



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234  
Office of P-12

Office of Accountability  
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**\* COVER PAGE \***

**Application for Variance from Section 100.2(a) of the Commissioner's Regulations**

School Name:	
School Address:	
School Accountability Status:	
School District Name:	
District Address:	
Name of Person Completing Form:	
Title:	
Address:	
Telephone Number:	
Fax Number:	

The \_\_\_\_\_ School District hereby requests consideration of the attached variance from section 100.2(a) of the Commissioner's Regulations. This request is based on the district's efforts to improve student learning outcomes in the pursuit of excellence in education. The attached application has been completed in accordance with the accompanying instructions in developing the variance request.

*The district's Annual Professional Performance Review (APPR) Plan **has been revised** as necessary (e.g., through a material change request) **and approved** by the New York State Education Department (NYSED) to reflect this variance request.*

Check One: YES \_\_\_\_\_ NO \_\_\_\_\_ Revised but Not Approved YES \_\_\_\_\_ NO \_\_\_\_\_

Date Submitted to NYSED for Approval \_\_\_\_\_ Date Approved by NYSED \_\_\_\_\_

Date Board of Education Request for Variance Approval: \_\_\_\_\_

\_\_\_\_\_  
Name of Superintendent of Schools

\_\_\_\_\_  
Signature of Superintendent of Schools

District Superintendent Recommendation: YES \_\_\_\_\_ NO \_\_\_\_\_ Further Work Needed \_\_\_\_\_

Name of BOCES District Superintendent <hr/> Date: _____	Signature of BOCES District Superintendent: <hr/>
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Section 100.2 (a) of the Commissioner’s Regulation requires that a full-time principal holding appropriate certification be assigned to each school to provide educational leadership to the faculty and students of that school. Educational leadership includes:

- Developing a shared vision of learning
- Fostering a school culture and instructional program that promotes student learning and staff professional growth
- Ensuring that the organization and resources are managed to provide a safe and effective learning environment
- Promoting the success of every student by effectively collaborating with teachers, parents and other community members
- Acting at all times in an ethical and fair manner
- Understanding and responding to the political, social, economic, legal and cultural context.

Based on [Educational Leadership Policy Standards: Interstate School Leaders Licensure Consortium \(ISLLC\), 2008](#).

The Commissioner may approve an alternative mode of building administration if evidence is presented that “circumstances do not justify the assignment of a principal to a particular school or another mode of building administration would be more effective.” <http://www.p12.nysed.gov/part100/pages/1002.html#a> .

To apply for a variance from the provisions of section 100.2, answer the following questions, please be specific. To be approved for this variance, schools must be in good standing in State and Federal accountability systems.

1. What is the new proposed administrative arrangement? How will it differ from the current arrangement?
2. What will be the roles and responsibilities of each administrator, including conducting performance evaluations?
3. Please describe the background and certification of each administrator involved in the new arrangement.
4. Please describe how this new arrangement will promote effective teaching and learning in the building(s) affected.
5. Please describe how this arrangement will promote collaboration with parents and the community.
6. What measures will be used to assess the effectiveness of the new administrative arrangement? Please include measures of student achievement, professional growth of teachers, and satisfaction of teachers, parents, and the community.
7. What is the desired time period and effective date for this variance?

If this application is approved, a variance will be granted for a period of up to three years, contingent upon satisfactory submission of interim reports. These interim reports, based on the measures outlined above will be due on August 15 of each year. If the District wishes to renew the variance, a final report will be due on August 30 of the third year. If not, and this variance will not be renewed, the final report will be due on September 15 of the third year.

Once completed, please return this application to [accountinfo@nysed.gov](mailto:accountinfo@nysed.gov).