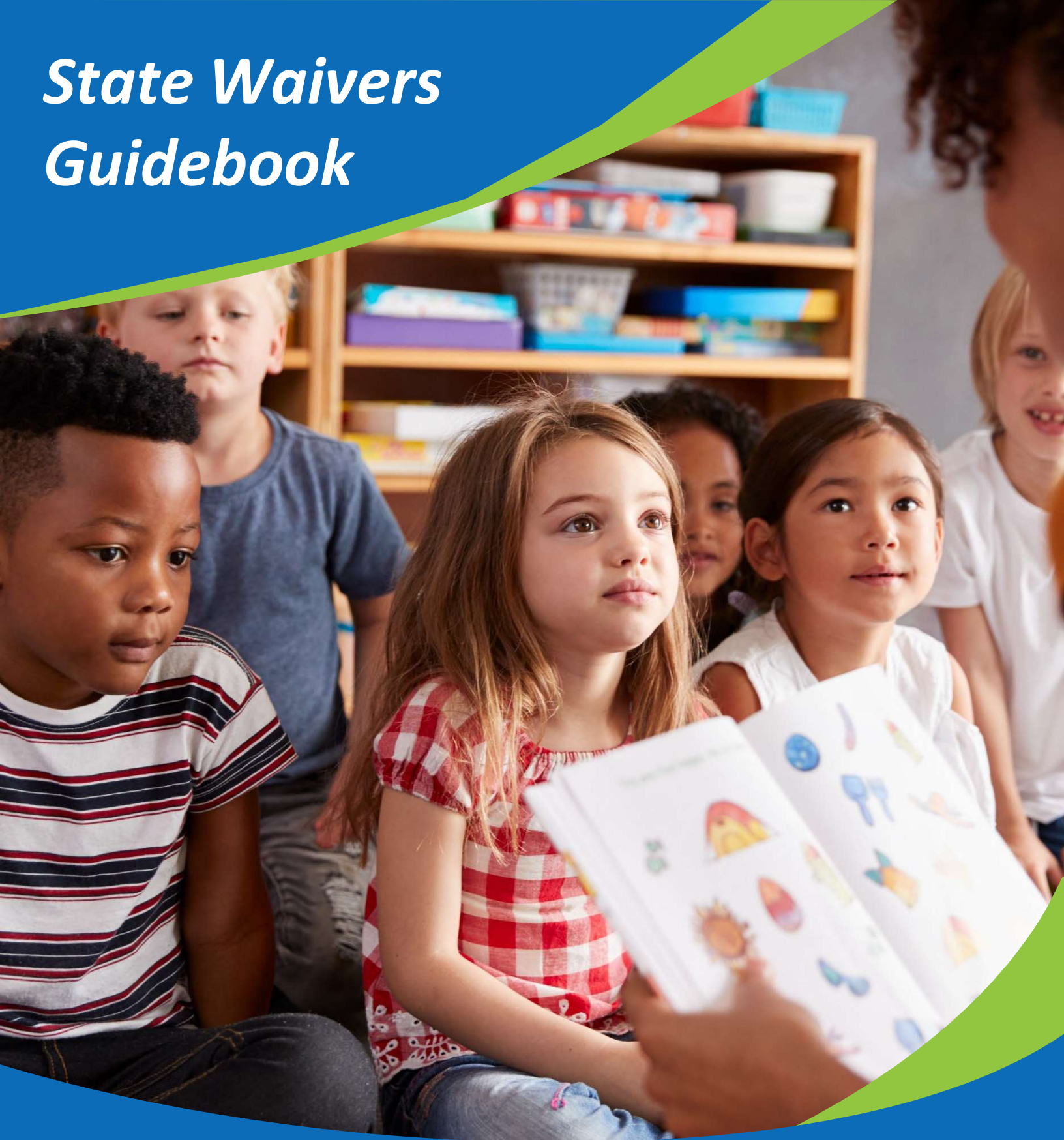


State Waivers Guidebook



*A Guide to State Waivers for
Districts and Charter Schools*

2024-2025

ATTENDANCE WAIVERS

Your district must adopt a school calendar that is in accordance with the program type listed on the chart in the Student Attendance Accounting Handbook (SAAH), Section 3.8. Your district is encouraged to make sure that the adopted calendar includes additional minutes to account for *at least* two bad weather or other missed school days related to health and safety concerns.

If your district or charter school closes school on a scheduled school day, your district or charter school should have enough minutes built into its adopted calendar to make up for any missed minutes or your district's or charter school's FSP funding may be reduced proportionately.

If weather, health, or safety issues cause you to fall short of the required number of minutes/days in accordance with the program type listed on the chart in SAAH, Section 3.8 beyond the additional minutes/days already built into the adopted school calendar for makeup minutes/days, districts and campus officials can request **Attendance Waivers** for excused absences or reduced attendance rates that are the result of inclement weather, health, safety-related, or other issues.

