2018-2019 Bilingual Education Exception/English as a Second Language (ESL) Waiver Submission Process and Checklist

All Bilingual Exceptions and ESL Waivers are due on or before November 1, 2018.

Before submitting the completed application remember to request a read receipt in Outlook. To request a read receipt in Outlook follow the simple steps:
1. Choose Options
2. Under "Tracking", select read receipt confirming the recipient viewed the message.

The Bilingual/ESL District Coordinator may submit the completed application to the Texas Education Agency (TEA) to the following email address:

BilingualExceptions_ESLWaivers@tea.texas.gov
Please note: there is an underscore between the word "Exceptions" and the word "ESL".

Prior to submitting the application please remember to:

□ Take into consideration pupil-teacher ratio to determine the number of teachers needed when recording the number of teachers under the Bilingual Education Exception and or the ESL Waiver.

□ Only enter number of teachers needed per campus under and ESL Waiver.

□ Only enter number of teachers that have not been on an ESL Waiver in the past.

□ The total number of teachers under an exception for Spanish and/ or other languages in tab 2 of the application must be transferred to tab 1 – column "R".

□ Remember to include Grade 6 in the bilingual education exception when clustered with elementary grades if applicable.

□ In the "Campus tab for Bilingual" and "Action Timeline" tab, enter teacher numbers for grades 6-12 (or 7-12 if grade 6 is clustered with elementary) if, and only if, your district offers non-required bilingual education services at the secondary level. Leave grade levels 6-12 (or 7-12 if grade 6 is clustered with elementary) blank if your district offers bilingual education services at the elementary level only, as required in statute.

□ Under "Consecutive Years": If the district submitted an exception and or a waiver in school year 2016-2017 but not in school year 2017-2018, you will enter 1 since there was a break in submission and the process starts back to year 1.

□ Check to make sure all the required tabs of the application are filled out accordingly.

□ Do not attach any additional attachments when submitting the completed application.

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□ Do not submit the completed application via an email compressed zip folder or password encrypted.

□ Have the Superintendent review and approve the application prior to submitting it to TEA.