



Introduction to TEA State Waivers

Leah Martin, Director
Accreditation, Enforcement, and Waivers
Office of Governance

- The State Waivers Unit coordinates and reviews expedited and general state waivers submitted by local education agencies (LEAs) for a waiver of requirements of statute and/or rule.
- Waivers are submitted via the Waiver application system within TEAL.

Sources of Waiver Information

■ State Waivers

- TEA Webpage: <https://tea.texas.gov/texas-schools/waivers/state-waivers>
- FAQ: <https://tea.texas.gov/texas-schools/waivers/state-waivers/waiver-process-faq.pdf>
- Waivers Guidebook: <https://tea.texas.gov/texas-schools/waivers/state-waivers/24-25-waivers-guidebook.pdf>

■ Waivers Online Report

- <https://tealprod.tea.state.tx.us/WaiversReports/Tea.WaiversReports.Web/>

■ Student Attendance Accounting Handbook

- <https://tea.texas.gov/finance-and-grants/financial-compliance/student-attendance-accounting-handbook>

Waiver and Exception Types

Expedited (basic information)

- Staff Development
- Modified Schedule State Assessment Testing Days
- Foreign Exchange Student (5 or more)
- Teacher Portal for Tx Assessment Program Data

Attendance

- Missed School Day
- Low Attendance Waivers
- Additional Days School Year (ADSY)

Maximum Class Size Exception

- required under the provision of TEC §25.112 if any class for grades PK-4 exceeds the allowable class size limit of 22 students per class. An exemption expires at the end of the school year for which it is granted.

General (detailed information)

- Accelerated Instruction - NEW, set app period
- Bilingual and ESL – NEW, set app period
- Certification
- Course Requirement
- Course Requirement - CTE
- Foreign Exchange Student (Less than 5)
- Other
- Pregnancy Related Services On-Campus
- Remote Conferencing and Remote Homebound - NEW
- School Safety - New(ish)

Where do I start or find waivers for my district?

TEAL Waivers Application

- <https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>
- Requires approved access as District Editor or District Superintendent role

Once in the system, there are 4 main tabs to access information

- My Waivers
- Create New Waiver
- Search Waivers
- View Reports



My Waivers

Create New Waiver

Search Waivers

View Reports

My Waivers

Allows you to view current waiver applications within your role

- Click on the Waiver ID to access and edit the waiver application
- Displays by waiver type, creator, created date, and waiver status
 - Sortable and downloadable



The screenshot shows the TEA My Waivers interface. At the top left is the TEA logo. On the right is the word "Waivers". Below the logo is a navigation bar with "My Waivers" (highlighted), "Create New Waiver", "Search Waivers", and "View Reports". Below the navigation bar is the heading "My Waivers". To the right of the heading is a search bar with a "Search:" label, a text input field, and "PDF" and "XLS" buttons. Below the search bar is a table with the following columns: Waiver ID, Waiver Type, Created By, Created Date, and Waiver Status. The table contains four rows of data.

Waiver ID	Waiver Type	Created By	Created Date	Waiver Status
50510	Other	Elizabeth Stenhouse, District Editor	2020-03-30	Reassigned to LEA
66062	Other	Maria Monreal, District Editor	2022-02-10	Superintendent Review
71171	Other	Meynard Martin, District Superintendent	2023-06-14	Draft
71174	Low Attendance Days	Meynard Martin, District Superintendent	2023-06-21	Draft

Creating a new waiver application

- Click on “Create” to open a new waiver application
- This new application is given a waiver ID number and will now be in your “My Waivers” section until complete by your role
- Currently 18 waiver types

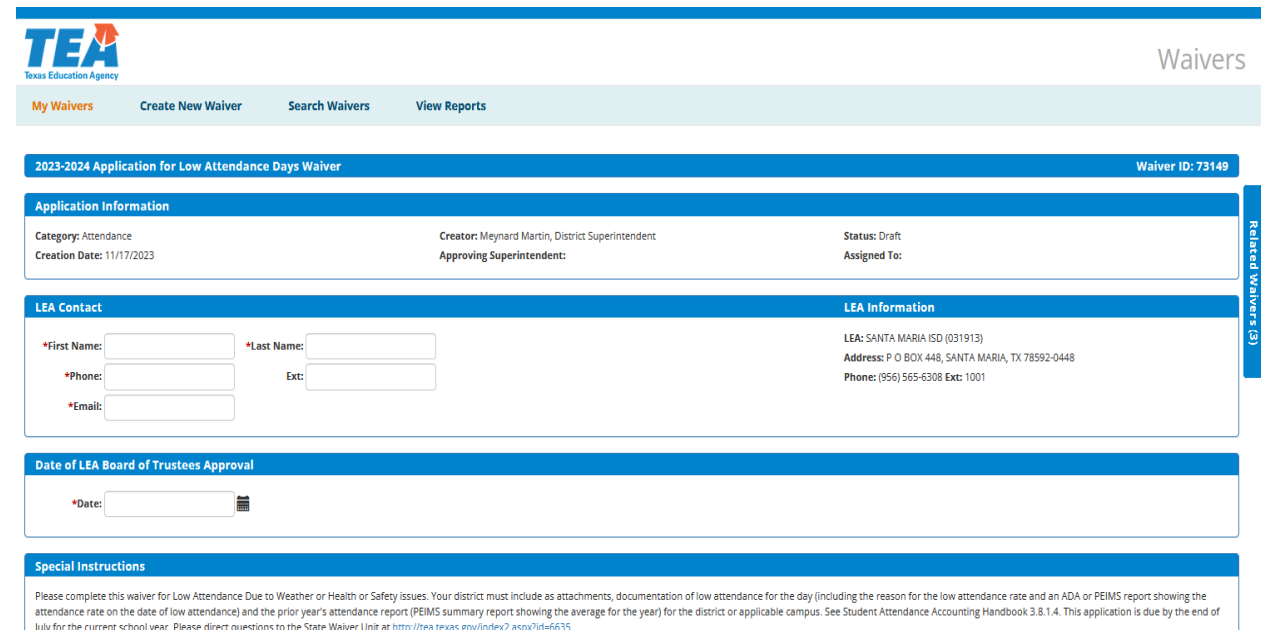
My Waivers	Create New Waiver	Search Waivers	View Reports
----------------------------	-----------------------------------	--------------------------------	------------------------------

Create New Waiver

	Waiver Type
Create	Additional Days School Year (ADSY)
Create	Bilingual Exception / ESL Waiver
Create	Certifications Waiver
Create	Course Requirement (CTE) Waiver
Create	Course Requirement Waiver
Create	Foreign Exchange Student Waiver (5 or More Per High School)
Create	Foreign Exchange Student Waiver (Less Than 5 per High School)
Create	Low Attendance Days Waiver

Sections within application

- **Title:** lists the application year and type of waiver, along with Waiver ID #
- **Application Information:** dates, creator, approver, assigned to, status
- **LEA Info & Contact:** this is the person we would reach out to for questions
- **Date of LEA Board of Trustees Approval**
- **Special Instructions**
- **Details/Questions:** vary by app
 - May have 'Requested Years'
- **LEA Attachments**
- **TEA Comments**
- **Final Decision Comments**
- **Related Waivers**



The screenshot displays the TEA Waiver Application interface. At the top, the TEA logo and 'Texas Education Agency' are visible on the left, and 'Waivers' is on the right. Below the header, there are navigation tabs: 'My Waivers', 'Create New Waiver', 'Search Waivers', and 'View Reports'. The main content area shows a '2023-2024 Application for Low Attendance Days Waiver' with a 'Waiver ID: 73149'. The 'Application Information' section includes fields for 'Category: Attendance', 'Creation Date: 11/17/2023', 'Creator: Meynard Martin, District Superintendent', 'Approving Superintendent:', 'Status: Draft', and 'Assigned To:'. The 'LEA Contact' section has input fields for '*First Name:', '*Last Name:', '*Phone:', '*Email:', and 'Ext:'. The 'LEA Information' section displays 'LEA: SANTA MARIA ISD (031913)', 'Address: P O BOX 448, SANTA MARIA, TX 78592-0448', and 'Phone: (956) 565-6308 Ext: 1001'. The 'Date of LEA Board of Trustees Approval' section has a '*Date:' field with a calendar icon. The 'Special Instructions' section contains a detailed note: 'Please complete this waiver for Low Attendance Due to Weather or Health or Safety issues. Your district must include as attachments, documentation of low attendance for the day (including the reason for the low attendance rate and an ADA or PEIMS report showing the attendance rate on the date of low attendance) and the prior year's attendance report (PEIMS summary report showing the average for the year) for the district or applicable campus. See Student Attendance Accounting Handbook 3.8.1.4. This application is due by the end of July for the current school year. Please direct questions to the State Waiver Unit at <http://tea.texas.gov/index2.aspx?id=6635>.' A vertical sidebar on the right edge of the screenshot is labeled 'Related Waivers (3)'.

