

English as a Second Language (ESL) Waiver Instructions

The application is color coded as follows:



- All fields must be filled out regardless if you are submitting a Bilingual Education Exception and/or an ESL Waiver.



- Fill out only if you are submitting an ESL waiver

All applications are due on or before November 1, 2018.

The application must be submitted to TEA as an attachment and emailed to:

BilingualExceptions_ESLWaivers@tea.texas.gov.

*Please note there is an **underscore** after the word exceptions.*

The district Bilingual/ESL contact person may complete and submit the exception/waiver application to the Texas Education Agency.

1. Please save this document to your desktop using the following file name format:
(district) ESL Waiver Ex: ABC ISD ESL Waiver
2. Make sure to complete all required tabs of the application if applicable. If not applicable, please leave those sections blank.
3. Feel free to insert rows as needed and to copy and paste individual tables or sheets to complete for additional campuses.
4. DO NOT alter or delete template/format. the current year.

DEADLINE FOR SUBMISSION TO TEA: ON OR BEFORE NOVEMBER 1, 2018

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Tab 1 - District Information (Report a District-wide Number)	
Column(s)	Information
A.	District
B.	ESC Region
C.	CDN – County District Number – Please refer to AskTed if unsure of CDN.
D.	Superintendent - Format: Salutation, First Name, Last Name
E.	Superintendent Email
F.	Bilingual/ESL Contact

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Tab 1 - District Information (Report a District-wide Number)	
Column(s)	Information
G.	Contact Phone and extension if applicable
H.	Contact email
I.	Application for – Please choose correct response from drop-down box (Bilingual Exception , ESL Waiver or Both)
J.	English learners (Districtwide) Please do not leave blank. EL count can be obtained from the PEIMS snapshot data.
M.	ESL Certified Teachers (all grade levels) currently instructing in an ESL Program
Column(s)	Information
N.	ESL Certified Teachers (all grade levels) employed in the district
O.	Teachers needed to instruct ELs under an ESL Waiver
T.	Consecutive years since 1999-2000 the district has applied for one or more Waivers (Please enter a response and if this is the first year, enter 1.)

Tab 3 - Instructional Design	
Column(s)	Information
A.	District
B.	Instructional Design - Choose an appropriate response from the drop-down boxes to describe the instructional design(s) or method(s) of instructional delivery being used to serve students under an ESL waiver. <ul style="list-style-type: none"> • ESL pull-out program model • Content-Based Sheltered Instruction • Sheltered English
C.	Detailed Description of how this Design is Implemented

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Tab 4 - Campus Info – ESL Waiver	
Column(s)	Information
A.	District
B.	Campus
Note:	Please note the following: If you submitted teachers in previous years and they have not yet received their certification then you are not able to submit those names again.
C	Only enter number of teachers Teachers names shall be retained at the school district.

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Tab 4 - Campus Info – ESL Waiver	
Column(s)	Information
D.	Grade level
E.	Expected ESL Certification Date

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Tab 5- Recruiting Goals	
Column(s)	Information
A.	District
B,C,D	Recruiting Activities Planned - Indicate, date, location, and provide a brief description

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Tab 6 - TEC § 29.054 and Assurances	
Column(s)	Information
Question 1	<p>The district has taken all reasonable affirmative steps to secure teachers with teaching certificates appropriate for bilingual education and/or ESL instruction and has failed.</p> <p>Please select a yes or no answer from the drop down box below the question.</p>
Question 2	<p>The district has affirmative hiring policies and procedures consistent with the need to serve ELLs.</p> <p>Please select a yes or no answer from the drop down box below the question.</p>
Question 3	<p>Describe how the proposed alternative modified bilingual education or intensive ESL program will meet the affective, linguistic, and cognitive needs of ELLs, including how the students will be given opportunity to master the Texas Essential Knowledge and Skills (TEKS).</p> <p>Provide a narrative response</p>
Question 4	<p>Certified teachers available in the school district will be assigned to grade levels beginning in prekindergarten followed successively by subsequent grade levels in the elementary school campus and, if needed, secondary campuses, to ensure that the linguistic and academic needs of English learners with the lower levels of English proficiency are served on a priority basis.</p> <p>Please select a yes or no answer from the drop down box below the question.</p>
Question 5	<p>The school district shall implement a comprehensive professional development plan that:</p> <ul style="list-style-type: none">- is ongoing and targets the development of the knowledge, skills, and competencies needed to serve the needs of English learners;

	<ul style="list-style-type: none"> - includes the non-certified teachers that are assigned to implement the proposed alternative program; and - may include additional teachers who work with English learners. <p>Please select a yes or no answer from the drop down box below the question.</p>
Question 6	<p>A minimum of 10% of the bilingual education allotment shall be used to fund the comprehensive professional development plan (If applying for both an exception and a waiver, a minimum of 10% for each, for a total minimum of 20%).</p> <p>Please select a yes or no answer from the drop down box below the question.</p>
Question 7	<p>I verify that all documents supporting this application shall be maintained at the Local Education Agency (LEA) and made available to the Texas Education Agency (TEA) upon request, and shall satisfy the additional reporting requirements in 89.1265(c). Documents shall include:</p> <ul style="list-style-type: none"> - a description of the proposed alternative instructional program designed to meet the affective, linguistic, and cognitive needs of English learners; - a copy of the school district's comprehensive professional development plan designed to support this application; - a copy of the bilingual allotment budget documenting that a minimum of 10% of the bilingual education allotment shall be used to fund the comprehensive professional development plan designed to support this application (If applying for both an exception and a waiver, a minimum of 10% for each, for a total minimum of 20%); and - a description of the actions taken to recruit an adequate number of certified teachers. <p>Please select a yes or no answer from the drop down box below the question.</p>
Question 8	<p>I verify that this application has been reviewed and approved by the Superintendent of the submitting Local Education Agency (LEA).</p> <p>Please select a yes or no answer from the drop down box below the question.</p>