

Tennessee Department of Education
Employment Standards Waiver Application

RECEIVED
APR 23 2014
BY: Kimberly

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

Section 1 - General Information

Last Name (First, Middle, Last): Simmons		First Name Diane	Middle Initial R
Social Security #: [REDACTED]	TN License #: 000560549	Expiration Date: 8/31/2017	
Area Code + Phone Number [REDACTED]	Email Address: [REDACTED]		
Certificate Type(s) Apprentice ✓	Current Endorsement(s) Held Ex. Ed - K-6 modified: ELL ✓		
System Name: Metro Public Schools	System #: 190		
School Name: Gateway Element	School #: 0235		
Date of Hire: 8-2011	Date Educator Placed in Waiver Position: 8.1.2013		
Subject(s) and Course Code(s) of Waiver Position to be Filled: 000, 006, 007, 003, 019 (Elem. K-6)		Endorsement(s) Needed for the Waiver Position: K-6 - 499 Elem. Education	
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)			

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-HD

Section 2 - Recruiting and Staffing Information

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Approval criteria checklist:

- The waiver is being requested to fill a vacant, high need position
- The waiver is being requested to fill a mission-critical position [core academic, non-instructional leader]
- 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
- The educator being recommended for the waiver is the most qualified candidate for the position for which a waiver is being requested

REC'D - LIC
Educator Licensing

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 :
Has applicant taken and passed appropriate Praxis test(s): (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No Score(s) _____	Is applicant enrolled in a university/college program: (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of university/college program: NATSU	Number of program hours COMPLETED:

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 Diane Simmons		Educator Signature/Date Diane Simmons 4/21/2014	
Human Resources Contact - Print Kimberly F. Jackson	Human Resources Contact - Email Kimberly.Jackson@tn.gov	Human Resources Signature/Date Kimberly F. Jackson	
Director of Schools Name - Print Dr. Jesse Register		Director of Schools Signature/Date Jesse Register	

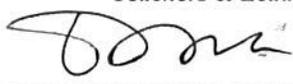
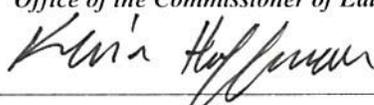
Submit completed application to:

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

AUG. 2. 5 1974

Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION

Teachers & Leaders Recommendation
 Approve Deny (See Comments Below)

<i>Teachers & Leaders Name - Print</i>	<i>Teachers & Leaders Signature/Date</i>
Haliday Douglas	 07.09.14
<i>Office of the Commissioner of Education Name – Print</i>	<i>Office of the Commissioner of Education Signature /Date</i>
	 HK 7/16/14.
<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: 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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