

ELEMENTARY CLASS SIZE WAIVER REQUEST FORM

- Variances will be corrected within two weeks of their occurrence.
- To remedy the variance, you must do one of the following:

1. Place new students such that the variance no longer exists;
2. Reassign current students, or
3. Request a wavier. Upon completion of the "Waiver Request Form", please submit copies to Human Resources.

- After formal review of the request, you will receive a copy of the Waiver Request Form indicating whether the waive has been granted or denied.

BUILDING	PRINCIPAL	DATE

- Please complete the following:

1. Date variance occurred: _____
2. Affected grades: _____

ALL AFFECTED GRADE LEVEL TEACHER NAMES	ALL AFFECTED GRADE LEVEL TEACHER NAMES

3. Have new students been placed in smallest classroom at this grade level?

YES ☐

NO ☐

If no, please explain:

4. Student count in affected grade level (includes mainstreamed special education students) on: _____

Date

TEACHER NAME	NUMBER OF STUDENTS	TEACHER NAME	NUMBER OF STUDENTS

5. Do you expect additional special education students to be added to this grade level?

YES ☐ If yes, explain how many and which classrooms:

NO ☐

6. Narrative (additional comments, if necessary)

Principal Signature: _____ KEA AR _____
KEA AR _____

*If more than one building AR, all must sign.

I agree to the request for waiver:

ALL AFFECTED GRADE LEVEL TEACHERS' SIGNATURES	YES	NO
1.		
2.		
3.		
4.		
5.		
6.		
PRINCIPAL'S SIGNATURE	YES	NO

REQUEST: GRANTED ☒

DENIED ☐

DATE:

***If request for waiver is denied, please see options 1 and 2 on the first page for next steps.**

Sheila Dorsey-Smith
Assistant Superintendent of Human Resources

Heather Reid
K.E.A President