

# Introduction to TEA State Waivers

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Accreditation, Enforcement, & Waivers



Coordination and review of expedited and general state waivers from statute and rule submitted by LEAs.

# State Waiver Authority

- Per TEC §7.056, LEAs may apply to the commissioner for a waiver from TEC or TAC.
  - Must submit a written application to the commissioner.
    - TEAL Waivers application is where waivers are submitted.
    - Currently we have 17 different application types.
  - By statute, we have 30 calendar days to make a final determination on a waiver request or it is automatically approved.

## **TEC §7.056(e)...“a school campus or district may not receive an exemption or waiver under this section from:”**



- Federal law/rule including SPED and Bilingual programs



- TEKS/graduation requirements



- Accountability



- Health and Safety (chapter 38)



- Pre-K programs



- First day of school

- State Waivers Webpage

- <https://tea.texas.gov/texas-schools/waivers/state-waivers>

- Waivers Guidebook (Annual)

- <https://tea.texas.gov/texas-schools/waivers/state-waivers/25-26-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)

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

## ■ General (detailed information)

- Accelerated Instruction
- Bilingual Education Exception and English as a Second Language (ESL) Waiver
- Certification
- Course Requirement
- Course Requirement - CTE
- Other
- Pregnancy Related Services On-Campus
- Remote Conferencing/Remote Homebound Instruction
- School Safety

# Waiver and Exception Types

- **Attendance**

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

- **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.

# Where do I start or find waivers for my district?

## ■ TEAL Waivers Application

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

## ■ Once in the Waivers system, there are 4 tabs in the main view to access information

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



My Waivers

Create New Waiver


Search Waivers

View Reports

My Waivers



- View the current waiver applications within your role
  - Clicking on the Waiver ID allows you to access and edit the waiver application
  - List shows the waiver type, creator, created date, and waiver status

Waivers

[My Waivers](#) [Create New Waiver](#) [Search Waivers](#) [View Reports](#)

## My Waivers

Search:

[PDF](#) [XLS](#)

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

- This is where you go to create a new waiver application
  - Clicking on the “Create” button opens a new application
  - The application is given a waiver ID number and will now be in your “My Waivers” section until complete by your role

<a href="#">My Waivers</a>	<a href="#">Create New Waiver</a>	<a href="#">Search Waivers</a>	<a href="#">View Reports</a>
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## Create New Waiver

	Waiver Type
<a href="#">Create</a>	Accelerated Instruction Waiver <b>Currently not available.</b>
<a href="#">Create</a>	Additional Days School Year (ADSY)
<a href="#">Create</a>	Bilingual Exception / ESL Waiver
<a href="#">Create</a>	Certifications Waiver
<a href="#">Create</a>	Course Requirement (CTE) Waiver
<a href="#">Create</a>	Course Requirement Waiver
<a href="#">Create</a>	Foreign Exchange Student Waiver (5 or More Per High School)

# Waiver Application Details

- Sections within application
  - **Title:** lists the application year and type of waiver
  - **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 (if added)**
  - **Final Decision Comments**
  - **Related Waivers**

The screenshot displays the TEA Waiver Application Details form. At the top, the TEA logo is on the left, and the word "Waivers" is on the right. Below the logo is a navigation bar with links: "My Waivers", "Create New Waiver", "Search Waivers", and "View Reports". The main form is titled "2024-2025 Application for Low Attendance Days Waiver" with a "Waiver ID: 79932" on the right. The form is divided into several sections: "Application Information" (Category: Attendance, Creation Date: 12/4/2024, Creator: Meynard Martin, District Superintendent, Status: Draft, Approving Superintendent, 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), and "Special Instructions". A note at the bottom of the "Date of LEA Board of Trustees Approval" section states: "Attach a copy of the board agenda or minutes from the meeting at which the specific waiver request was approved using the LEA Attachments section below." On the right side of the form, there is a vertical button labeled "Related Waivers (12)".