Waiver Application Details (cont.)



My Waivers Create New Waiver Search Waivers View Reports

2024-2025 Application for Low Attendance Days Waiver

Waiver ID: 78153

Application Information

Category: Attendance

Creation Date: 8/12/2024

Creator: Meynard Martin, District Superintendent

Approving Superintendent:

Status: Draft

Assigned To:

LEA Contact

*First Name: *Last Name:
*Phone: Ext:
*Email:

LEA Information

LEA: SANTA MARIA ISD (031913)
Address: P O BOX 448, SANTA MARIA, TX 78592-0448
Phone: (956) 565-6308 **Ext:** 1001

Date of LEA Board of Trustees Approval

*Date: 

Special Instructions

Please complete this waiver for Low Attendance Due to Weather or Health or Safety issues. Your district must include as attachments, documentation of low attendance for the day (including the reason for the low attendance rate and an ADA or PEIMS report showing the attendance rate on the date of low attendance) and the prior year's attendance report (PEIMS summary report showing the average for the year) for the district or applicable campus. See Student Attendance Accounting Handbook 3.8.1.4. This application is due by the end of July for the current school year. Please direct questions to the State Waiver Unit at <http://tea.texas.gov/index2.aspx?id=6635>.

Related Waivers (3)

Waiver Application Details – Related Waivers



My Waivers Create New Waiver Search Waivers View Reports

2024-2025 Application for Low Attendance Days Waiver Waiver ID: 78153

Application Information		
Category: Attendance Creation Date: 8/12/2024	Creator: Meynard Martin, District Superintendent Approving Superintendent:	Status: Draft Assigned To:

LEA Contact	LEA Information
*First Name: <input type="text"/> *Last Name: <input type="text"/> *Phone: <input type="text"/> Ext: <input type="text"/> *Email: <input type="text"/>	LEA: SANTA MARIA ISD (031913) Address: P O BOX 448, SANTA MAR Phone: (956) 565-6308 Ext: 1001

Date of LEA Board of Trustees Approval
*Date: <input type="text"/>

74821 2023-2024 Low Attendance Days (Approved for 2023-2024)

60623 2020-2021 Missed School Days (Approved for 2020-2021)

51739 2019-2020 Missed School Days (Approved for 2019-2020)

Related Waivers (3)

Allows you to view all Waivers and related information for your district

- Click on the Waiver ID to access details of the application (note: can only edit if in “My Waivers”)
- Displays waiver ID, type, status, created by, submitted date (if submitted), effective SY (once final), and decision date (once final)
- Sortable, searchable, and downloadable