Missed School Day(s) Waiver

Districts or campuses may request a waiver for excused absences if full instructional days are missed due to unanticipated issues related to inclement weather*, health, safety, or other unanticipated situations. (**Unusually cold or hot weather, alone, does not constitute an inclement weather-related issue.*)

If because of unanticipated issues due to weather, health, or safety, your district misses additional instructional days **beyond the two days made up using built in or additional minutes or days**, your school district can apply to the TEA for a missed school day waiver.



Things to Consider:

- No waiver is necessary if the district/charter school has enough minutes in its calendar to accommodate missed school days and still meet the annual operational and instructional minute requirement outlined in Student Attendance Accounting Handbook, Section 3.8.
- The first two full days missed for any reason (weather, health, or safety) **must be made up** using either designated makeup days or additional minutes. See Student Attendance Accounting Handbook, Section 3.8.1.
 - *Days missed for reasons other than weather, health, or safety do not count toward the first two days missed for the purposes of qualifying for a missed school day waiver.*
 - *Missing the equivalent of two full days in minutes due to early releases/late starts or a combination of one full missed school day and early releases/late starts does not constitute missing two full days for the purposes of qualifying for a missed school day waiver.*

- *Texas Education Code §25.081(c) allows a school district to add additional minutes to the end of the district's normal school hours as necessary to compensate for minutes of instruction lost due to school closure caused by disaster, flood, extreme weather conditions, fuel curtailment, or another calamity.*
- *If a charter school is one with campuses that are in different regions of the state, each campus that closed must make up the missed day or days as if all campuses were closed. For a charter school with campuses in different regions of the state, TEA evaluates each campus separately for purposes of determining whether missed days must be made up and whether waivers will be granted.*
- Charter schools applying for a missed school day waiver must submit their applications as soon as possible after the missed school day so that FSP System calendars can be updated and FSP System six-week report submissions are accurate.
- The number of minutes requested for a missed school day waiver must be equivalent to the number of minutes a district/campus would have normally operated on that day. *(If the number of minutes of operation varies by campus on the missed school day for "All Campuses", please report the greatest number of minutes on the date school was missed in the "Number of Minutes per Day." Please note that in PEIMS you will claim the actual number of minutes your district was scheduled to operate on the specific date by campus.)*
- The maximum total number of minutes waived per academic year may not exceed 4,200. The minutes utilized as part of this waiver apply to the 4,200 waiver minutes cap. *(This includes low attendance day, missed school day, staff development, operational and instruction time for school safety training, and any other minute-related waivers.)*
- If a waiver is granted, your district should not include the day exempted as a day of membership or instruction. Treat the day as a non-school day in your district's student attendance accounting system, and do not report the day as a school day in your district's TSDS PEIMS reporting.
- The agency does not grant missed school day waivers for partial days missed.
- The agency does not grant missed school day waivers for instruction missed on a utilized make-up day.
- The agency does not grant missed school day waivers for instruction missed on a day when the district/campus makes the determination to cancel or delay school for a portion of an otherwise scheduled whole day.
- The agency does not grant missed school day waivers for only specific campuses on a day when the entire district is closed.
- The agency does not grant missed school day waivers for individual instructional tracks regardless of physical site location.
- The agency does not grant missed school day waivers on scheduled staff development days.
- The agency does not grant missed school day waivers for UIL activities.

- **Missed School Day Waivers** are due by the end of July for the current school year. See the [State Waivers webpage](#) for specific dates.



Required Information (entered on waiver application):

- LEA Contact (*First Name, Last Name, Phone, Email*)
- Date of Board Approval (*This date should match the date the board approved the waiver per the agenda attached as supporting documentation*)
- Campus(es) impacted (*select "All Campuses" if applying for the entire district*)
- Reason for Missed School Day(s) (*Weather, Health, Safety, or Other*)
- Date of Missed School Day(s)
- Number of Minutes per Day
- Explanation of Reason for Missed School Day(s)



Supporting Documentation (submitted with waiver application):

- Board agenda from meeting at which the waiver application request was approved
- Documentation for the reason for missed school day(s) (*Supporting documentation may be news articles, letter to parents, information shared with the Board or district, social media posts etc. to specify what the weather/health/safety issue was. If any student identifiable information is included, it must be redacted. For further guidance, see question 11 in the [Frequently Asked Questions](#) section.*)
- Information (specific dates and reason) regarding the first 2 days missed for the school year and the days/minutes used to make them up (*this information is required only with the first missed school day waiver request for the school year*)



Resources:

- [Student Attendance Accounting Handbook](#)
 - Section 3.8 Calendar Requirements for Funding
 - Section 3.8.1.2 Missed School Day Waivers
 - Section 3.8.2 Closures for Bad Weather or Other Issues of Health or Safety (*table providing information on what actions to take in certain situations related to school closure*)
- [Texas Education Code §25.081 \(Operation of Schools\)](#)