


## Bilingual Education Exception 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 a Bilingual Education Exception.

If you are submitting for both a Bilingual Education Exception and an ESL Waiver application, **all** sections of the application must be filled out.

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

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

The completed application must be submitted to TEA as an attachment and emailed to: [BilingualExceptions\\_ESLWaivers@tea.texas.gov](mailto:BilingualExceptions_ESLWaivers@tea.texas.gov).

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

1. Save this document to your desktop using the following file name format:  
(District) Bilingual Education Exception Ex: ABC ISD - Bilingual Education Exception
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.

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

Tab 1 - District Information (Report a District-wide Number)	
Column(s)	Information
A.	District
B.	ESC Region
C.	County District Number (CDN)– Please refer to <a href="#">AskTed</a> 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)	
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.
K.	Bilingual Certified ( <b>all</b> personnel) employed in the district
L.	Bilingual Certified Teachers Currently Teaching in a Bilingual Program
P.	Teachers needed to instruct ELs under a Bilingual Education Exception (Spanish)
Q.	Teachers needed to instruct ELs under a Bilingual Education Exception (languages other than Spanish)
R.	Teachers needed to instruct ELs under a Bilingual Education Exception (Spanish and other languages) Sum of P+Q
S.	Consecutive years since 1999-2000 district has applied for a Bilingual Exception (Please enter a response and if this is the first year, enter 1)

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<b>Tab 2 - Campus Info – Bilingual Exception</b>	
<b>Column(s)</b>	<b>Information</b>
A.	District
B.	CDN – County District Number-Please refer to AskTed if unsure of CDN
C.	Campus
D.	CDCN – Campus District County Number - Please refer to AskTed if unsure of CDNC
E.	Language of Exception
NOTE:	Space is provided to enter numbers for all grade levels, including grades 6-12. Numbers are <b>required</b> for the elementary grade levels, where bilingual education programming is required by statute. Numbers for grades 6-12 (or 7-12 if grade 6 is clustered with elementary) are <b>not required unless</b> a district has opted to provide non-required bilingual education services at the secondary level.
F,I,L,O,R,U, X,AA,AD,A G,AJ,AM,AP ,AS	<p>Number of Students Under Exception: Record the number of students who are not receiving instruction from a bilingual certified teacher at the appropriate grade level.</p> <p>Add up the number of students under an exception in the total row.</p>
G,J,M,P,S,V ,Y,AB,AE,A H,AK,AN,A Q,AT	<p>Number of Classrooms Under Exception: For each grade where data has been entered, record the number of classrooms where students are receiving the alternative bilingual services.</p> <p>Add up the number of classrooms in the total row.</p>
H,N,Q,T,W, Z,AC,AF,AI, AL,AO,ARA U	<p>Number of Teachers Under Exception: Record the number of teachers needed to instruct the students who are under an exception and are receiving the alternative services. Add up the number of teachers in the TOTALS row. (Take into consideration pupil-teacher ratio to determine the number of teachers needed when recording the number.) This number is the number that will be transferred to "P" if it is a Spanish Bilingual Program or "Q" if other languages.</p> <p>Add up the number of teachers in the total row.</p>

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<b>Tab 3 - Instructional Design</b>	
<b>Column(s)</b>	<b>Information</b>
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 exception: <ul style="list-style-type: none"><li>• ESL Content based program model</li><li>• ESL pull-out program model</li><li>• Content-Based Sheltered Instruction</li><li>• Sheltered English</li></ul> Select all that apply
C.	Provide a detailed description of how the instructional design(s) will be implemented.

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

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<b>Tab 6 - TEC § 29.054 and Assurances</b>	
<b>Column(s)</b>	<b>Information</b>
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 English learners.</p> <p>Please select a yes or no answer from the drop down box below the question.</p>
Question 3	<p>The district has not unjustifiably denied employment to a teacher having a teaching certificate appropriate for bilingual instruction or emergency credentials within the past 12 months.</p> <p>Please select a yes or no answer from the drop down box below the question.</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"><li>- is ongoing and targets the development of the knowledge, skills, and competencies needed to serve the needs of English learners;</li><li>- includes the non-certified teachers that are assigned to implement the proposed alternative program; and</li><li>- may include additional teachers who work with English learners.</li></ul> <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"> <li>- a description of the proposed alternative instructional program designed to meet the affective, linguistic, and cognitive needs of English learners;</li> <li>- a copy of the school district's comprehensive professional development plan designed to support this application;</li> <li>- 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</li> <li>- a description of the actions taken to recruit an adequate number of certified teachers.</li> </ul> <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>

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Tab 7 - Action Timeline	
Column(s)	
A-C	<p>Within a five-year plan, only include the <b>number</b> of teachers that will be hired yearly <b>per grade</b> level.</p> <p>Please enter a guesstimate number. Do not provide a narrative response.</p>
NOTE:	<p>Space is provided to enter numbers for all grade levels, including grades 6-12 (7-12 in cases where grade 6 is clustered with elementary). Numbers are <b>required</b> for the elementary grade levels, where bilingual education programming is required by statute. Numbers for grades 6-12 (or 7-12 in cases where grade 6 is clustered with elementary) are <b>not required unless</b> a district has opted to provide non-required bilingual education services at the secondary level.</p>

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**No Information -**