



Wisconsin Department of Public Instruction
**DISTRICT REQUEST FOR ONE-YEAR
 ADMINISTRATOR LICENSE**
 PI-1622-Admin (Rev. 02-26)

[Application for One Year
 Board Requested
 Administrator License](#)

This form is available on the [Department of Public Instruction website](#).

Instructions for the Applicant: Your employing school district must complete this form. After the completed form has been returned to you, upload the document into the ELO (Educator Licensing Online) system when applying for your one-year administrator license.

Instructions for the Employer: Complete the request and return the completed form to the applicant.

DISTRICT / LICENSE INFORMATION			
School District Requesting One-Year Administrator License	Telephone <i>Area Code/No.</i>	CESA No.	LEA Code
School District Mailing Address <i>Street or PO Box</i>	City	Zip Code	
Request is For <input type="checkbox"/> First 1-Year license <input type="checkbox"/> Second 1-Year license	Administrator License Requested. Prerequisite licensing requirements differ based on administrative license sought under PI 34 . <i>Check all that are applicable.</i> <input type="checkbox"/> 5003 Superintendent <input type="checkbox"/> 5080 Director of Special Education/Pupil Services <input type="checkbox"/> 5008 School Business Administrator <input type="checkbox"/> 5091 Library Media Supervisor <input type="checkbox"/> 5010 Director of Instruction <input type="checkbox"/> 5017 Reading Specialist <input type="checkbox"/> 5093 Career and Technical Education Coordinator <input type="checkbox"/> 5051 Principal		
License Begin Date <i>Mo./Day/Yr.</i> <i>(Date Hired)</i>	Employee's Legal Name <i>First, Middle, Last</i>	Social Security Number <i>Last 4 Digits Only</i>	
SIGNATURE			
IMPORTANT: You must attach a plan from a state-approved educator preparation program which confirms that the applicant can complete the program by August 31 of the year the second one-year license expires.			
School Board Member Signature ➤		Date Signed <i>Mo./Day/Yr.</i>	