Attachment B

Superintendent’s Memo #088-21

April 2, 2021

[**DATE**]

Virginia Board of Education

C/O Superintendent of Public Instruction

P.O Box 2120

Richmond, VA 23218-2120

To Members of the Virginia Board of Education:

[**NAME OF SCHOOL DIVISION**] is requesting, on behalf of each applicable school in the division, 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 2020-2021 school year.

Per the revised length of school term waiver process, which was authorized by the Superintendent of Public Instruction pursuant to Governor Northam’s Executive Order 51 (2020) and Item 143.I in Chapter 1289 of the Acts of Assembly (i.e. the 2020 Appropriation Act), we, the division superintendent and local school board chair, certify the following:

* The division submitted its First Periodic Report for the 2020-2021 school year, per Superintendent’s Memo #304-20.
* The division submitted Second Periodic Report for the 2020-2021 school year, per Superintendent’s Memo #052-21.
* Each school in the division in need of a waiver has provided and completed instruction that aligns with the Standards of Learning and/or course requirements in every course offered by the school division for the 2020-2021 school year and for all instruction missed during the school closures from March 13, 2020, until the end of the 2019-2020 school year.
* Each school in the division in need of a waiver met the minimum required time for core instruction, as applicable, under the direction of a teacher.
* Every reasonable effort was made to maximize all possible time under the required hours to include direct exposure to the teacher (virtually or in person) as developmentally appropriate and as outlined in the virtual learning expectations provided by the Virginia Department of Education.

Further, this letter serves as certification that we, the division superintendent and chair of the local school board, have verified that the information provided with the application is true and accurate.

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[**NAME OF DIVISION SUPERINTENDENT**] Date

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

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

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