SCH DISTRICT 0836
BOX 189
BUTTERFIELD MINN
56120

SUPERINTENDENT

ROTHSAY
INDEP SCH DISTRICT 0850
BOX 247
ROTHSAY MINN
56579

SUPERINTENDENT

WINONA
INDEP SCH DISTRICT 0861
166 W. BROADWAY
WINONA MINN
55987

SUPERINTENDENT

HOWARD LAKE-WAVERLY
INDEP SCH DISTRICT 0880
BOX 408





SUPERINTENDENT

MAPLE LAKE
INDEP SCH DISTRICT 0881
133 MOLAND AVE.
MAPLE LAKE MINN
55358

SUPERINTENDENT

CANBY
INDEP SCH DISTRICT 0891
307 1ST ST. W.
CANBY MINN
56220

SUPERINTENDENT

WOOD LAKE
INDEP SCH DISTRICT 0896

WOOD LAKE MINN
56297

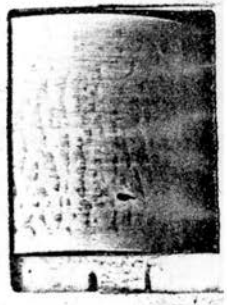
SUPERINTENDENT

MONTICELLO
INDEP SCH DISTRICT 0882
BOX 897
MONTICELLO MINN
55362

SUPERINTENDENT

CLARKFIELD
INDEP SCH DISTRICT 0892

CLARKFIELD MINN
56223



SUPERINTENDENT

ROCKFORD
INDEP SCH DISTRICT 0883
BOX 9
ROCKFORD MINN
55373

SUPERINTENDENT

ECHO
INDEP SCH DISTRICT 0893
BOX 246
ECHO MINN
56237

SUPERINTENDENT

ST. MICHAEL-ALBERTVILLE
INDEP SCH DISTRICT 0885
ST. MICHAEL MINN
55376

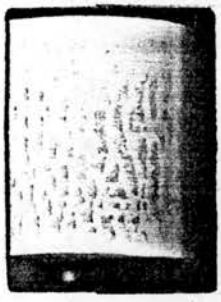
SUPERINTENDENT

GRANITE FALLS
INDEP SCH DISTRICT 0894
450 9TH AVE.
GRANITE FALLS MINN
56241



JAMES BENSON
RGN III ACCT. COORD.
570 1ST ST. S.E.
ST. CLOUD MN 56301

DUBY HANSON-IV ACCT COOR
SW & WEST CENTRAL ECSU
SOUTHWEST STATE UNIV.
MARSHALL MN 56258



DAN PARKER
REGION VII - TIES
1925 W CO RD B-2
ROSEVILLE MN 55113

GORDON TOLBERT - VOC DIR
AGASSIZ VALLEY COOP CNTR
415 JACKSON
CROOKSTON MN 56716

SCOTT HARDING - VOC DIR
CARVER-SCOTT COOP CENTER
401 E 4TH ST.
CHASKA MN 55318

James Swanson- VOC DIR
CENTRAL MINN COOP CNTR
416 S. SIBLEY
LITCHFIELD MN 55355

JERRY FOLSTROM - VOC DIR
CLAY CO. VOC. CNTR
2323 16TH AVE S.
MOORHEAD MN 56560

GILES L. ROEHL - VOC DIR
COTTONWOOD RIVER COOP
R.R.2, BOX 83AA
SPRINGFIELD MN 56087

MILO MC COY, VOC DIR
DES MOINES VALLEY COOP
405 5TH ST
JACKSON, MN 56143

GERRIE DRIESSEN, VOC DIR
DIST 11-ED SER CENTER
11299 HANSON BLVD, NW
COON RAPIDS MN 55433

VERN BRAATEN, VOC DIR
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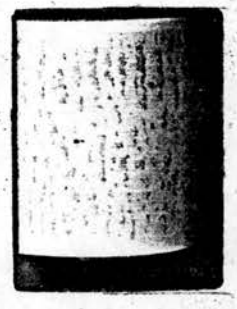

