



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Weekly Half-Day Waiver Form

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. (5A DCMR § 2100.3.) The six hours may include time allotted for lunch periods, recess, and class breaks. The State Superintendent of Education 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.

A local education agency (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.

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.

Respond to each of the questions that follow:

School Information

LEA Name:

School Name:

School Year:

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.

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 the Office of the State Superintendent of Education (OSSE) procedures.

Head of School Signature

Date:

School Principal Signature

Date: