



**BILL LEE**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
NINTH FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**PENNY SCHWINN**  
COMMISSIONER

**Via Electronic Mail & USPS**

February 19, 2020

Dr. Charles Lawson, Director of Schools  
Coffee County Schools  
1343 McArthur Street  
Manchester, TN 37355

Re: Waiver for Career and Technical Education Class Size

Dear Director Lawson:

I am in receipt of your February 19, 2020 letter requesting a waiver of the class size average for Career and Technical Education classes found in T.C.A. §49-1-104 for Coffee County Schools for the 2020-2021 school year.

The commissioner's waiver authority under T.C.A. §49-1-201(d) is limited by T.C.A. §49-1-104(a), which states that "neither the commissioner nor the state board of education shall grant waivers from the maximum class sizes established in this section."

With the understanding that none of the Career and Technical Education classes in Knox County Schools will exceed 25, the maximum number of students per class specified in the above referenced law, your request for a waiver of the class size average is granted for the 2020-2021 school year.

Please do not hesitate to call me if you have further questions.

Sincerely,

A handwritten signature in black ink, appearing to be "Penny Schwinn", written in a cursive style.

Dr. Penny Schwinn  
Commissioner



## *Coffee County Board of Education*

*1343 McArthur Street*

*Manchester, Tennessee 37355*

*(931) 723-5150 • Fax (931) 723-5153*

January 31, 2020

To Whom It May Concern:

Pursuant to T.C.A. § 49-1-104, career and technical education class size requirements:

(2) LEAs may seek a waiver from the commissioner of education to extend the CTE class size average in grades nine through twelve (9-12), provided, that the CTE class sizes do not exceed the maximum class size set for CTE classes.

Please let this letter represent the annual, formal request for the 2020 – 2021 school year. Coffee County Schools would like to extend the CTE class size average in ninth grade to allow the max and average to be 25 per class. Coffee County has a ninth grade academy that is a separate site and has minimal CTE courses available. We have a projected influx of students and need to be able to meet their needs with the courses we have available.

Sincerely,

Dr. Charles Lawson  
Coffee County Director of Schools