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State of Minnesota
State Board of Education

In the Matter of the Proposed
Adoption of Amendments and Repeal
of Rules of the State Board of
Education Governing the State
Education Placement Bureau
(State Teacher Employment Bureau)
5 MCAR §§ 1.0460-1.0461 and
Repeal of EDU 462

FINDINGS OF FACT AND
CONCLUSIONS

FINDINGS OF FACT

1. At its meeting of June 9, 1981, the State Board of Education (hereinafter the "Board") proposed that the above-entitled amendments to rules and repeal be adopted after compliance with the procedure which authorizes an agency to propose and adopt rules without a public hearing.

2. Pursuant thereto, the Notice of Intent to Adopt Rules Without a Public Hearing was published in the State Register on June 29, 1981, together with a copy of the proposed rules.

3. The Board's authority to promulgate the proposed rules and repeal is contained in Minn. Stat. §§ 121.25-121.28.

4. The Statement of Need and Reasonableness for proposed rules 5 MCAR §§ 1.0460-1.0461 sets forth the need for and reasonableness of the rules to be adopted herein and the rule to be repealed.

5. The Statement of Need and Reasonableness is incorporated into these findings and becomes a part hereof as though fully set forth herein.

6. Copies of the Notice of Intent to Adopt 5 MCAR §§ 1.0460-1.0461 and Repeal of EDU 462 Without Public Hearing and of the proposed rules were mailed on June 23, 1981, to names appearing on the Department of Education rule-making mailing list.

7. No one requested a public hearing within the 30 day comment period.

8. No correspondence was received pertaining to this topic.

CONCLUSIONS

1. The Board gave due, timely, and adequate legal notice of its intent to adopt and repeal rules without a public hearing.

2. No one requested a public hearing during the 30 day comment period.

3. The Board has the statutory authority to promulgate the proposed amendments and repeal of rules.

4. The Board has fulfilled all relevant, substantive, and procedural requirements of law or rule.

5. The Board has demonstrated the need for and the reasonableness of the proposed amendments and repeal of rules by an affirmative presentation of facts.

Dated this 13th day of October, 1981.

Secretary, State Board of Education

CERTIFICATE OF BOARD'S
RESOLUTION ADOPTING RULES

I, John J. Feda, do hereby certify that I am secretary of the Board of Education, a Board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the Board of Education, duly and properly called and held on the 13th day of October, 1981, that a quorum was present at said meeting, that a majority of those present voted for the resolution, and that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

> "RESOLVED, that the rules governing the state education placement bureau be and they hereby are approved and adopted pursuant to the authority vested in us by Minn. Stat. §§ 121.25-121.28, and that John J. Feda, the secretary of the Board of Education, be and hereby is authorized to sign an order adopting these rules and further is authorized to perform the necessary acts to provide that these rules have the force and effect of law."

IN WITNESS WHEREOF, I have hereunto subscribed my name this 13th day of October, 1981.

John J. Feda, Secretary
State Board of Education

Patricia A. Sieben
Member, State Board of Education

State of Minnesota
Board of Education

Statement of Need and Reasonableness
for Proposed Amendment of Rules 5 MCAR §§ 1.0460-1.0461
(EDU 460 and EDU 461) and Repeal of EDU 462

Concerning: The proposed amendment and repeal of rules governing the State Education Placement Bureau.

The proposed amendment of rules 5 MCAR §§ 1.0460-1.0461 (EDU 460 and EDU 461) is necessary to operate the State Education Placement Bureau as authorized by Minn. Stat. §§ 121.25-121.28 which establish authority for the State Board of Education to operate a teacher employment bureau, establish an enrollment fee, collect information relative to establishment of credentials, and appoint a teacher employment bureau director.

Amendment of the State Education Placement Bureau rules is necessary in order that the Bureau may operate more effectively and efficiently by providing service to potential candidates for employment as educational personnel in Minnesota school districts. The amendments are primarily housekeeping amendments which will result in streamlining of Bureau operations to reflect current law and administrative practice.

