




## Bilingual Education Exceptions and ESL Waiver Instructions

**All applications are due on or before November 1, 2020.**

The application is color coded as follows for additional clarity:

-  Tabs 1 and 4: Complete if you are submitting a Bilingual Education Exception, an ESL Waiver, or both.
-  Tab 2: Fill out only if you are submitting a Bilingual Education Exception.
-  Tab 3: Fill out only if you are submitting an English as a Second Language (ESL) Waiver.

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

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

Completed applications 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*). Please do not convert the application into a zip file or pdf.

1. Save the application using the following file name format:  
(District Name + Bilingual Education Exception and/or ESL Waiver)  
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.

For answers to frequently-asked-questions, see the [Bilingual Exceptions/ESL Waivers FAQ](#). For additional questions or clarification regarding Bilingual Education Exceptions and/or ESL Waivers, please call (512) 463-9414 or email the English Learner Support Inbox at [EnglishLearnerSupport@tea.texas.gov](mailto:EnglishLearnerSupport@tea.texas.gov).

### PART 1 – District Information and Data Submission

#### Tab 1 – District Information and Data Dashboard

##### District Information (Yellow section)

- County District Number (CDN): Enter your CDN without any dashes. If you do not know your CDN, use the built-in tool to look for it in [AskTED](#).
- District Name, ESC Region, Superintendent Name, and Email: These fields will pre-populate once you enter the correct CDN for your district. Feel free to manually make any changes if the information that pre-populates is incorrect or missing.

- Application For: This field will pre-populate once you fill out either the bilingual exception and/or ESL 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 ELs with a parental denial of services) across the district.
- Bilingual/ESL Contact Name, Email Address, and Phone Number (including extension, if applicable): Enter information for contact who will be able to answer questions regarding the submission of the application.

**Bilingual Education Exception (Blue section)** – *Skip if not applying for a Bilingual Education Exception*

- Report a District-Wide Number:
  - Bilingual Certified (all personnel) employed in the district: This includes principals, vice-principals, and other staff who have their bilingual education certification but are serving in another role.
  - Bilingual Certified Teachers currently teaching in a Bilingual Education program
- The following fields will prepopulate, as applicable, after completing Tab 2:
  - Teachers needed to instruct ELs under a bilingual education exception (Spanish)
  - Teachers needed to instruct ELs under a bilingual education exception (languages other than Spanish)
  - Teachers needed to instruct ELs under a Bilingual Education Exception (Spanish and other languages)

**ESL Waiver (Green section)** – *Skip if not applying for an ESL Waiver*

- Report a District-Wide Number:
  - ESL Certified Teachers (all personnel) employed in the district: This includes principals, vice-principals, and other staff who have their ESL certification but are serving in another role.
  - ESL Certified Teachers (all grade levels) currently teaching in an ESL program
- Teachers needed to Instruct ELs under an ESL Waiver: This field will prepopulate, as applicable, after completing Tab 3.

**Proceed to filling out Tab 2 and/or Tab 3 (as applicable) as well as Tab 4 of the application.**

NOTE: Key information in the remaining tabs **will pre-populate in Tab 1** (District Info and Data Dashboard of Submission).

**Tab 2 – Bilingual Exception** – *Skip if not applying for a Bilingual Education Exception.*

- Campus District Campus (CDC) Number: Enter your CDC without any dashes. If you do not know your CDC, use the built-in tool to look for it in [AskTED](#).

- Campus Name: Enter the campus name and check that it matches the campus name prepopulated at the end of the row on the far right (after the totals).
- Language of Exception:
  - For Spanish, enter the full word to ensure appropriate calculation into the prepopulated data for Spanish exceptions in Tab 1.
  - Any other language entered will be automatically calculated and prepopulated into the exceptions for Languages Other Than Spanish in Tab 1.
  - If a campus has multiple languages under an exception, enter the campus's data for each language on its own row.
- For each/all grade(s) lacking appropriately certified teacher(s) for the bilingual program at the campus that is listed, enter the following information:
  - Number of Students under Exception
  - Number of Classrooms under Exception
  - Number of Teachers under Exception
- Take into consideration the pupil-teacher ratio when determining the number of teachers needed under an exception when these students would be grouped differently to fully implement the bilingual education program.
- Continue entering all the campuses in your district that do not have the appropriately certified bilingual teachers needed.

NOTE: The **Total** number of students, classrooms, and teachers under the exception will prepopulate at the end of each row. Also, key 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 section for Bilingual Exceptions.

**Tab 3 – ESL Waiver** – *Skip if not applying for an ESL Waiver.*

- Campus District Campus (CDC) Number: Enter your CDC without any dashes. If you do not know your CDC, use the built-in tool to look for it in [AskTED](#).
- Campus Name: Enter the campus name and check that it matches the campus name prepopulated at the end of the row on the far right (after the estimated assessment date).
- Number of Teachers: Enter the total number of teachers at that campus who will be under an ESL Waiver.
- Grade Level: Enter the grade level(s) of the teacher's/teachers' students under the ESL waiver.
- Expected ESL Certification Assessment Date: Enter the projected date for the teacher(s) to become appropriately certified (Ex: May 2021).
- Continue entering all the campuses in your district that do not have the appropriately certified ESL teachers needed.

Note: Key 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 section for ESL Waivers.

#### Tab 4 – Assurances

- Verify the assurances and select a response from the drop down located in Column B.
- A “yes” response will prepopulate under “Assurances Verified” in Tab 1. This response verifies that the district’s Superintendent has reviewed and approved the application in full awareness of the assurances.

**Use the checklist below to verify** all the information in Tab 1 (District Info/Data Dashboard):

##### District Information (Yellow section)

- District Name
- ESC Region
- Superintendent Name
- Application For (Waiver, Exception, Both)
- Assurances Verified (Yes)
- ELs District-Wide (including ELs with a parental denial of services)
- Bilingual/ESL Contact Name, Email, Phone Number (with extension if applicable)

##### Bilingual Exception (Blue section) – if applicable

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

##### ESL Waiver (Green section) – if applicable

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

#### Tab 5 – Alternative Language Program

Tab 5 provides directions on completing Part 2 of the application process: Alternative Language Program and Recruiting Activities narrative responses.

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

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

### **Submission**

- Ensure the following two documents are attached prior to submission:
  1. The District Info/Data Submission Application (*Excel format*)
  2. The Alternative Language Program and Recruiting Activities Form (*PDF format*)
- Do not include any additional attachments with your application.
- Save a copy of the application for your records prior to submission.