Virginia Board of Education

C/O Superintendent of Public Instruction

P.O Box 2120

Richmond, VA 23218-2120

[**DATE**]

To Members of the Virginia Board of Education:

[**NAME OF SCHOOL DIVISION**] is requesting a waiver from the requirement that the length of the school term meet a minimum of 180 teaching days or 990 teaching hours, as established in § 22.1-98 in the *Code of Virginia*, for the 2019-2020 school year. As a result of Governor Northam’s March 13, 2020 order to close K-12 schools, which was then extended through the end of the 2019-2020 academic year on March 23, 2020, each school in [**NAME OF SCHOOL DIVISION**] is unable to meet the required teaching time.

This letter is to serve as certification that both the division superintendent and chairman of the local school board have considered options for making up missed teaching time for the 2019-2020 school year and determined that every reasonable effort was exhausted before requesting a waiver of the length of school term requirement.

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[**NAME OF DIVISION SUPERINTENDENT**] Date

Superintendent of [**NAME OF SCHOOL DIVISION**]

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[**NAME OF SCHOOL BOARD CHAIRMAN**] Date

Superintendent of [**NAME OF SCHOOL BOARD**]