5 MCAR § 1.0460 (EDU 460) Enrollment.

Subdivision A. attempts to standardize the language so that enrollment is used consistently when referring to the payment of fees and the completion of forms.

Subdivision B. clarifies the fact that an enrollment fee for placement bureau service that has been received is nonrefundable.

Subdivision C. adds clarifying language by substituting the word enrollment for registration and referring to an applicant rather than a teacher inasmuch as individuals other than teachers, i.e., school administrators, also use the State Education Placement Bureau.

Subdivision D. places in rule enrollment practices that have been followed during the past several years. Specifically, clarification is added to indicate that reenrollment does require a new completed enrollment form as well as the required fee. Language does not change any of the practices that the Bureau has conducted but only attempts to add clarifying language.

Subdivision E. reaffirms the Bureau prohibition against requiring any photographs to be on file in the Bureau and adds clarifying language with regard to insertion of the words applicant and applicants.

5 MCAR § 1.0461 (EDU 461) Credentials.

Subdivision A. indicates that only recommendations within a five-year period shall be used for employment purposes. Employing school officials generally desire recent recommendations when looking at an applicant's credentials; therefore, this subdivision indicates that recommendations from references no

longer named by the applicant on the most recent enrollment form shall be destroyed. However, if the applicant desires to maintain the same references for a five-year period, these shall be maintained by the Bureau. This subdivision merely places in rule a practice widely used by employment bureaus to only use current references when securing employment.

Subdivision B. is deleted in its entirety because of federal and state open file legislation which permits placement bureau enrollees to review their file, including letters of recommendation.

Subdivision C. is deleted in its entirety because it has already been included in revisions included under subdivision A.

New subdivision B. establishes an applicant's right to reactivate a file during a particular enrollment year for which the applicant has paid the required fee.

New subdivision C. establishes a five-year time lapse following the expiration of the applicant's last enrollment period. After a time lapse of five years, the Bureau shall destroy the inactive file. This is made necessary by the inability of the state archives division to house placement bureau records for extended periods of time. Previous practice required the Placement Bureau to maintain file for a twenty-year period.

Experience has shown that files maintained for a period of time longer than five years are seldom reactivated or used. The effectiveness of letters of recommendation and files maintained for a longer period of time is questionable. Employing officials require letters of recommendation generally from an applicant's most recent employer. It is seldom that an employing official or school district will request recommendations dating back twenty years. This, together with the fact that the state archives and the Department of Education are unable to store materials for this period of time, necessitates a change in this portion of the employment bureau rules.

Persons registered with the bureau are permitted to request a copy of their credentials. Therefore, a person could retain a personal copy of the file after the five-year period expires.

New subdivision D. adds clarifying language to inform applicants that they should only apply for positions for which the applicant holds or is eligible to hold Minnesota licensure as required by Minn. Stat. ch. 125.

New subdivisions E. and F. use the word applicant in place of the words registrant and candidate in order to maintain consistency with other portions of the rules.

New subdivision G. contains no changes and maintains a reciprocity arrangement that has been operational for several years.

EDU 462 Bureau Operation.

The repeal of EDU 462 is necessary because it contains strictly office practices which do not impact upon a candidate's file and recommendations. This repeal is made since office practices should not be delineated in rule.

In the Matter of the Proposed Adoption of Rules of the State Board of Education Governing the State Education Placement Bureau 5 MCAR §§ 1.0460-1.0461 (EDU 460-461) and Repeal of EDU 462

STATEMENT OF COMPLIANCE WITH RULEMAKING PROCEDURES

I, Special Assistant Attorney General Charles T. Mottl, do hereby declare that I have examined the rules and all related documents and that, based on my examination and my personal familiarity with the applicable procedures, the Administrative Procedure Act, the rules of the Office of Administrative Hearings, and the rules of the Attorney General have been followed. Any exceptions are noted below.

Charles T. Mottl

Charles T. Mottl
Special Assistant
Attorney General

Dated: October 15, 1981.

