

## PELSB Quick Reference Guide for Districts and Charter Schools

Category	Examples of Topics	PELSB Webpage	Contact Person	Email Address
Licensure Compliance/ STAR report	<ul style="list-style-type: none"> <li>What license can do what assignments?</li> <li>STAR report</li> <li>Advice on how to fix a licensure violation</li> </ul>	<a href="https://mn.gov/pelsb/districts/data-submissions/star/">https://mn.gov/pelsb/districts/data-submissions/star/</a>	Kat Anthony-Wigle	<a href="mailto:star.PELSB@state.mn.us">star.PELSB@state.mn.us</a>
Special Permissions (OFP and IPP)	<ul style="list-style-type: none"> <li>Out-of-Field Permission (OFP)</li> <li>Innovative Program Permission (IPP)</li> <li>Related Services needed in teaching positions</li> </ul>	<a href="https://mn.gov/pelsb/districts/requests/">https://mn.gov/pelsb/districts/requests/</a>	Stacy Jeffrey	<a href="mailto:special.permission.PELSB@state.mn.us">special.permission.PELSB@state.mn.us</a>
Licensure Renewal	<ul style="list-style-type: none"> <li>Clock Hours</li> <li>Mandatory Requirements</li> <li>Cultural Competency</li> </ul>	<a href="https://mn.gov/pelsb/current-educators/renew/">https://mn.gov/pelsb/current-educators/renew/</a>	Keile LaMotte	<a href="mailto:Keile.Lamotte@state.mn.us">Keile.Lamotte@state.mn.us</a>
Obtaining a Minnesota Educator License	<ul style="list-style-type: none"> <li>How do I get a license?</li> <li>Where can I find a program?</li> <li>What tests do I need to take?</li> </ul>	<a href="https://mn.gov/pelsb/aspiring-educators/">https://mn.gov/pelsb/aspiring-educators/</a>	Licensing Executives or Customer Service	<a href="mailto:pelsb@state.mn.us">pelsb@state.mn.us</a>
Current Minnesota Educator License	<ul style="list-style-type: none"> <li>View Clock Hours</li> <li>Add an Additional License</li> <li>Name Changes</li> </ul>	<a href="https://mn.gov/pelsb/current-educators/">https://mn.gov/pelsb/current-educators/</a>	Licensing Executives or Customer Service	<a href="mailto:pelsb@state.mn.us">pelsb@state.mn.us</a>
Licensure Via Portfolio	<ul style="list-style-type: none"> <li>How do I add a license through portfolio?</li> <li>Can I get my initial license through portfolio?</li> <li>What are the steps to complete a portfolio?</li> </ul>	<a href="https://mn.gov/pelsb/aspiring-educators/portfolio/">https://mn.gov/pelsb/aspiring-educators/portfolio/</a>	Michelle Sandler	<a href="mailto:Portfolio.PELSB@state.mn.us">Portfolio.PELSB@state.mn.us</a>
PELSB Board Documents	Resolutions and Rulemaking	<a href="https://mn.gov/pelsb/board/">https://mn.gov/pelsb/board/</a>	Michelle Hersch Vaught	<a href="mailto:Michelle.Vaught@state.mn.us">Michelle.Vaught@state.mn.us</a>
	Grants	<a href="https://mn.gov/pelsb/board/grants/">https://mn.gov/pelsb/board/grants/</a>	Laura Dyer	<a href="mailto:Laura.Dyer@state.mn.us">Laura.Dyer@state.mn.us</a>
	Teacher Ethics	<a href="https://mn.gov/pelsb/board/ethics/">https://mn.gov/pelsb/board/ethics/</a>	Maria Zaloker	<a href="mailto:Maria.Zaloker@state.mn.us">Maria.Zaloker@state.mn.us</a>

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Educator and Licensure Reports	<ul style="list-style-type: none"> <li>• Teacher Supply and Demand Report</li> <li>• Tiered Licensure Report</li> <li>• Teacher Preparation Program Report</li> <li>• Grant Reports</li> <li>• Educator Employment Report</li> <li>• Staff License Lookup</li> </ul>	<a href="https://mn.gov/pelsb/board/reports/">https://mn.gov/pelsb/board/reports/</a>	Multiple PELSB Staff, dependent on specific data	<a href="mailto:pelsb@state.mn.us">pelsb@state.mn.us</a>
Staffing Data	<ul style="list-style-type: none"> <li>• What is the average salary?</li> <li>• What are shortage areas?</li> <li>• What is the FTE of teachers working by assignment?</li> <li>• How do I find data not included online?</li> </ul>	<a href="https://mn.gov/pelsb/board/data/">https://mn.gov/pelsb/board/data/</a>	Multiple PELSB Staff, dependent on specific data	<a href="mailto:Datarequest.pelsb@state.mn.us">Datarequest.pelsb@state.mn.us</a>
I am completely lost and not sure who to contact	<ul style="list-style-type: none"> <li>• For those questions that you are unsure of here they belong.</li> </ul>	No webpage	Kat Anthony-Wigle	<a href="mailto:Star.pelsb@state.mn.us">Star.pelsb@state.mn.us</a>