THE COVID-19 RELATED MISSED SCHOOL DAY WAIVER IS DUE NO LATER THAN JULY 3, 2020

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 "**Missed School Days**" to create and submit a single request for a missed school day waiver due to 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 "Reasons" sections, select the "Health" and "Safety" checkboxes.

6. From the "Select Campus" dropdown, select "All Campuses."

7. For the "Start Date," enter the first regularly scheduled instructional date that the campuses were closed due to COVID-19 (this includes "Closed, Instructing," "Closed, Preparing," and "Closed, Temporary" days).

8. For the "End Date," enter the last _consecutive_ regularly scheduled instructional date that the campuses were closed due to COVID (*__this may require multiple entries; see notes/examples at the bottom of this document__).

9. For the "Number of Minutes Per Day" section, enter the total minutes of operation the same as they would have been if the district had been able to operate. (If the number of minutes of operation varies by campus, please report the number for the campus with the greatest number of operational minutes, however please note that in PEIMS you will claim the actual number of minutes your district was scheduled to operate on the specific date by campus.)

10. For the "Explanation" section, enter "COVID-19."

11. Click the "Save Campus" button.

12. For "LEA Attachments", please include the Board agenda from meeting in which the waiver application request was approved and the signed Instructional Continuity Attestation While Closed document.

13. 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.

*END DATE NOTES: Exclude any holidays (e.g., Good Friday, Memorial Day) and any other non-instructional days (e.g., bad weather makeup days) that remained non-instructional days for students. Missed school days reported include "Closed, Instructing," "Closed, Preparing," and "Closed, Temporary."

EXAMPLE 1:

- **District closed from 3/16 to end of year on 5/22, no planned holidays or PD days – One entry**
  - **Start date**: 3/13, **End date**: 5/22

EXAMPLE 2:

- **District's first day of closure was 3/13, had a planned holiday on 4/10 (for Good Friday), and then was closed until the end of the school year (5/22) – Two entries**
  - 1st entry: **Start date**: 3/13, **End date**: 4/9, click "Save Campus," repeat steps 5-8
  - 2nd entry: **Start date**: 4/13, **End date**: 5/22, click "Save Campus," continue with steps 9-13

EXAMPLE 3:

- **District's first day of closure was 3/13, their Spring Break was scheduled for 4/13-4/17, had a planned holiday on 5/1, and then were closed until the end of the school year (5/22) – Three Entries**
  - 1st entry: **Start date**: 3/13, **End date**: 4/10, Click "Save Campus," repeat steps 5-8
  - 2nd entry: **Start date**: 4/20, **End date**: 4/30, Click "Save Campus," repeat steps 5-8
  - 3rd entry: **Start date**: 5/4, **End date**: 5/22, click "Save Campus," continue with steps 9-13

EXAMPLE 4:

- **District's first day of closure was 3/13, their Spring Break was scheduled for 4/13-4/17, conducted a planned staff development waiver day on 5/1, were closed for Memorial Day (5/25), and then were closed until the end of the school year (5/28) – Four Entries**
  - 1st entry: **Start date**: 3/13, **End date**: 4/10, Click "Save Campus," repeat steps 5-8
  - 2nd entry: **Start date**: 4/20, **End date**: 4/30, Click "Save Campus," repeat steps 5-8
  - 3rd entry: **Start date**: 5/4, **End date**: 5/22, Click "Save Campus," repeat steps 5-8
  - 4th entry: **Start date**: 5/26, **End date**: 5/28, Click "Save Campus," continue with steps 9-13