**TEA**  
Texas Education Agency

My Waivers Create New Waiver Search Waivers View Reports

**2024-2025 Application for Low Attendance Days Waiver** Waiver ID: 79932

**Application Information**

Category: Attendance  
Creation Date: 12/4/2024  
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:

Attach a copy of the board agenda or minutes from the meeting at which the specific waiver request was approved using the LEA Attachments section below.

**Special Instructions**

Related Waivers (12)

# Waiver Application Details (cont.)



## Waivers

[My Waivers](#)[Create New Waiver](#)[Search Waivers](#)[View Reports](#)

### 2025-2026 Application for Missed School Days Waiver

Waiver ID: 80731

#### Application Information

Category: Attendance

Creator: Meynard Martin, District Superintendent

Status: Draft

Creation Date: 8/13/2025

Approving Superintendent:

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: 

Attach a copy of the board agenda or minutes from the meeting at which the specific waiver request was approved using the LEA Attachments section below.

#### Special Instructions

Missed School Days Waiver, pursuant to TEC 25.081, allows the district or campus to request a waiver if instructional days are missed due to weather, health, safety, or other issues. This application is due no later than July. Refer to the Student Attendance Accounting Handbook 3.8.1.3 for additional information on Missed School Day Waivers.

Note: A district may request this waiver for additional school days missed because of weather, safety, or health issues beyond the two days that must be made up with the district's two designated makeup days or additional minutes built into the originally adopted calendar.

You may enter each campus and the number of minutes attended on that date individually within a single waiver application. Alternatively, if your district was closed you may select "All Campuses". If the number of minutes of operation varies by campus on the missed school day for "All Campuses", please report the greatest number of minutes on the date school was missed in the "Number of Minutes Per Day". Please note that in PEIMS you will claim the actual number of minutes your district was scheduled to operate on the specific date by campus. The waiver minute reporting is used to total the number of attendance related waiver minutes by year. Per Student Attendance Accounting Handbook 3.8.2 Closures for Bad Weather or Other Issues of Health or Safety, you are limited to 4,200 minutes for attendance waivers of any kind.

Related Waivers (39)

# Waiver Application Details (cont.)

LEA Attachments (0)

There are no LEA attachments.

**Add Attachment**  
Attachment title  
  
 No file chosen

This is where you add your attachment(s).

LEA Attachments (1)				
Title	Type	Size	Date Added	Added By
Board agenda	DOCX	18.7 kb	2025-02-05	meynard.martin

This is what you will see after adding an attachment.

TEA Comments (1)	
Comment	Date Added
Return to district as the waiver submitted is incomplete. Please review and resubmit with the following: 1) documentation for the reason for the low attendance rate (supporting documentation may be news articles, letter to parents, info shared with Board or district, etc. specific to the issue that caused the low attendance); 2) the percentage of attendance for the prior year is an average for the SY (23-24) for each campus in the waiver; 3) supporting documentation (ex: PEIMS report, ADA report) showing the attendance rate on the date and for the campus requested in the waiver. Please edit, if needed, to ensure the percentage of attendance reported for the prior year matches that of the report/documentation provided. If the waiver is not resubmitted with the requested information or clarification within 30 calendar days of the original submission date and approved by the agency, it is considered denied.	2025-02-05

This is where you would see a TEA comment (if added).

Final Decision Comments (1)		
Comment	Date Added	Added By
The district's low attendance days waiver for the 2024-2025 school year is granted.	2025-02-05	Leah Martin

This is the comment that will be on the Public Online Report.