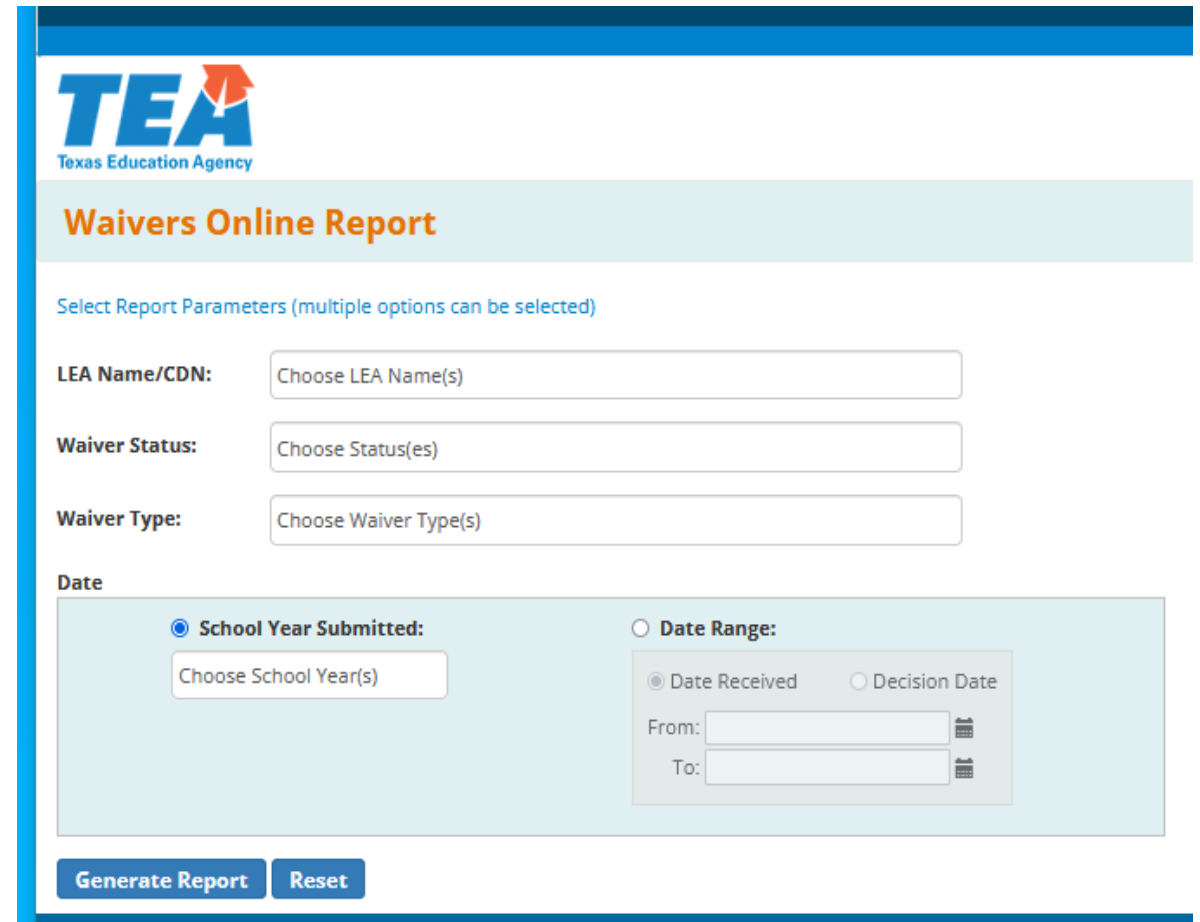
SANTA MARIA ISD Waivers

Search: PDF XLS

Waiver ID	Waiver Type	Waiver Status	Created By	Submitted Date	Effective School Year	Decision Date
71378	Low Attendance Days	Draft	Meynard Martin, District Superintendent			
71376	Class Size Exception	In Progress	Meynard Martin, District Superintendent	2023-10-31		
71375	Class Size Exception	Cancelled	Meynard Martin, District Superintendent			2023-11-01
71361	Bilingual and English Second Language	Draft	Meynard Martin, District Superintendent			
71356	Low Attendance Days	Draft	Meynard Martin, District Superintendent			
71353	Additional Days School Year (ADSY)	Draft	Meynard Martin, District Superintendent			
71347	Missed School Days	Draft	Meynard Martin, District Superintendent			
71344	Other	Cancelled	Meynard Martin, District Superintendent			2023-11-01
71343	Other	Cancelled	Meynard Martin, District Superintendent			2023-11-01
71341	Bilingual and English Second Language	Cancelled	LEA EditorSA, District Editor			2023-11-01

TEA Waivers Public Online report

- Create a report for current data on any district by status, type, and date.
- Available to anyone on agency website.



The screenshot shows the TEA Waivers Online Report interface. At the top left is the TEA logo and "Texas Education Agency". The main heading is "Waivers Online Report". Below this is a section titled "Select Report Parameters (multiple options can be selected)". There are three input fields: "LEA Name/CDN:" with a dropdown menu showing "Choose LEA Name(s)", "Waiver Status:" with a dropdown menu showing "Choose Status(es)", and "Waiver Type:" with a dropdown menu showing "Choose Waiver Type(s)". Below these is a "Date" section with two options: "School Year Submitted:" (selected) with a dropdown menu showing "Choose School Year(s)", and "Date Range:" with two sub-options: "Date Received" (selected) and "Decision Date". The "Date Range" section includes "From:" and "To:" input fields, each with a calendar icon. At the bottom are two buttons: "Generate Report" and "Reset".

Waiver Deep Dive

- **Missed School Day**
- **Low Attendance**
- **Staff Development**
- **“Other”**

Note: Waivers that use or report minutes are subject to a cumulative 4,200 minute cap.

