

## Steps to become a Texas Virtual School Network (TXVSN) full-time online school for an LEA that offered a full-time virtual program under Texas Education Code (TEC) §29.9091 during the 2022-2023 school year

### Step 1: Board Approval

#### Complete prior to Waiver Submission

1. Get board approval to submit a waiver to become a TXVSN full-time online school for the 2023-2024 and 2024-2025 school years.
2. If the board cannot meet to approve the waiver, enter the date on which the board approved the continuation of the virtual program. The agency requires that the board ratify the waiver request at a future meeting to ensure compliance with TEC, Chapters 11, and 12, and TEC, Section 7.056.
3. Attach board approval documentation to the waiver application.

### Step 2: Complete the TXVSN Notice of Intent Form

#### Complete prior to Waiver Submission

1. Complete the [TXVSN Notice of Intent and Informed Choice Form](#).
2. Attach the completed TXVSN Notice of Intent and Informed Choice Form to the waiver application.

### Step 3: Waiver Submission

#### Waiver submission window: July 5, 2023, to 30 days prior to the LEA's first day of school

1. Please visit TEA's [webpage on State Waivers](#) to access general information about the waiver process.
2. Please also review Waiver Process [FAQ](#) for information on how to access TEAL for the purposes of submitting a waiver request.
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 a waiver to create a new TXVSN full-time online school.
4. Please complete the LEA contact information, including the date the board approved the waiver submission request. For this specific waiver, please enter the date the board approved the applicable TXVSN waiver request or the date on which the board approved the continuation of the virtual program. If the board has not approved the waiver but enters the date of approval of the virtual program, the agency requires that the board ratify the waiver request at a future meeting to ensure compliance with TEC, Chapters 11, and 12, and TEC, Section 7.056.
5. For the section titled "Waiver Description" please use the language: "Waiver for a new TXVSN full-time online school."
6. For "General Question #1," please use the language: "Waiver request from the TXVSN funding and operations limitations for a full-time online school."

7. For “General Question #2,” please answer the question appropriately as it relates to your LEA.
8. For “General Question #3,” please use the language: "Applicable sections of TEC Ch. 30A and TAC Ch. 70, as specifically referenced in the attachment.”
9. For “General Question #4,” please answer the question appropriately as it relates to your LEA.
10. For “General Question #5,” please answer the question appropriately as it relates to your LEA.
11. For “General Question #6,” please answer the question appropriately as it relates to your LEA.
12. For “Requested Years,” please select both school years “2023-2024 and 2024-2025.”
13. For “LEA Attachments,” please include the following documents. The LEA will include three attachments in the waiver submission.
  - Board approval documentation
  - The [TXVSN Notification of Intent and Informed Choice Form](#)
  - [TXVSN Waiver Attachment](#)

14. Please review all fields and attachments to ensure the information is accurate and complete. Submit the completed waiver.

For a *District Editor*, locate and select the **Complete & Route** button at the end of the application. This will route the application to the Superintendent for review and approval.

For a *District Superintendent*, locate and select the **Review and Submit** button at the end of the application. 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.

## Step 4: Apply for and obtain a CDCN

If the full-time virtual school already has a CDCN, please ignore step 4.

### Start Date – June 2023

1. For more information, please read [How to Request a New Campus ID](#) webpage.
2. Complete and submit the [New Campus ID Request Form](#).
3. Submit the completed new campus ID request form to [askted@tea.texas.gov](mailto:askted@tea.texas.gov) or for charters schools [charteraskted@tea.texas.gov](mailto:charteraskted@tea.texas.gov).

## Charter Schools that need to apply for a CDCN must also:

1. Submit an expansion timeline\* waiver request in the “**Other Waiver**” application.
2. Submit the [online expansion amendment request form](#) for a new campus.
3. Attach a valid, signed board resolution with the waiver and expansion request.

\*Waiver requirements may vary by charter LEA, please reach out to [charteramendments@tea.texas.gov](mailto:charteramendments@tea.texas.gov) for more information.