



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF  
THE NEW YORK / ALBANY, NY 12234

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Office of Teaching Initiatives  
Executive Coordinator

**Date:** October 1999

**To:** District Superintendents, Superintendents of Schools ,Principals of Public Schools

**From:** James A. Kadamus, Deputy Commissioner for Elementary, Middle,  
Secondary and Continuing Education  
  
Gerald W. Patton, Deputy Commissioner for Higher Education

**Subject:** **Change in Process for Approving Incidental Teaching**

We are writing to inform you about a change in the process for reviewing and approving incidental teaching assignments. Paragraph 7 of the Regulations of the Commissioner of Education, Section 80.2(c) "sunsets" with the close of the 1998-99 school year. Therefore, it is necessary to establish a process which would allow for continued provision of incidental teaching assignments without disruption to existing educational programs.

As of October 1, 1999, the District Superintendents will act as the agent for the Commissioner of Education in approving these teaching assignments in accordance with NYCRR80.2(c). The Education Department will supply each District Superintendent with the Application for Incidental teaching Assignment form for their use in this process.

Applications from all school districts, including those of the city school districts of Buffalo, Yonkers, Syracuse and Rochester, will be submitted to the District Superintendent in that region and NOT to the Office of Teaching. A school district, which is not a member of a Board of Cooperative Educational Services, must process applications through the nearest District Superintendent.

This new procedure will continue to permit school districts to assign a teacher to teach a subject not covered by teacher's certificate or license for a period not to exceed five classroom hours a week, when no certified or qualified teacher is available after extensive and documented recruitment, and provided that the approval of the District Superintendent, on behalf of the Commissioner of Education, is obtained in accordance with NYCRR80.2(c). The involvement of the District Superintendents in this process will assure continuity for those districts requiring this service, while at the same time maintain the integrity and necessary oversight of these procedures.

**NOTE: All incidental teaching in New York City is approved by the Chancellor.**