

## Bilingual Education Exception and ESL Waiver Instructions

2019-2020

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 English as a Second Language (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, 2019.**

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

The completed [application](#) (*Excel workbook*) and [Alternative Language Program/Recruiting Activities](#) (*PDF form*) must be submitted to TEA as attachments and emailed to: [BilingualExceptions\\_ESLWaivers@tea.texas.gov](mailto:BilingualExceptions_ESLWaivers@tea.texas.gov) ([BilingualExceptions\\_ESLWaivers@tea.texas.gov](mailto:BilingualExceptions_ESLWaivers@tea.texas.gov)).

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

1. Save the application to your computer using the following file name format:  
(District Name + Bilingual Education Exception)  
Ex: ABC ISD - Bilingual Education Exception
2. Make sure to complete all required tabs of the application. If not applicable, please leave those sections blank.
3. Feel free to insert rows as needed in tabs 2 and 3 to add more campuses if applicable.
4. DO NOT convert the Excel application into a zip file.

## PART 1 – District Information and Data Submission

<b>Tab 1 – District Information and Data Dashboard</b>
Enter your County District Campus Number (CDN) without any dashes.
If you do not know your CDN, feel free to look for it in <a href="#">AskTED</a> .
District Name, ESC Region, Superintendent Name, and Email will pre-populate once you enter the correct CDN for your district.
Application For: This field will pre-populate once you fill out either the Bilingual Exception and/or ESL Waiver tabs (either tab 2 or tab 3 or both).
Assurances Verified: This field will pre-populate once you have reviewed and approved the assurances stated in tab 4 of the application.
English Learners (ELs) District Wide: Enter total number of ELs (including parental denials).
Enter Bilingual/ESL Contact Name, Email Address, and Phone Number, including extension if applicable.

<p>Bilingual Education Exception – <i>Skip if not applying for a Bilingual Education Exception.</i></p> <p><b>Report a District-Wide Number:</b> Bilingual Certified (all personnel) employed in the district</p> <p><i>This includes principals, vice-principals, etc. who have their bilingual education certification but are serving in another role at the district level.</i></p>
<p><b>Report a District-Wide Number:</b></p> <p>Bilingual Certified Teachers Currently Teaching in a Bilingual Program</p>

<p>ESL Waiver – <i>Skip if not applying for a Bilingual Education Exception.</i></p> <p><b>Report a District-Wide Number:</b> ESL Certified Teachers (all grade levels) employed in the district.</p> <p><i>This includes principals, vice-principals, etc. who have their ESL certification but are serving in another role at the district level.</i></p>
<p><b>Report a District-Wide Number:</b></p> <p>ESL Certified Teachers (all grade levels) currently instructing in an ESL program</p>

**Proceed** to filling out tab 2 and/or tab 3 (if applicable) and tab 4 of the application.

Notice that all the information in the remaining tabs will pre-populate in Tab 1 (District Info and Data Dashboard of Submission).

**For assistance** in calculating the number of teachers under a bilingual education exception or ESL waiver for Tabs 2 and 3, utilize the

- [Bilingual Education Exception Scenario Chain](#) and
- [English as a Second Language \(ESL\) Waiver Scenario Chain](#).

<b>Tab 2 – Bilingual Exception</b>
If you are <b>not</b> applying for a Bilingual Education Exception, you can <b>skip this section</b> .
Enter Campus District Campus Number (CDC) without any dashes.
If you do not know your CDC, feel free to look for it in <u>AskTED</u> .
Enter Campus Name.
Enter Language of Exception: Spanish or Languages Other Than Spanish or Both.
<p><b>For each grade</b> without the appropriately certified teachers for the bilingual education program, enter the following information:</p> <p>Number of <b>Students</b> under Exception,            Number of <b>Classrooms</b> under Exception, and            Number of <b>Teachers</b> under the Exception.</p> <p>Take into consideration the pupil-teacher ratio when determining the number of teachers needed under an exception.</p> <p>Continue entering all the campuses in your district without the appropriately certified teachers for the bilingual education program in one or more grade levels.</p> <p><b>NOTE: The total number of students, classrooms, and teachers under the exception will prepopulate on the far right of the Tab 2 worksheet.</b></p>
All the information that has been entered in tab 2 (Bilingual Exception) will pre-populate in your District Information/ Data Dashboard of Submission on Tab 1 in the blue fields.

<b>Tab 3 – ESL Waiver</b>
If you are <b>not</b> applying for an ESL Waiver, you can <b>skip this section</b> .
Enter Campus District Campus Number (CDC) without any dashes.
If you do not know your CDC, feel free to look for it in <u>AskTED</u> .
Enter Campus Name.
<p>For each campus without the appropriately certified teachers for the ESL program, enter the following information:</p> <p>Number of <b>Teachers</b> at that campus who will be under an ESL Waiver,  <b>Grade Level</b> of the teacher(s) under the ESL waiver, and            Expected ESL Certification Assessment <b>Date</b> (Ex: Spring/Summer 2020).</p> <p>Continue entering all the campuses in your district without the appropriately certified teachers for the ESL program.</p>
All the information that has been entered in tab 3 (ESL Waiver) will pre-populate in your District Information/ Data Dashboard of Submission on Tab 1 in the green fields.

<b>Tab 4 – Assurances</b>
Verify the assurances and select a response from the drop down located in column B.
A yes or no answer will prepopulate under “Assurances Verified” in Tab 1.

**Verify** all the information that you have provided in Tab 1 (District Info/Data Dashboard).

For both Bilingual Education Exception and ESL Waiver:

- District Name
- ESC Region
- Superintendent Name
- Application For (Ex; Waiver, Exception, Both)
- Assurances Verified
- ELs District-Wide
- Bilingual/ESL Contact Name, Email Phone Number (Extension, if applicable)

For Bilingual Education Exception:

- Bilingual Certified (all personnel) employed in the district
- Bilingual Certified Teachers Currently Teaching in a Bilingual Program
- Number of teachers for whom a Bilingual Education Exception is needed for Spanish (if applicable)
- Number of teachers for whom a Bilingual Education Exception is needed for languages other than Spanish (if applicable)

For ESL Waiver:

- ESL Certified Teachers (all grade levels) employed in the district
- ESL Certified Teachers (all grade levels) currently instructing in ESL Program
- Number of teachers for whom an ESL Waiver is needed (if applicable)

## **PART 2 – Alternative Language Program and Recruiting Activities**

*(This section of the application will provide a narrative response.)*

**Complete** the [Alternative Language Program and Recruiting Activities Form](#).

### **Submission**

The district will need to make sure that the following **two documents** are attached prior to submission:

1. The District Info/Data Submission [Application](#) (*Excel workbook*)
2. The Alternative Language Program and Recruiting Activities [Form](#) (*PDF form*)

**Save** a copy of the application and Alternative Language Program/Recruiting Activities Form for your records prior to submission.

**Do not** include any additional attachments with your application; only attach the two required forms as listed above.