# Superintendent’s Memo #022-21

  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: January 29, 2021

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

## SUBJECT: Certification of the List of Qualified Persons for the Office of Division Superintendents of Schools

The *Constitution of Virginia*requires the Board of Education to certify to the school board of each division a list of qualified persons for the office of division superintendent of schools, one of whom shall be selected to fill the post by the division school board.

The Board of Education approved a process to certify the list of qualified persons for the office of division superintendent of schools. This month, the list of the names of individuals who currently hold an active Division Superintendent License was presented to the Board of Education for certification.

Applications for the Division Superintendent License will be reviewed to verify that the Board of Education requirements have been met. The names of those individuals who have met requirements for the Division Superintendent License will be presented to the Board of Education for certification. After Board certification, the Division Superintendent License will be issued. School boards appointing superintendents and individuals seeking an initial Division Superintendent License or renewing an expired Division Superintendent License will need to keep in mind the timeline for the certification and issuance of the license. The timeline will depend on receipt and review of the application and documentation and the Board of Education meeting dates.

Please note the following excerpt from the *Code of Virginia* regarding certain officers ineligible for or to hold the office of superintendent.

***§ 22.1-63. Certain officers ineligible for or to hold office of superintendent.***

1. *No member of the governing body of a county, city or town and no member of a school board shall be eligible for the office of division superintendent of schools in the school division in which he serves.*
2. *No federal officer or employee, no state officer, except an officer appointed by the Governor, no state employee, no deputy of such officers, no officer or employee or the deputy of an officer of a city, county or town, no member of the governing body of a county, city or town, no member of a school board and no chairman of any political party shall be eligible to hold the office of division superintendent of schools.*

The names of individuals who currently hold an active Virginia Division Superintendent License were presented to the Board of Education in January 2021 for certification, and no action is necessary. If you have any questions, please do not hesitate to contact Mrs. Patty S. Pitts, Assistant Superintendent for Teacher Education and Licensure, at [Patty.Pitts@doe.virginia.gov](mailto:Patty.Pitts@doe.virginia.gov) or (804) 371-2522.

JFL/psp