

# 2020-2021 Length of School Term Waiver Application

Pursuant to § 22.1-98 in the Code of Virginia.

To maintain the health and safety of school communities during COVID-19, Virginia's local school divisions have employed combinations of in-person and remote instructional models according to adapted 2020-2021 school year calendars; as such, there has been no comparable measure for calculating or ensuring instructional time minimums statewide. Consequently, the Superintendent of Public Instruction has authorized the below amended length of school term waiver process.

For the 2020-2021 school year only, any school or local school division unable to offer 180 teaching days or 990 teaching hours to each student in a brick-and-mortar setting will be able to meet the length of school term requirement by demonstrating and certifying "completion" as demonstrated by answering the following.

## \* Required

### Directions for Application Submission

Applications may be submitted on a rolling basis but must be completed no later than May 28, 2021. Please wait to submit your application until there are no further anticipated changes in school calendars or instructional modalities so that you may provide accurate teaching time counts.

Divisions may submit ONE length of school term waiver application on behalf of all schools in its division in need of a waiver.

While a designee may help complete the waiver request application, please note that both the division superintendent and local school board chair will need to provide wet ink signatures to certify the accuracy of the submission.

Please use the template provided with the Supt's memo to submit the number of in-person teaching hours completed per school and/or grade level as well as the number of hours requested for waivers. This count DOES NOT include any remote instruction, synchronous or asynchronous and to account for the variability of the school day, will be provided in HOURS. Additional directions for calculating and reporting hours are provided with the application and in the attached template.

Divisions must use the letter content provided with the Supt's memo for submitting their certifications but may reformat on their own letterhead or stationary.

Please note the required naming conventions for all uploaded files.

### Waiver Request Details

1. Name of requesting local school division \*

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2. Name of division superintendent \*

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3. Division superintendent email address \*

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4. Division superintendent phone number \*

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5. Name of local school board chair \*

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6. Mailing address of the division administrative offices \*

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Instructional  
Hour Count

Using the Excel template provided with the Supt's memo, please upload an itemized list of IN-PERSON instructional hours completed and the amount to be waived.

Your instructional hour count DOES NOT include any remote instruction, synchronous or asynchronous. Please note that while school divisions may calculate their school term in days, the length of the school day can vary from school to school, so this allows comparable data across divisions.

Per the example sheet provided in the Excel template, you can enter data in one of three ways:

- (1) In-person hour counts per school if all relevant grade levels received the same amount of in-person instruction;
- (2) In-person hour counts per school and per grade if different grade levels received different amount of in-person instruction; or
- (3) In-person hour counts per grade bands if different grade bands throughout the entire division received the same amount of in-person instruction.

7. Instructional hour counts spreadsheet upload. Please use DIVISIONNAME-MMDDYYYY as file name for upload. \*

Files submitted:

Certifications

Please certify your school division's compliance with the below waiver requirements.

8. Did the school division submit the First Periodic Report for the 2020-2021 school year, per Superintendent's Memo #304-20? \*

*Mark only one oval.*

Yes

No

9. Did the school division submit Second Periodic Report for the 2020-2021 school year, per Superintendent's Memo #052-21? \*

*Mark only one oval.*

Yes

No

10. The division affirms that it will submit a Final Periodic Report for the 2020-2021 school year, the information and directions for which are forthcoming. The final periodic report will require divisions to report on their use of the Virginia Remote Student Progress Tests. \*

*Mark only one oval.*

Yes

No

11. Can the division certify each school 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? \*

*Mark only one oval.*

Yes

No

12. Can the division certify each school in need of a waiver met the minimum required time for core instruction, as applicable, under the direction of a teacher. \*

*Mark only one oval.*

Yes

No

13. Can the division certify that 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 document provided subsequent to this guidance? (See [https://www.doe.virginia.gov/instruction/virtual\\_learning/support-virtual-learning/index.shtml](https://www.doe.virginia.gov/instruction/virtual_learning/support-virtual-learning/index.shtml)) \*

*Mark only one oval.*

Yes

No

14. Using the letter content provided with the Supt's memo, upload a letter acknowledging the above certifications with signatures from the chairman of the local school board AND the division superintendent. Please use DIVISIONNAME-CERTIFICATION as file name for upload. \*

**Files submitted:**

15. Does the Department have your division's most recent instructional plan for the 2020-2021 school year on file? \*

*Mark only one oval.*

Yes

No *Skip to question 16*

Instructional  
Plan

Only required if the Virginia Department of Education does not already have your most up-to-date instructional plan on file.

16. Upload your division's latest instructional plan here if you have not already. Please use DIVISIONNAME-INSTRUCTIONALPLAN-MMDDYYYY as your file name for upload.

**Files submitted:**

# Google Forms