



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

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

Background

5-A DCMR 2100.3 requires that educational institutions have a school year comprised of at least 180 regular instructional days of at least six hours in length for students. The six hours may include time allotted for lunch periods, recess, and class breaks. However, the six-hour minimum instructional day requirement is not applicable to an evening school program (adult), pre-kindergarten program, or a kindergarten program. The Superintendent has the authority to approve a waiver from this requirement.

An LEA may request waivers on behalf of their school(s) 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 LEA's waiver request in at least 10 business days. An LEA should not communicate a change to their schedule dependent on the approval of waiver until they have been provided notice by the Superintendent of such approval.

Part I: School Information (Required)

LEA Name:

School Name:

School Year:

**Part II: Select the school's waiver request and respond to each of the questions that follow.
(Required)**

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 for Extraordinary Operational Conditions:

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), necessitates that the school to fail to have 180 unique instructional days **AND** where the total instructional time falls below 1,080 total hours of instruction for the school year.

- 1. What dates did the extraordinary operational conditions take place?**

- 2. If the waiver is approved, how many instructional days will the school fall below the required 180 instructional days?**

- 3. Describe the conditions that led to the school’s closure and what made it extraordinary in nature.**

- 4. Explain why the school cannot make up the days to meet the regulatory requirements.**

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 day is for the half day is at least three hours, and the three hours are spread across the remaining instructional days of a 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.

LEA Head of School Signature

Date

School Principal Signature

Date