



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

School Request Form for Waiver of 5-A DCMR § 2000.3 Pertaining to Instructional Calendar

Background

An educational institution, defined as a school in the District of Columbia Public Schools (DCPS) or a District of Columbia public charter school, shall have a school year comprised of at least 180 instructional days of at least six hours in length for students. (5-A DCMR § 2100.3.) The six hours may include time allotted for lunch periods, recess, and class breaks. The Superintendent has the authority to approve a waiver from this requirement. The six-hour minimum instructional day requirement does not apply to an evening school program, adult program, pre-kindergarten program, or kindergarten program.

An LEA may request a waiver on behalf of a school when the school's calendar falls short of the regulatory requirements. This form shall be used to make such a request to the Superintendent for approval. The form should be submitted to OSSE.CalendarWaivers@dc.gov.

The Superintendent will respond to the waiver request within five business days. An LEA should not communicate a change to its schedule to students, families, or staff until it has been provided notice by the Superintendent that the waiver request has been approved.

Part I: School Information

LEA Name:

School Name:

School Year:

Part II: Select the school's waiver request and respond to each of the questions that follow

Weekly Half Day Waiver:

A school may request a waiver for one half instructional day of at least three hours, one time per week for the purposes of advancing student achievement.

1. Describe how the waiver request will support the advancement of student achievement in the school.

2. Describe how the school and/or the LEA will take steps to ensure that a half day of instruction does not cause a barrier to enrollment or attendance for students, for example, providing transportation, childcare, or enrichment services for the remainder of the school day.

Waiver to Reduce Instructional Time for Extraordinary Operational Conditions:

Each school must begin the school year with an approved calendar by OSSE. Approved calendars will have at least **180** instructional days with at least **six hours** of instructional time (including breaks, transitions, lunch, etc.). However, there may be instances where an extraordinary operational condition necessitates closing a school, causing the school to fall below the instructional day requirement. Extraordinary operational conditions are defined as 1) a significant disruption to school operations for an extended period of time, or 2) a natural or man-made disaster or disruption that is significant and takes place over an extended period of time. Facing such circumstances, this form may be completed by an LEA and submitted to request approval of a waiver to fall below **180** instructional days and/or **1,080** instructional hours. If conditions are of such an urgent and unexpected nature that a waiver cannot be submitted prospectively, an LEA may seek retroactive approval through this waiver. However, if the waiver is denied, the school must make up these days.

1. What dates did the extraordinary operational conditions take place?
2. Describe the conditions that led to the school's closure and what made it extraordinary in nature.
3. If the waiver is approved, how many instructional days and/or hours will the school fall below the required 180 instructional days and 1,080 instructional hours?
4. Explain why the school cannot make up the days to meet the regulatory requirements.

Waiver to Exceed Five Situational Distance Days

An in-person school shall have the ability to convert up to **five** instructional days to situational distance learning without seeking OSSE approval. However, a school shall request a waiver when an extraordinary operational condition, (defined as a significant disruption to school operations for an extended period of time or a natural or man-made disaster or disruption that is significant and takes place over an extended period of time), causes the in-person school to convert more than **five** instructional days to distance learning.

1. List the dates and the reasons your school used your bank of five situational distance learning days.

2. Describe the conditions that require your school to turn to situational distance learning and what makes it extraordinary in nature.

Part III: Signatures

By signing below, the signatories attest that the information in this request is accurate to the best of their knowledge. Further, any description of action steps described in this waiver request will be executed upon approval of the waiver. If approved, the waiver is in place only for the school year for which the waiver request is made and does not mean future requests will be honored. For a weekly half day waiver, the signatories assure that the instructional half day is for at least three hours, and the waived three hours are spread across the remaining instructional days of the week. Finally, the school should ensure that it makes the necessary modifications to its calendar to align with the approval of the waiver with OSSE procedures.

Head of School Signature

Date:

School Principal Signature

Date: