

# Temporary Superintendent License

Temporary Superintendent License still available at request of local governing body for candidate with master's degree who meets Local Education Agency (LEA) needs. Temporary license is valid for duration of employment contract with school board. (511 IAC 15-6-37)

An applicant may be granted a Temporary Superintendent license if a governing body submits a written request to the Office of Educator Licensing and Development for the license on behalf of the applicant. The written request must include:

1. The requested content area is "superintendent";
2. Documentation on the applicant's applicable knowledge or experience; and
3. Official transcripts verifying at least a Master's degree or higher from an institution of higher learning.

The Temporary Superintendent license is only valid for as long as the license holder has an employment contract with the school board to be superintendent. It may not be transferred to another school corporation.

The holder of a Temporary Superintendent license may convert to full Superintendent license after three years if, in each of those three years, the license holder receives an evaluation rating of effective or highly effective and the license holder passes the CORE content assessment for district level administration. (511 IAC 15-6-37)

School Corporations interested in applying for a Temporary Superintendent License should contact licensing help at [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov).

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## Required Documents:

- Valid CPR card
- Evaluations for 3 years with a rating of effective of highly effective
- Suicide Prevention Certificate.

## Step-by-Step:

- 1) Log into your LVIS account.
- 2) Click **Add Application** on the right hand side.
- 3) Select **Original** for Application Action
- 4) Select **Temporary Superintendent** for Application Type
- 5) Select **Temporary Superintendent to Full Superintendent** for Requirement Type
- 6) Type **Temp Superintendent to Full Superintendent** in the Subject and/or Endorsement Areas:
- 7) Click **Next**
- 8) Click **Next**
- 9) Answer the questions. Upload required documentation, if requested. Click **Next**.
- 10) Upload the required documentation and optional documentation. Click **Next**.
- 11) If you have everything completed, you will be able to **Submit Application**. If not, you need to fix what is missing. Missing materials will be in **RED**.
- 12) Click the link to pay for all pending applications.
- 13) Mark the box under the **"Pay?"**
- 14) Fill out all the Billing information.
- 15) Click **Review Summary**.
- 16) Click box under Refund Policy.
- 17) Click **Submit**.