

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 a DAEP Student to Teacher Ratio waiver 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 DAEP student to teacher ratio requirements due to COVID-19”

6. For “General Questions #1”, please use the language:

“Waiver to maintain the DAEP 15:1 student to teacher ratio requirements due to COVID-19” (Also, please provide the good cause for why an alternative student to teacher ratio would be beneficial to the operations of the district and its students along with your new planned student to teacher ratio.)

7. For “General Questions #2”, please enter N/A

8. For “General Question #3”, please use the language:

“TEC 37.008(a-1) and applicable rules in TAC 103.1201(h)(1)”.

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 “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.