

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 a Bilingual Education Exception

 - Fill out only if you are submitting an ESL waiver

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, 2017.

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 the Exception/Waiver, *but all completed applications must be submitted to TEA in an email directly from the superintendent.*

1. Please save this document to your desktop using the following file name format:
(district) ESL Waiver Ex: ABC ISD ESL Waiver
2. Please make sure to complete all required tabs of the document. If not applicable please include N/A. Save often.
3. Please feel free to insert rows as needed and to copy and paste individual tables or sheets to complete for additional campuses. DO NOT alter or delete template/format. Be sure to only use the application for the current year.

Important Note: This email must be sent from the district superintendent email address to verify its authenticity.

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 district number.
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.	ELLs District wide Please do not leave blank. ELL count can be obtained from the PEIMS snapshot.
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 ELLs 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.)

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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. You will be asked to describe these codes in detail in Column C. <i>Example: SC = ESL Content-based Classroom (Self Contained); TA = Teacher Assistant; PO = ESL Pull Out; TT = Team Teaching; D = Departmentalization.</i>
C.	Detailed Description of how this Design is Implemented

Tab 4 - Campus Info – ESL Waiver	
Column(s)	Information
A.	District
B.	Campus
Note:	If you are submitting an ESL waiver application under the “Campus Info-ESL Waiver” section, please note the following: If you submitted teacher names in previous years and they have not yet received their certification then you are not able to submit those names again. The names that you are submitting are for teachers that have never requested a waiver in the past.
C-D.	First name and last name of teachers needing waivers

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

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

E-G	Recruiting Activities Planned - Indicate, date, location, and provide a brief description - No Attachments Required
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Tab 6 - TEC § 29.054	
Column(s)	Information
Question 1	<p>Please choose yes or no from the drop-down boxes.</p> <p>The district has taken all reasonable affirmative steps to secure teachers with teaching certificates appropriate for bilingual education instruction and has failed.</p> <p>Select yes or no answer from the drop down box.</p>
Question 2	<p>The district has affirmative hiring policies and procedures consistent with the need to serve ELLs.</p> <p>Select yes or no answer from the drop down box.</p>
Question 3	<p>Has a teacher having a teaching certificate appropriate for bilingual instruction or emergency credentials been unjustifiably denied employment by the district within the past 12 months?</p> <p>Select yes or no answer from the drop down box.</p>
Question 4	<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>Narrative Response</p>
Question 5	<p>I have verified the information submitted to the Texas Education Agency via this email and attached document and certify its truth and accuracy. Additionally, I assure the following:</p> <ul style="list-style-type: none"> • At least 10% of the bilingual education allotment shall be used to carry out the activities described in this application • The proposed actions described in this request form will be implemented <p>Select yes or no answer from the drop down box.</p>