

**Tennessee Department of Education
Employment Standards Waiver Application**

Read and complete ALL sections of the application to ensure timely response.

Section 1 – General Information		
Last Name (First, Middle, Last): Knuckles	First Name Kashuna	Middle Initial E
State: [Redacted]	TN License#: 000181041 ✓	Expiration Date: Aug. 2018 ✓
Area: [Redacted]	Email Address: [Redacted]	
Certificate Type(s): Professional ✓	Current Endorsement(s) Held: Elem Ed; reading ✓	
System Name: Metro Nashville Public	System #: 370	
School Name: Jere Baxter Middle	School #: 120	
School Year: 2015-2016	Date Educator Placed in Waiver Position: 7/31/2015	RECEIVED NOV 10 2015
Subject(s) and Course Code(s) of Waiver Position to be Filled: Librarian 9601	Endorsement(s) Needed for the Waiver Position: MLIS 473	Educator Licensing
Year of Waiver Request: (Check One) <input checked="" type="checkbox"/> 1 st Year <input type="checkbox"/> 2 nd Year (passed tests and/or enrolled in program, required) <input type="checkbox"/> 3 rd Year (all tests passed and evidence of progress in coursework, required)		

Section 2 – Recruiting and Staffing Information
Each of the following criteria must be met. Please check each box affirming that <u>each statement</u> is true:
<input checked="" type="checkbox"/> The waiver is being requested to fill a vacant, high need position
<input checked="" type="checkbox"/> The waiver is being requested to fill a mission-critical position [core academic, non-instructional leader]
<input checked="" type="checkbox"/> The school district has engaged in thorough, responsible position-specific recruitment efforts to find appropriately endorsed candidates for the position for which a waiver is being requested AND has been unsuccessful in those efforts
<input checked="" type="checkbox"/> The educator being recommended for the waiver is the most qualified candidate for the position for which a waiver is being requested

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Section 3 – Plans to Obtain Proper Endorsement	
Is applicant registered to take appropriate Praxis test(s): (Check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Praxis registration date: took test on 01/12/2015
Has applicant taken and passed appropriate Praxis test(s): (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Score(s) 163	Is applicant enrolled in a university/college program: (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of university/college program: Trevecca Nazarene Univ	Number of program hours COMPLETED: 12 hrs

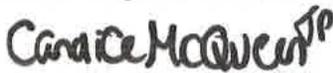
I hereby certify the information provided in this application is true and correct, and the district is in urgent need of a waiver.

Educator Name- Print Kashuna Knuckles	Educator Signature/Date Kashuna Knuckles 10-16-15
Human Resources Contact - Print King Jingle	Human Resources Contact - Email king.jingle@mps.org
	Human Resources Signature/Date [Signature]

Submit completed application to:
Tennessee Dept. of Education, Office of Educator Licensing 12th floor, 710 James Robertson Pkwy, Nashville TN 37243-0376

✓ <i>Director of Schools Name - Print</i> Chris M. Henson	<i>Director of Schools Signature/Date</i>  10/21/15
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Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION

Teachers & Leaders Recommendation <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny (See Comments Below)	
<i>Teachers & Leaders Name - Print</i> Michael Daurlein	<i>Teachers & Leaders Signature/Date</i>  12/10/15
<i>Candice McQueen, Commissioner of Education - Print</i> Candice McQueen, Commissioner of Education	<i>Candice McQueen, Commissioner of Education Signature /Date</i>  12/20/15
<i>Additional Comments</i> 	

Employment Standards Waiver Application Frequently Asked Questions

- Question:** Who can apply for a waiver?
Answer: Only school districts [not individual educators] may apply for waivers.
- Question:** Are there any restrictions on the endorsements for which the system may acquire a waiver?
Answer: Courses which conclude with an end-of-course exam for high school credit may not be taught on waivers.
- Question:** Where do I locate the Subject and Course Code(s) assignment?
Answer: The information can be found in the Correlations of Course & Endorsement Codes Document.
<http://www.tn.gov/education/districts/correlations.shtml>
- Question:** When must my system apply for a waiver?
Answer: A waiver must be requested and approved if an educator holding an Apprentice, Transitional, or Professional License is scheduled to teach more than one course or more than two sections of one course outside the area of endorsement.
- Question:** What supplemental information or documents should we provide in order to strengthen this application?
Answer: Evidence [original or photocopied documentation] that the educator for whom the waiver is being requested is actively pursuing or engaged in coursework to obtain the endorsement AND/OR registered to take the relevant Praxis exam.
- Question:** How long is an approved waiver valid?
Answer: One academic year [July 1 – June 30]. Waivers must be renewed each year and must include evidence of the applicant's progression toward the additional endorsement.
- Question:** Where can I send this application?
Answer: Please send completed application and supporting documentation to: Tennessee Department of Education, Office of Educator Licensing, 12th floor, 710 James Robertson Pkwy, Nashville TN 37243-0376. Completed applications can be faxed to (615) 532-1448 or emailed to Education.Licensing@tn.gov.
- Question:** If the waiver application is denied, what should we do?
Answer: The system should develop a plan to recruit an educator with the proper endorsement.

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