



Date: Friday, April 12, 2024

To: District Administrators, Human Resource Directors, Other Interested Parties

From: Jennifer Kammerud, Director
Licensing, Educator Advancement, and Development (LEAD) Team

Subject: Licensure Required to Lead a School District

The department recently published an [information bulletin](#) regarding licensure to lead a school district. The bulletin addresses the following questions:

- Does a school district have to hire a district administrator?
- What duties can a person perform who does not have a district administrator license?
- If a district hired a business manager or principal to lead the district how can they get licensed as a district administrator?
- What does the district need to do if hiring someone to lead the district who has a license other than a district administrator license?

Information bulletins from the LEAD Team are available at <https://dpi.wi.gov/licensing/bulletins>. If there are questions on this or other bulletins, please contact [Jennifer Kammerud](#), Director, LEAD Team.