

June 29, 2016

To: District Superintendents  
Superintendents of Public Schools  
Administrators of Public Schools  
Other Interested Parties

From: John L. D'Agati

Subject:

## School District Leader, School District Business Leader, School Building Leader

If there is a certified school district leader, school district business leader, or school building leader in another U.S. State or territory and they meet the following requirements, they may qualify for a school district/district business/building leader certificate in New York:

- have a **valid school district/district business/building leader certificate** that is equivalent to the title and type of certificate sought, that has no limits or restrictions;
- meet the general certificate requirements, including citizenship, training related to child abuse identification/reporting, school violence prevention/intervention, harassment, bullying and discrimination prevention/intervention, and a criminal history check;
- have at least **three years of satisfactory experience** in a public school in a position requiring an initial or professional certificate **within five years** preceding the application date or equivalent experience; and have had **effective or higher evaluation ratings** in your three most recent years of employment; and
- hold a