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

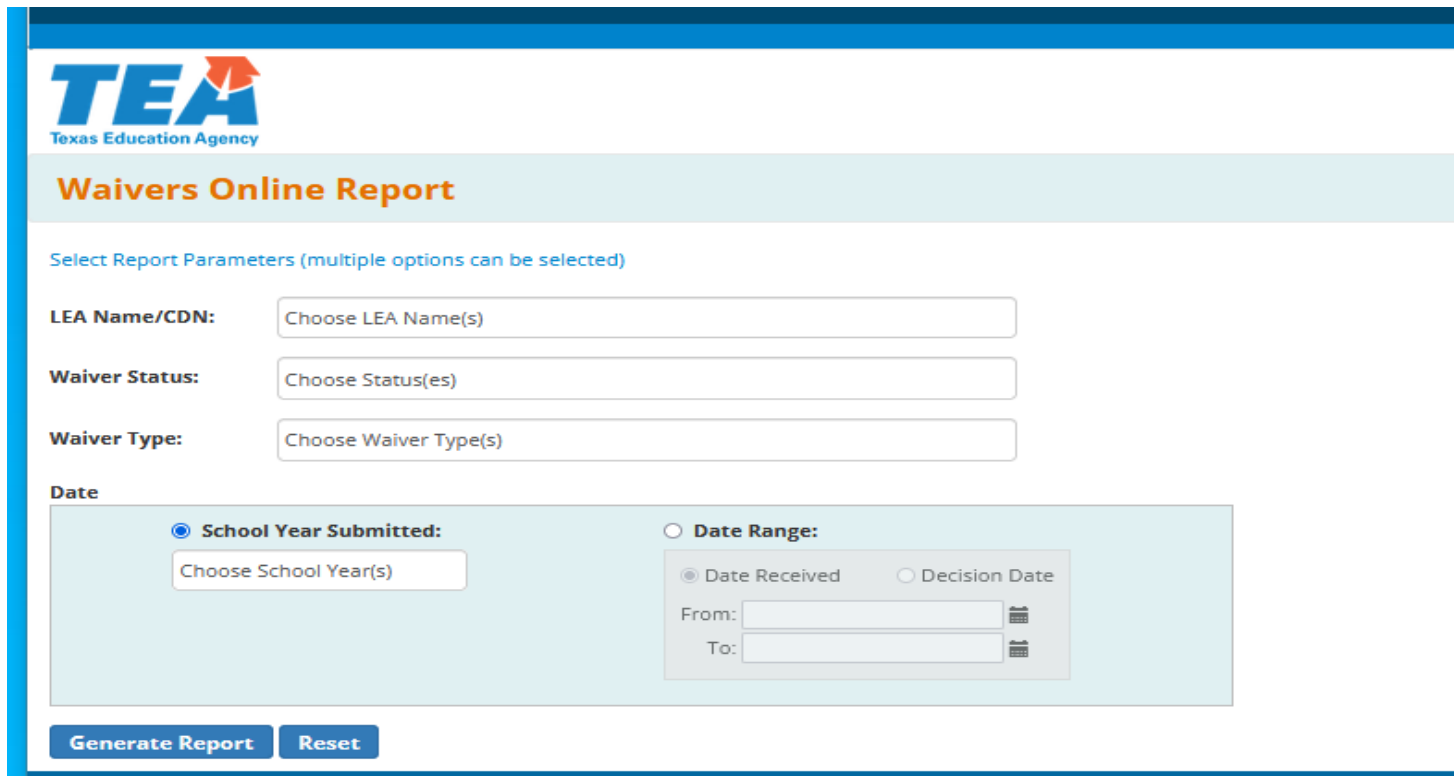
- Clicking on the Waiver ID allows you to access the details of the waiver application (note: can only edit if in “My Waivers”)
- Shows waiver ID, type, status, created by, submitted date (if submitted), effective SY (once final), and decision date (once final)
  - Sortable, searchable, and downloadable

## 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
71340	Class Size Exception	Draft	Meynard Martin, District Superintendent			
71339	Class Size Exception	Cancelled	Meynard Martin, District Superintendent			2023-11-01
71338	Bilingual and English Second Language	Approved - Partial	LEA EditorSA, District Editor	2023-09-18	2022-2023	2023-09-18
71337	Bilingual and English Second Language	Draft	LEA EditorSA, District Editor			

- Allows you to view the TEA Waivers Public Online report
  - Can create a report for current data on any district by status, type, and date.



