



2020 ELA Adoption Waiver Process

Sept. 27, 2019

Welcome & Objectives

- Provide an overview of the waiver process
- Review the online application for submitting district waivers
- Clarify Type One and Type Two Waivers
- Answer waiver questions

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**What is the purpose
of a textbook waiver?**

Textbook & Instructional Materials Definition

- “Textbook and instructional materials” includes any medium or manual of instruction that contains a systematic presentation of the principles of a subject and that constitutes a major instructional vehicle for that subject.
- “Textbook” or “textbooks” can include “electronic textbook” or “electronic textbooks,” which means computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, local and remote computer assisted instruction, online service, electronic medium or other means of conveying information to the student or otherwise contributing to the learning process through electronic means. Electronic textbooks may be recommended, adopted, and purchased in the same fashion as provided for textbooks in this part.

How do I know if my district needs a waiver?

- Districts will apply for one of two types of waivers, depending on what type of material they wish to use:
 - **Type One Waiver:** Materials that are currently being used and represent high quality
 - **Type Two Waiver:** Materials that are classified as Open Educational Resources (full curriculum) or district-created curricula that include all instructional materials necessary to replicate a formal textbook and instructional material program
- A district may apply for a waiver any time between Oct. 1 and Jan. 15.
 - The adoption list will be shared with districts on Nov. 16.
 - Districts have two months **after** the official adoption list is published to apply for a waiver.

Overview of Waiver Process Guidelines

- The 2020 ELA Adoption Waiver process follows Tennessee Code Annotated, Title 49, Chapter 6, Part 2206.
- Submissions must be completed by an approved designee of the Director of Schools. The Director of Schools will receive confirmation of all forms submitted through the waiver process.
- All waivers for a district will be completed in **one** form submission.
- The Commissioner of Education has the sole authority to approve or deny the textbook adoption waiver.
 - Districts that apply for waivers will **not** necessarily be granted waivers.
 - Only districts that provide compelling rationale for adopting materials that are not included on the official adoption list will receive approved waivers.

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Waiver Application Process

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Online Waiver Form

- This year, the waiver process has been simplified into a digital process that allows for one application for all types of waivers and for submission of multiple grade-band waivers.
- The link will be open Oct. 1, 2019 at 8 a.m. CT through Jan. 15, 2020 at 5 p.m. CT.
- https://stateoftennessee.formstack.com/forms/tb_waiver

Waiver Form

ELA Textbook Waiver Application

This application serves as the 2020 ELA textbook adoption waiver request to the TDOE Commissioner of Education in accordance with Tennessee Code Annotated, Title 49, Chapter 6, Part 2206.

As an approved representative of the Director of Schools, you are completing this application. The Director of Schools will also receive a confirmation of the completion of this request.

District Point of Contact for Waiver Process

First Name

Last Name

Email

Are you the Director of Schools?

- Yes
 No

District

Phone

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Type One and Type Two Waiver Options

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Type One Waiver

The Type One Waiver option supports districts who have used an existing set of aligned textbooks and instructional materials with demonstrated academic success.

- This set of instructional materials does not qualify as “district created” or as an open education resource curriculum.
- District wants to continue to use this set of instructional materials following the 2019-20 school year.
- District has evidence that these instructional materials meet the definition of “high quality.”

Waiver One Form Instructions

1. List the publisher and title of the requested curriculum waiver.
2. Select all grade levels requesting to use **this** material.
3. Complete the rationale section of the waiver. Include:
 - the district’s success with this suite of materials,
 - the evidence that this Publisher and Title demonstrates high quality, and
 - an explanation of how the district will use supplementary materials for any TN standards alignment gaps that exist in this material.

Note: Provide a thorough and detailed rationale as the waiver requests will be reviewed only one time.

Type One Waiver

Waiver Application

Is this waiver request for district created or open education resources (OER) curriculum?

- Yes
 No

Waiver Type One

Title & Publisher

Please select ALL grades that this waiver applies to:

- Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8
 Grade 9 Grade 10 Grade 11 Grade 12

What is your rationale for requesting this waiver?

Would you like to add another request?

- Yes
 No

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Type Two Waiver

The Type Two Waiver Option supports districts who want to submit for an Open Education Resource set of materials or has a full “district created” curriculum that includes all instructional materials necessary to replicate a formal textbook and instructional material program.

Please note this waiver will take **6–8 weeks** to complete.

Type Two Waiver Criteria

A district must meet the follow evidence for a Type Two Waiver:

- District has met 2019 Literacy AMO goals.
- District has a Level 4 or 5 TVAAS on the district level literacy composite score.
- District has evidence that these instructional materials meet the definition of “high quality.”

Waiver Two Form Instructions

1. Select “yes” in the first waiver question.
2. Enter the district’s 2019 Literacy TVAAS composite score and the Met/Not Met 2019 ELA AMO status. If the district does not have a 4 or 5 and a "met" in this section, the waiver application will be declined.
3. Enter district-created materials in the Publisher and Title field.
4. Select all grades included in this waiver request.

Waiver Two Form Instructions

Rationale

1. This rationale description should:
 - explain the teacher resources, student resources, and outline all materials included in the suite of district-created tools;
 - explain the quality and process for designing the instructional materials;
 - describe a plan of how you will share your district-created instructional materials with a TDOE-selected, third-party expert; and
 - include an acknowledgement that this type of waiver review will include a substantial process and time period for review.

Note: Provide a thorough and detailed rationale as the waiver requests will be reviewed one time.

Waiver Type Two

Waiver Application

Is this waiver request for district created or open education resources (OER) curriculum?

- Yes
 No

Waiver Type Two

Demonstrated Success: What is your district TVAAS Composite for Literacy?

Answers must be a whole number between 1 and 5.

Demonstrated Success: What is your district's 2019 ELA AMO?

- Met
 Not Met

Please give the title and description of the district created or open education resource you intend to use:

Please select ALL grades that this waiver applies to:

- Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7 Grade 8
 Grade 9 Grade 10 Grade 11 Grade 12

What is your rationale for requesting this waiver?

Would you like to add another request?

- Yes
 No

Timeline Acknowledgements

When submitting a Type Two Waiver, you will be asked to formally acknowledge the additional time that this waiver will require.

District-Created and/or OER Resources Agreement

In order to use district-created and/or open education resources you must host a third-party reviewer and provide them with all requested materials.

Please Note: The Tennessee Department of Education will select a third-party reviewer in response to a request for a type two waiver. This reviewer will be assigned to your district. The district and the reviewer will complete a comprehensive review within the six to eight week window. The third-party report will then be reviewed by the Commissioner to approve or deny the type two waiver application.

You understand and are willing to host a third-party reviewer and provide them with all regular materials to them?*

- Yes
- No

You understand that the review process may take six to eight weeks?*

- Yes
- No

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**Multiple Waiver
Submissions**

Multiple Material Waivers

- If you have different materials used for different grade bands and would like to submit a waiver for each, please use a single district submission.
- Use the “another request” feature in the waiver application.

Would you like to add another request?

Yes

No

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Questions?