




## Memorandum

**TO:** Samuel Mijares, Deputy Superintendent for Curriculum & Instruction  
**FROM:** Jose Muñoz Jr, PEIMS Coordinator   
**DATE:** April 6, 2016  
**RE:** Missed Instructional Days Waiver

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Please be advised that our district will be required to apply for a “Missed Instructional Day(s)” waiver for the campus and date below. In order to submit the application our School Board must allow us to request the waiver. This will ensure that the correct number of instructional days taught at each campus is reported through PEIMS in the upcoming PEIMS Summer Submission. It is essential that this waiver be requested and approved in a timely fashion so that neither attendance nor funding is negatively impacted. Once approved by the school board, the application will be submitted electronically via the Texas Education Agency’s online waiver process. Feel free to contact me should you have any questions.

**Campus**

**Missed Instructional Days**

Language Development Center

October 12-15, 2015