The screenshot shows the TEA Waivers Online Report interface. At the top left is the TEA logo. Below it, the title "Waivers Online Report" is displayed in orange. A subtitle "Select Report Parameters (multiple options can be selected)" is in blue. The form contains three dropdown menus: "LEA Name/CDN:" with the placeholder "Choose LEA Name(s)", "Waiver Status:" with "Choose Status(es)", and "Waiver Type:" with "Choose Waiver Type(s)". Below these is a "Date" section with two radio buttons: "School Year Submitted:" (selected) and "Date Range:". The "School Year Submitted:" option has a dropdown menu with "Choose School Year(s)". The "Date Range:" option has two sub-options: "Date Received" (selected) and "Decision Date". Below these are "From:" and "To:" date pickers, each with a calendar icon. At the bottom are two buttons: "Generate Report" and "Reset".

# Waivers Deep Dive



# Deep Dive – a few attendance/funding related waivers

- **Missed School Day**
- **Low Attendance**
- **Staff Development**
- **Remote Conferencing/Remote Homebound**
- **ADSY**

Note attendance-related waivers for minutes are subject to a cumulative 4,200 minute cap per year.

# Missed School Day waivers

- Can request a missed school day (MSD) waiver for full instructional days that are missed due to inclement weather, health, safety-related, or other issues.
- The first two days missed by the entire district for any reason **must be made up**, using either designated makeup days or additional minutes.
- If because of weather, health, or safety issues, your district misses additional instructional days **beyond the two days made up using built in or additional minutes or days**, your school district can apply for a missed school day waiver.
  - If your district built a robust calendar and minutes are not needed, you do not need to file a missed school day waiver (note without a waiver, 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 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, social media, news reports, etc.).
- Include support/information that the district made up, using days or minutes, the first two days missed due to weather, health, or safety.
- Number of minutes per day entered must be equivalent to the number of minutes the district or campus would have operated on that day as planned.
- Missed school day waivers are not granted for partial days missed (ex: late start, early release).

# Low Attendance Day waiver

- For a day when school was held but attendance was at least 10-percentage points below the overall average attendance rate for your district or the applicable campus for the prior year because of inclement weather-related, health, or safety issues, your district may apply for a waiver to have the day excluded from ADA and FSP funding calculations.
  - The agency does not round attendance rates when determining the 10-percentage point difference.
  - Application will not allow entry of zero for the attendance rate.
- Apply district attendance rates for district-level waivers and campus attendance rates for campus-specific waivers to determine 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 Day 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 low attendance (weather/health/safety and letter to parents, emails, web posting, news reports, etc. that specify what the issue was that caused low attendance).
- Include PEIMS summary report showing the average attendance for the *prior year* for the district or applicable campus.
  - Note it is not a date-to-date comparison.
- Include report from SIS showing the attendance rate on the date of low attendance for the district or applicable campus.
  - These reports should match exactly the totals 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 or campus operated on that day.

# NEW – Bulk upload option

## ■ Class size, Low Attendance, and Missed School Day waivers

- School systems submitting a request for multiple campuses/dates have the option to utilize the bulk data upload feature located in the “LEA Attachments” section.
  - Intended more for large number of campuses.
- Using the linked template, allows user to add large amounts of data (campuses, dates) in one form instead of adding individually.

**^ LEA Attachments (0)**

There are no LEA attachments.

This section serves dual purposes:  

1. Allow you to attach any generic document
2. Allow you to bulk upload Missed School Days data by attaching a specific format excel document titled bulkloaddata

For bulk upload the excel data must be in the correct format or the Missed School Days information will not load into the Waivers system.  
For the correct field formats and descriptions please use the below template Import Document:  
[Template link for Bulk Upload of Missed School Days data](#)

**PLEASE NOTE:** The system will only process one file at a time. If multiple files are uploaded, only the last file will be processed.

