



Instructions for Submitting an Educator Appraisal Waiver

March 24, 2020

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tea.texas.gov/coronavirus

1. Please visit TEA's webpage on State Waivers to access general information about the waiver process: <https://tea.texas.gov/texas-schools/waivers/state-waivers>
2. Please also review Waiver Process FAQ for information on how to access TEAL for the purposes of submitting a waiver request: <https://tea.texas.gov/sites/default/files/Waiver%20Process%20FAQ.pdf>
3. Once in the TEAL waiver application, under the "Create New Waiver" tab, select the waiver type: "**Other Waiver**" to create and submit a waiver request for educator appraisal due to the circumstances related to COVID-19.
4. Complete the LEA contact information, including filling in the date the board approved the waiver request.
5. For the section titled "Waiver Description" please use the language: "*Waiver from the educator appraisal requirements due to circumstances arising from COVID-19*"
6. For "General Questions #1", please use the language: "*Waiver from the educator appraisal requirements due to circumstances arising from COVID-19*"
7. For "General Questions #2", please enter N/A
8. For "General Question #3", please use the language: "*TEC, §21.351 and §21.352, or TEC, §21.3541, and the applicable rules in Title 19, Texas Administrative Code, Chapter 150*"
9. For "General Question #4", please enter N/A
10. For "General Question #5", please enter N/A
11. For "General Question #6", please enter N/A
12. For "Requested Years", please select only "2019-2020"
13. For "LEA Attachments", please include the Board agenda from meeting in which the waiver application request was approved.
14. Please submit your completed waiver. For a *District Editor*, at the end of the waiver application you will find a **Complete & Route** button. This will route the application to your Superintendent for review and approval. For a *District Superintendent*, at the end of the waiver application you will find a **Review and Submit** button. 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.