

Guidance for Preparing the ELA Waiver Application

Because the application does not allow the user to enter and save for later, please review the information below before you begin. You may want to prepare your text responses before opening in the application and cut and paste them into the application. It is highly recommended that you complete the rationale portion before beginning the online application.

Sections of the Application

Context

Tennessee Textbook Adoption Waivers are granted for districts that are in unique situations. Waivers are approved on an individual case-by-case basis by the Tennessee Commissioner of Education. Waiver applications will be submitted once, and decisions will not be appealed.

Within the application, the district will be required to document the rationale for submitting the waiver request. Multiple grade-band and multiple title and publisher requests are allowed and must be submitted in **one form** with one district point of contact.

The two types of waivers are:

- **Waiver Type One:** the district has demonstrated success with an ELA title and publisher, and the district wants to continue to use these materials. Select “no” on the district-created/OER materials question. These materials can include open education resources that are represented on the 2020 ELA Adoption bid list.
 - **Waiver Type One Instructions:**
 - List the publisher and title of the requested curriculum waiver and select all grade levels requesting to use this material.
 - In the rationale section of the waiver, please include the district’s success with this suite of materials, the evidence that this Title & Publisher demonstrates high quality, and how the district will supplement any TN standards alignment gaps that exist in this material.
 - Please provide a thorough and detailed rationale as the waiver request will be reviewed one time. The rationale should include:
 1. evidence of district success,
 2. an explanation of high quality (this definition could come from the streamlined rubrics, national reviews such as EdReports, or use of the IMET tool)—this section is essential in your application—and
 3. any supplementary materials that are used to support standards deficiencies in the materials (i.e., a supplementary foundational skills curriculum).
- **Waiver Type Two:** If the district is requesting an adoption waiver because the district’s unique situation includes the use of Open Education Resource (OER) materials or district-created materials, select “yes” in the first waiver question. Please note this waiver will take 6–8 weeks to complete.
 - **Waiver Type Two Instructions:**
 - 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 will be declined.

- After completing the Demonstrated Success section, submit the Title & Publisher for the OER or enter “district created materials,” and select all grades included in this waiver request.
- Please provide a thorough and detailed rationale as the waiver request will be reviewed one time. The rationale should include:
 1. an explanation of the OER or district-created curriculum as well as the successes the district has had with these resources
 2. a description of teacher resources, student resources, and an outline of all materials included in the suite of district created tools
 3. an explanation of how the materials have been determined to be high quality (this definition could come from the streamlined rubrics, national reviews such as EdReports or use of the IMET tool)—this section is essential in your application—and
 4. a plan of how an expert could review all components of the district-created resources.

Note: The rationale should also include an acknowledgement that this type of waiver review will include a substantial process and time period for review.

Questions you will be asked to complete in the 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? If applicant answers no, they are asked to enter the information for the Director.

Director of Schools

First Name

Last Name

Director of Schools Email

District

Phone _____ Phone Extension _____

Please include an Area Code

Best days and times to reach you by phone

Example: Monday-Wednesday, 9 a.m. - 5 p.m.

Waiver Application

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

Yes No

Answering No takes you to Waiver Type One – see information above.

Answering Yes take you to Waiver Type Two – see information above.

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

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

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 a six to eight week window. The third-party report will then be reviewed by the Commissioner of Education 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