

1. Please visit TEA's webpage on State Waivers to access general information about the waiver process: <https://tea.texas.gov/texas-schools/waivers/state-waivers>
2. Please also review Waiver Process FAQ for information on how to access TEAL for the purposes of submitting a waiver request: <https://tea.texas.gov/sites/default/files/Waiver%20Process%20FAQ.pdf>
3. Once in the TEAL waiver application, under the "Create New Waiver" tab, select the waiver type "**Other Waiver**" to create and submit a request for waiver of the **instructional materials inventory requirement due to circumstances related to COVID-19**.
4. Please complete the LEA contact information, including filling in the date the board approved the waiver request.
5. For the section titled "Waiver Description" please use this language: "**Waiver of the instructional materials inventory requirement due to COVID-19**"
6. For "General Questions #1," please use this language: "**Waiver of the instructional materials inventory requirement due to COVID-19**"
7. For "General Questions #2," please enter **N/A**
8. For "General Question #3," please use this language: "**TEC 31.003 and TAC 66.107(a)**"
9. For "General Question #4," please enter **N/A**
10. For "General Question #5," please enter **N/A**
11. For "General Question #6," please enter **N/A**
12. For "Requested Years," please select only "**2019-2020**"
13. For "LEA Attachments," please include the board agenda from meeting in which the waiver application request was approved.
14. Please submit your completed waiver. For a *District Editor*, at the end of the waiver application you will find a **Complete & Route** button. This will route the application to your Superintendent for review and approval. For a *District Superintendent*, at the end of the waiver application you will find a **Review and Submit** button. This will take you to a review and submit details page. If the application is complete and ready for submission, select the **Submit to TEA** button.