

Date: April 29, 2016

To: District Administrators

From: Tammy G. Huth, PhD
Director, Teacher Educator Professional Development & Licensing

Subject: Emergency Permit & Emergency License Requests

Our office is currently processing remaining district requests for emergency licenses and emergency permits for the 2015-16 school year. We should have received all district requests, with almost 1,700 emergency licenses and emergency permits having been issued to date. Our office must finish processing all 2015-16 emergency license and emergency permit requests to complete our federal reporting and to make changes to the ELO system and application forms for the 2016-17 school year.

If you have outstanding requests for emergency licenses or emergency permits for the 2015-16 school year, please submit them by **Friday, May 20, 2016**. Please check your records to ensure that everyone is properly licensed for their assignments and, if necessary, have staff make appropriate application if they have not already applied.

We will begin accepting emergency requests for the 2016-17 school year after July 1. In the meantime, when you are making offers of employment or renewing contracts and you know staff will need another emergency license or emergency permit, please ask for documentation that they are enrolled in a preparation program, and are making adequate progress in that licensure program, by August 31, 2016. This will allow your district to reasonably know whether our office can grant a 2016-17 emergency renewal.

We look forward to working with your district in making emergency license and emergency permit requests. If you have questions about emergency requests, please contact julie.hagen@dpi.wi.gov.