**Add Attachment**  
\*Attachment title  
  
**Choose File** No file chosen  
Is this a bulk data upload? ☐  
**Add**

# Bulk upload file - LA waiver example

## Instructions/help tab

Low Attendance Days Waiver Column Help			
Element Name	Description	Type	Possible Values
CDCN or CDN	This column shall display the six digit District CDN OR nine digit CDCN of the campus applying for the Waiver.	Number (6 or 9)	<b>Required</b>
Date of Low Attendance	This column shall display the date that the campus had low attendance.	String (10)	<b>Required</b> Format: mm/dd/yyyy
% of Attendance	% of attendance on the date you are requesting the waiver for	Number(3)	<b>Required</b>
Average % of Attendance for Previous Year	Prior year's average % of attendance for the District (if for all campuses) or for the campus (if a campus level request)	Number(3)	<b>Required</b>
Number of Minutes on the Low Attendance Day		Number(3)	<b>Required</b> Value range: 1-600 minutes
Reasons	<p>This column shall display one or multiple reasons for the low attendance.</p> <p>The user shall enter the numeric value of the respective reason under this column.</p> <p>Different cells shall be used to enter different reasons.</p> <p>If the reason is other, please enter the description under Other Desc.</p> <p>Note the number entered for the reason must match the value to avoid an error. For example, if your reason was Weather, then you would enter "1" in the reason column 1. You would receive an error or the reason will be blank if you entered 'Yes, Y, X, 2,' or any other value that does not match the reason column.</p>		<b>Required</b> One of the following reasons must be entered: Weather = 1 Health = 2 Safety = 3 Other = 4 Other Desc

## Table to complete

Low Attendance Days Waiver								
Date of Low Attendance	% of Attendance	Average % of Attendance for Previous Year	Number of Minutes on the Low Attendance Day	Reasons				
				1	2	3	4	Other Desc
9/28/2024	62	89	450	1				
4/22/2025	81	91	450		2			
3/19/2025	82	95	550			3		
3/19/2025	80.6	93	375				4	fire
1/17/2026	62	79	250		2	3		

# Bulk upload - LA waiver example (cont)

Select 'bulk upload' box

**Add Attachment**

\*Attachment title  
bulkloaddata

Choose File No file chosen

Is this a bulk data upload? ☒

Add

Choose your file

**Add Attachment**

\*Attachment title  
bulkloaddata

Choose File LowAttenda...3 7.30.25.xlsx

Is this a bulk data upload? ☒

Add

After you click "add" your file will upload to LEA attachments

Then click "Process bulkload data"

**LEA Attachments (1)**

Title	Type	Size	Date Added	Added By	
bulkloaddata	XLSX	13.6 kb	2025-08-13 18:41:33	meynard.martin	Delete

Process bulkloaddata

This section serves dual p

1. Allow you to attach
2. Allow you to bulk up by attaching a speci titled bulkloaddata

For bulk upload the excel format or the Low Attenda into the Waivers system. For the correct field form use the below template Ir Template link for Bulk Up



If everything is correct, the data in the file will be added to the LEA summary section

<a href="#">             LEA Summary           </a>						
	Date	Campus Name	Reason(s)	% of Attendance	Avg. % Attendance for Previous Year	Minutes
Delete	2024-09-28	ALL CAMPUSES	Weather	62	90	450
Delete	2025-03-19	SANTA MARIA ACADEMIC ACADEMY-OPTIONS CAMPUS (6-12)-031913007	Safety	82	95	550
Delete	2025-04-22	SANTA MARIA DAEP-031913005	Health	85	96	450
Delete	2025-03-19	SANTA MARIA MIDDLE-031913042	Other - fire	80.60	93	375
Delete	2025-01-17	TONY GONZALEZ EL-031913101	Health, Safety	65	79	250

If corrections are needed, you will see line/error notices. Will need to make changes and resubmit the file.