Missed School Day (MSD) Waiver

- Full instructional days missed due to inclement weather, health, safety-related, or other issues.
- The first 2 days* missed by the district for any reason **must be made up** using designated makeup days or additional minutes.
- If your district misses additional instructional days for the above reason(s) **beyond the 2 days made up using built in or additional minutes/days**, you may apply for a MSD waiver.
 - If your district built a robust calendar and minutes are not needed, you do not need to file a MSD waiver
(note: without a waiver, you must report zero minutes for that date)
- If granted, treat as a non-school day in your student attendance accounting system and enter as a MSD waiver in PEIMS.
- MSD waivers are not granted for scheduled staff development days or for UIL activities.

Missed School Day (MSD) Waiver (cont.)

Application information/tips:

- Attach the Board agenda and/or minutes where board approved the waiver.
- Attach supporting documentation of the reason for the closure (weather/ health/safety closure and letter to parents, emails, web posting, news reports, etc.).
- Include support/information that indicates the district made up the first 2 days missed due to weather, health, or safety.
- The number of minutes per day entered must be equivalent to the number of minutes the district/campus would have operated on that day as planned.
- MSD waivers are not granted for partial days missed (ex: late start, early release).

Low Attendance (LA) Day Waiver

- When school was held but the attendance rate was at least 10-percentage points below the average rate for your district/campus for the prior year due to inclement weather, health, or safety issues, you may apply for a waiver to exclude the day from ADA and FSP funding calculations.
 - Do not round attendance rates when determining the 10-percentage point difference.
- Apply district attendance rates for district-level waivers and campus rates for campus-specific waivers when determining the 10-percentage point variance.
- For a district/campus with multiple tracks, use the overall average attendance rate for all tracks.
- For a new campus, the overall average attendance rate for the prior year for the district as a whole must be used.

Low Attendance (LA) Day Waiver (cont.)

Application information/tips

- Attach Board agenda and/or minutes where board approved the waiver.
- Attach supporting documentation of the reason for the low attendance (weather/health/safety and letter to parents, emails, web posting, news reports, etc.).
- Include PEIMS summary report with the average attendance for the *prior year* for the district/applicable campus (not a date-to-date comparison).
- Include ADA or PEIMS report from SIS with the attendance rate on the date of low attendance for the district/applicable campus.
 - Reports should match exactly the totals you entered in the waiver
- Low attendance (LA) waivers are not granted on a make up day.
- Number of minutes per day entered must be equivalent to the number of minutes the district/campus operated on that day.

Staff Development (SD) Waiver

- Provides for a maximum of 2,100 total waiver minutes for professional development per year.

- Each LEA may choose how to apply their approved SD.
 - Early release, late start, all day staff development, or a combination.
 - On SD days when students are in attendance part of the day, to receive full ADA funding, at least 120 *instructional* minutes must be provided.

- Applies to real-time, synchronous staff development.
 - Not applicable to ‘exchange/trade’ days or PD to be done on-demand or on own time outside of the school/workday.

Staff Development (SD) Waiver (cont.)

- For staff development in place of student instruction; therefore, waiver minutes are only applicable to staff development provided instead of student instruction during the school year.
 - The SD Waiver may not be used prior to the first day of student instruction or after the last day of student instruction.

- SD waiver minutes reported must reflect actual staff development minutes provided.
 - Ex: On a student holiday only 300 minutes of PD was provided, but the day is normally 450 minutes, only 300 minutes can be claimed on that date.
 - Keeping an agenda of the SD provided on that date is a good practice in the event of an audit.

- Attach the Board agenda and/or minutes where board approved the waiver.
 - Board approval of an academic calendar that includes staff development minutes/days is not equal to approval of a waiver application request.

“Other” Waiver

- Requests that do not fall under any other specific waiver type.
- Attach the Board agenda and/or minutes where board approved the waiver.

General Waiver Tips

- Users can check waiver status in TEAL or via the online report. An auto generated email is also sent once complete.
- If a waiver is returned (reassigned), please review the “TEA comments” section for reason/notes.
 - Make sure to edit or provide needed information and resubmit.
- Attach a copy of the board agenda at which the waiver was approved (exception: Class Size).
 - Confirm the “Date of LEA Board of Trustees Approval” matches
 - Cannot be a future date
- Only the superintendent of record, as listed in AskTed, may be approved as the Waivers Superintendent.
- There are application deadlines, which can vary by waiver type. Please review the Waivers website for deadline information.

State Waivers Unit

- 512-463-9630
- Email: waivers@tea.texas.gov
- Website: <https://tea.texas.gov/texas-schools/waivers/state-waivers>
- Waivers Team:
 - Leah Martin
 - Brandon Spenrath





Thank you!