RECEIVED
OCT 20 1981
ATTORNEY GENERAL
ADMINISTRATIVE AGENCIES

OFFICE OF THE REVISOR OF STATUTES
Disapproval of Form of Rules

File #19
October 28, 1981

__X__ The form of the attached rules is not approved. The revisor requests the changes described below before the rules will be approved.

1. Page 1, line 5, after "State" strike "Teacher" and insert "Education" so that terms are consistent.

2. Page 1, line 21, after "a" insert "new" and strike it. The State Register did not strike the word. It was stricken on the proposed rule.

3. Page 1, line 36, before "an" insert "a" which appeared in the State Register, and strike it.

Steven C. Cross
Revisor of Statutes

Name: Elizabeth V. Rice
Elizabeth V. Rice

Title: Assistant Revisor

Phone: 296-2798

- -

_____ The changes requested by the revisor are approved by the agency.

_____ The changes requested by the revisor are not approved by the agency

_____
Agency's Representative

- -

_____ The attorney general agrees that the changes requested by the revisor are form changes, not substantive changes.

_____
Assistant Attorney General

Rules as Adopted

Chapter Twenty-Four: State Teacher Employment Bureau (State Education Placement Bureau)

5 MCAR § 1.0460 Enrollment.

A. Application. Enrollment with the State Teacher Placement Bureau shall be conditioned upon completion of the enrollment form by a qualified applicant and the payment of the enrollment fee. A qualified applicant is one who meets the standards stated in Minn. Stat. § 121.26.

B. Fee. Within the limits of the law, the Commissioner of Education shall recommend to the State Board of Education the amount of the nonrefundable enrollment fee to be paid by the applicant.

C. Time duration. Upon payment of the enrollment fee, the applicant shall be entitled to the services of the bureau from the time of fee payment until the next October 1st. The enrollment period covered by the fee may be less than one year, but shall not exceed one year.

D. Re-enrollment. Following the October 1st expiration of enrollment each year, applicants' papers will be held for nine months, until July 1st. If the applicant re-enrolls during the period between October 1st and July 1st of the following year, the applicant shall do so by completing a new enrollment form and by paying the required fee. Re-enrollment after July 1st shall require a new completed enrollment form, the accompaniment of the required fee, and a list of references.

E. Photograph. The bureau shall not require the applicant to submit a photograph nor shall the bureau show or send the applicant's photograph to any school official.

5 MCAR § 1.0461 Credentials.

A. Recommendations. The bureau shall secure written recommendations relating to the preparation, experience, and character of the applicant from three persons who have been listed on the enrollment form. If the applicant re-enrolls within a five-year period wherein recommendations are maintained in the files, those recommendations already on file shall be used for references. Only recommendations from the three persons named by the applicant on the most recent enrollment form shall be maintained for the five-year period. Recommendations from references no longer named by the applicant on the most recent enrollment form shall be destroyed.

B. Applicant's file. When an applicant accepts a position, the credentials shall be placed in the inactive file; the file shall be reactivated upon the request of the applicant at any time during the remainder of the enrollment year for which the applicant has paid the required fee.

C. Transfer and destruction of files. After a time lapse of five years following the expiration of the applicant's last enrollment and in compliance with appropriate Minnesota Statutes, the bureau shall destroy the inactive file. During the intervening time, the applicant may request, in writing, transfer of papers to any placement agency or re-enroll in the bureau.

D. Notice of vacancies. Applicants shall be furnished information relative to vacancies received by the bureau but should apply only for those positions for which the applicant holds or is eligible to hold Minnesota licensure.

E. Providing credentials. The bureau shall make credentials of an applicant available to employing officials of school districts upon their request or upon the request of the applicant.

F. Recommendation of applicants. The bureau shall not recommend applicants for positions but shall present papers of applicants which are on file to employing officials.

G. Reciprocity. The bureau may establish reciprocal relations with members of the Association for School, College, and University Staffing, and other noncommercial teacher placement agencies in Minnesota and other states. Papers from other agencies will no longer be maintained in bureau files.

Repealer. EDU 462 is repealed.