

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. Please 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 COVID-19."
6. For "General Questions #1", please use the language:
"Waiver from the educator appraisal requirements due to COVID-19."
7. For "General Questions #2", please enter: "N/A"
8. For "General Question #3", please use the language:
 - A. If seeking a waiver for just the student growth requirement in teacher appraisal, which would apply to TEC, §21.351(a)(2), §21.352(a)(2)(B), and the applicable rules in Title 19, Texas Administrative Code, Chapter 150, please use:
"Seeking a waiver under Scenario A in the Educator Appraisal submission instructions"
 - B. If seeking a waiver for all general teacher appraisal requirements, including the student growth requirement, which would apply to TEC, §21.351, §21.352, and the applicable rules in Title 19, Texas Administrative Code, Chapter 150, please use:
"Seeking a waiver under Scenario B in the Educator Appraisal submission instructions"
 - C. If seeking a waiver for the student growth requirement in the Texas Principal Evaluation and Support System (T-PESS) for those LEAs using T-PESS as their principal appraisal system, which would apply to Title 19, Texas Administrative Code, Chapter 150.1022 (c),(d),(f), and (g) and 150.1023(b)(1) and 150.1023(b)(4)(c), please use:
"Seeking a waiver under Scenario C in the Educator Appraisal submission instructions"
 - D. If seeking a waiver for the student growth requirement in teacher appraisal and the student growth requirement in T-PESS, which would apply to the sections of TEC, 21.351, 21.352 and Title 19, TAC, Ch. 150 related to student growth in teacher appraisal and in T-PESS, please use:
"Seeking a waiver under Scenario D in the Educator Appraisal submission instructions"

- E. If seeking a waiver for all general teacher appraisal requirements, including the student growth requirement and the student growth requirement in the Texas Principal Evaluation and Support System (T-PESS), which would apply to TEC, 21.351, 21.352, and the applicable rules in Title 19, TAC, Ch. 150 related to teacher appraisal and student growth in T-PESS, please use:

“Seeking a waiver under Scenario E in the Educator Appraisal submission instructions”

9. For “General Question #4”, please enter:

- A. If seeking a waiver for **Scenario A** or **Scenario B** above, please ensure you include the following attestation:

“The LEA commits to providing teachers with instructional support through observation of teaching and feedback to teachers on pedagogical refinements and support with analysis and adjustment to pedagogy based on student learning data throughout the remainder of the 2020-2021 school year.”

- B. If seeking a waiver for **Scenario C** above, please ensure you include the following attestation:

“The LEA commits to providing principals with support on analysis of student learning data and aligned adjustments to instructional leadership practices throughout the remainder of the 2020-2021 school year.”

- C. If seeking a waiver for **Scenario D** or **Scenario E** above, please ensure you include the following attestations:

“The LEA commits to providing teachers with instructional support through observation of teaching and feedback to teachers on pedagogical refinements and support with analysis and adjustment to pedagogy based on student learning data, and the LEA commits to providing principals with support on analysis of student learning data and aligned adjustments to instructional leadership practices throughout the remainder of the 2020-2021 school year.”

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 “2020-2021”

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.

DUE NO LATER THAN APRIL 1, 2021