



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

MEMORANDUM

DATE: September 21, 2017

TO: Local and Intermediate School District Superintendents
Public School Academy Directors, Principals

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent *V. Keesler*
Division of Educator, Student, and School Supports (DESSS)

SUBJECT: Renewal of Full-Year Basic Permits

During the 2016-2017 academic year, the Office of Professional Preparation Services (OPPS) made available four unique teaching permits usable by schools and school districts wishing to employ educators outside of regular certification and endorsement areas:

- The Daily Substitute Permit (valid for periods up to 90 calendar days in a single assignment)
- The Full-Year Basic Permit (valid for a single academic year)
- The Shortage Permit (valid for a single academic year)
- The Expert Substitute Permit (valid for a single academic year)

In addition to the permits themselves, a document called [Facts About Michigan Permits](#) was made available to explain the varying requirements applicable to schools and educators seeking these types of permits.

This document explains the requirements for renewal of the permits valid for a single academic year, including a checklist for quick review and recordkeeping of the fulfillment of these requirements before applying for renewals. For additional guidance, a [summary of these renewal requirements](#) is now available on the OPPS website.

Since this year is the first possible opportunity to request renewals of the Full-year Basic, Full-year Shortage, and Expert Substitute permits, OPPS would like to remind all schools and school districts to review the requirements for those renewals when applying. For example, schools or school districts who intend to renew one of these permits must ensure that the returning educator has an effective or highly effective

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evaluation rating from the prior year. In addition, under the renewal of the Full-Year Basic permit, the returning teacher must enroll in a teacher preparation program. Please note, these are examples; specific guidelines for renewals of each different type of permit valid for a single academic year are provided on the [permit renewal summary](#), or in the [Facts About Michigan Permits](#) document.

This is of critical importance because:

- It ensures that, in the absence of an otherwise properly credentialed and endorsed teacher, students being taught are provided a teacher who has access to ongoing support, training, and mentorship, and who has performed effectively in the position to which he or she is returning;
- It ensures that the teacher who is returning to the position under a full-year permit is provided opportunities for professional growth to the extent of his or her interest in pursuing work as a teacher; and
- It ensures that the district is not exposed to a potential deduction of state aid funds following an investigation into failure to follow renewal guidelines.

If you have questions regarding renewal of full-year permits, please contact Terri Assaf in OPPS at AssafT@michigan.gov or our OPPS Support Line at 517-373-3310.

Cc: Michigan Education Alliance