

## Form - Application/Cover Sheet

# UTAH STATE BOARD OF EDUCATION

## Waiver of Administrative Rule

*UAC R277-121 allows an LEA to request a waiver from a Board rule. This cover sheet should be used as a checklist in preparation of necessary materials and supporting documents.*

1. LEA: ALL LEAS
2. SCHOOL(S): ALL SCHOOLS
3. RULE REQUESTING TO BE WAIVED: R277-477-7(5)(b) & (7)
4. REASONING/JUSTIFICATION FOR REQUESTED WAIVER:

The School LAND Trust Final Report form, released to schools on January 15th, contained unforeseen technical issues that prevented submission. Thorough testing was constrained because the Final Report depends on a prerequisite report that is only generated at a specific time of year. Consequently, this report was not accessible in the test environment during development, preventing the detection of these specific issues.

Although the School Children's Trust team and the developers are working to resolve the problems, principals and LEAs have been unable to access the form for one-third of the 30-business-day window allotted by Board Rule. We are requesting a deadline extension equivalent to the number of days lost. This extension applies strictly to Final Reports (reporting on prior-year fund usage) and will not impact the submission of upcoming school year plans or the release of future funding.

Please note that LEAs will be able to meet the Upcoming School Plan due dates. The Plans are available and ready for entry and have been since January 15th

5. CHOOSE ONE:

THIS IS A NEW WAIVER

THIS IS A REQUEST TO RENEW AN EXISTING WAIVER

DATE WAIVER WAS FIRST GRANTED \_\_\_\_\_

6. ATTACH DATA TO SUPPORT THE REQUEST WHICH SHOULD INCLUDE:

STUDENT ACHIEVEMENT DATA

COMMUNITY, STAFF, OR STUDENT SURVEY DATA

STUDENT ENROLLMENT DATA

FOR RENEWALS: DOCUMENTATION THAT OUTLINES HOW THE WAIVER WAS UTILIZED

**NOT APPLICABLE**

7. ATTACH VERIFICATION OF THE FOLLOWING (AS APPLICABLE TO THE TYPE OF LEA)

LEA GOVERNING BOARD VOTE APPROVING REQUEST FOR WAIVER IN OPEN MEETING

RECOMMENDATION FROM THE BOARD OF THE SCHOOL'S AUTHORIZER (CHARTER SCHOOLS)

**NOT APPLICABLE**

8. ATTACH PROOF / CERTIFICATION OF COMPLIANCE WITH THE FOLLOWING: **NOT APPLICABLE**

Under R277-121-2(6) You must hold at least two open and public meetings, held separately from regular board meetings, to engage with stakeholders regarding the waiver request. At least one of the meetings shall be held BEFORE a vote is taken to apply for the waiver, during which the LEA or public school shall: (A) explain the rationale for seeking the waiver; and (B) listen to stakeholder concerns; and (ii) At least one of the meetings shall be held after the decision to apply for the waiver but before the submission of the application, during which the LEA or public school shall: (A) explain the waiver process; and (B) describe plans to address stakeholder concerns.

Please note that the two meetings described in this section may be held electronically.

[**TIMELINE:** First, the LEA must hold a public meeting to discuss the waiver, explain the rationale, and listen to stakeholder concerns. Then, the LEA Board can vote to approve the request for a waiver in an open meeting. Third, the LEA must hold a second public meeting to explain the waiver process and describe plans to address stakeholder concerns. Finally, the LEA can submit the waiver application to USBE, through the AAG]

9. An LEA or public school applying for a waiver shall submit the waiver or waiver renewal, as described in Subsection R277-121-4(1), for the 4-day school week to the Board by April 10 of the school year prior to the proposed change. It is before April 10 of the year the waiver is planned to go into affect?

Yes

No

**NOT APPLICABLE**

As you already identified, you must receive approval of your Charter Authorizer as well as your school's governing board. The approvals must take place by a vote of each board in an open meeting. You can attach a copy of the meeting minutes or a letter from the governing board leadership/chair. When the

request is presented to USBE, the Board members will be especially interested in why you want the waiver, how it impacts students, and your school's overall student achievement. I will provide the required Agreement once you have provided all of the other required information.

When you have collected the required information, please email it to me. I will then request that the matter be placed on the USBE Law and Licensing Committee Agenda. This meeting is held once a month on the day following the USBE monthly meeting. The Committee will review the request, and if approved, it will be placed on the following month's USBE Meeting Agenda for consideration by the full Board.