LEA Attachments (1)

Title	Type	Size	Date Added	Added By	
bulkloaddata	XLSX	12.3 kb	2025-07-30 15:32:49	meynard.martin	Delete

Process bulkloaddata

This section serves dual purposes:

1. Allow you to attach any generic document
2. Allow you to bulk upload Class Size Exception data by attaching a specific format excel document titled bulkloaddata

For bulk upload the excel data must be in the correct format or the Class Size Exception information will not load into the Waivers system.

**PLEASE NOTE:** The system will only process one file at a time. If multiple files are uploaded, only the first file will be processed.

Parsing Error row 4  
Max Class Size Exception: Reason number not correctly entered. Expected 1, received 4

Parsing Error row 4  
Max Class Size Exception: Reason number not correctly entered. Expected 2, received 0

Parsing Error row 4  
Max Class Size Exception: At least one reason is required.

Parsing Error row 5

Max Class Size Exception: Number of sections for at least one PK-4 grade is required.

Validation Error row 4  
SelectedClassSizeReasons: At least one reason must be selected.

Validation Error row 5

Grades: Number of sections for at least one PK-4 grade is required.

Clear

Parsing Error row 4  
Low Attendance: Reason number not correctly entered. Expected 1, received 4

Parsing Error row 4  
Low Attendance: At least one reason is required.

Parsing Error row 5  
Low Attendance: Reason number not correctly entered. Expected 2, received 0

Parsing Error row 5  
Low Attendance: At least one reason is required.

Parsing Error row 7  
Low Attendance: Must provide a description for 'Other Reason'.

Validation Error row 4  
selectedLowAttendanceReasons: A selected reason is invalid, please contact your administrator.

# Staff Development Waiver

- The Staff Development (SD) Minutes Waiver provides for a maximum of 2,100 total waiver minutes per year to use for professional development.
- Each LEA may choose how to apply their approved SD.
  - May choose to offer early release, late start, all day staff development, or a combination.
  - On staff development days when students are in attendance part of the day, in order to receive full ADA funding, the LEA must provide at least 120 *instructional* minutes.
- 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 waiver (cont.)

- **This waiver is for staff development in place of student instruction; therefore, the 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.
  - *EFFECTIVE FOR 2025-2026 SY:*
    - As announced in the 24-25 SAAH, districts that are 4-day weeks are not eligible for the Staff Development Waiver.
- **Any staff development waiver minutes reported must reflect actual staff development minutes provided.**
  - Ex: If it was a student holiday and only 300 minutes of PD was provided but the day is normally 450 minutes, you can only claim 300 minutes for the SD Waiver on that date.
  - Suggest keeping an agenda of the SD provided on that date in the event of an audit.

# Staff Development waiver (cont.)

## Application information/tips

- 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.

## Remote Conferencing/Remote Homebound waiver

- Waiver to provide applicable remote instruction to a student (due to a temporary medical condition and that meet certain requirements) and count that instruction as classroom time and the student in attendance for FSP funding purposes.
  - Are granted on a per-student basis.
  - Apply for current SY only.
  - No identifiable student information should be submitted with the application.
- Documentation used to determine student's need for services should be maintained locally for audit purposes.

# Additional Days School Year (ADSY)

- Districts can generate funding for each instructional date after 175 days up to 210 days.
- Allows an ADSY campus to claim up to a maximum of 5 days of ADSY waivers for missed instructional days throughout year due to weather, health, or safety.
- Does not provide minutes.
- Distinct from Missed School Day waiver.
  - Note that MSD waiver does count towards meeting 175-day requirement.
  - Depending on situation, LEA may need both a MSD and an ADSY waiver in a year.
  - Note Low Attendance waivers do not reduce 175 days for ADSY.
- Reviewed by ADSY group

# Questions/Contact information

## ■ State Waivers Unit

- 512-463-9630
- Email: [waivers@tea.texas.gov](mailto:waivers@tea.texas.gov)
- Website:  
<https://tea.texas.gov/texas-schools/waivers/state-waivers-unit>

- Leah Martin
- Brandon Spenrath





**Thank you!**