



STATE OF IOWA

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BOARD OF EDUCATIONAL EXAMINERS
DUANE T. MAGEE, EXECUTIVE DIRECTOR

DATE: Thursday, June 25, 2015
TO: Education Stakeholders
FROM: Duane Magee, Executive Director, Iowa Board of Educational Examiners
SUBJECT: Dean of Students Licensure Requirements

Effective with the start of the 2015-2016 school year, all individuals who are in Dean of Students positions will be required to hold an administrator license through the BoEE. These types of positions have led to a myriad of BEDS reporting and licensing issues in recent years. Coupled with the implementation of School Administrative Manager licensure, the BoEE and DE have decided to modify the licensure requirements and BEDS reporting requirements for these positions.

Districts and accredited nonpublic schools impacted by this change may contact Cindy Butler at the DE (Cindy.Butler@iowa.gov) or Greg Horstmann at the BoEE (Greg.Horstmann@iowa.gov) to discuss BEDS reporting and licensing options for individuals who will not be able to obtain proper licensure for the 2015-2016 school year.

Thank you for your attention to this change in policy and please feel free to contact me if additional information is needed.

Yours in service,

D.T. Magee