

Tennessee Department of Education  
Employment Standards Waiver Application

RECEIVED  
7/22/2016

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

Section 1 - General Information

Last Name (First, Middle, Last): Leslie		First Name Krystal		Middle Initial D
[Redacted]		TN License#: 000 167370	Expiration Date: 8/31/17	
Certificate Type(s): Apprentice 22		Current Endorsement(s) Held 421, 422, 425		RECEIVED AUG 15 2016 Educator Licensing
System Name: Clay County Schools		System #: 140		
School Name: Clay County High School		School #: 0012		
School Year: 2016 - 2017		Date Educator Placed in Waiver Position: 8/4/15		
Grade(s) and Course Code(s) of Waiver Position to be Filled: 9108, 9109, 9408		Endorsement(s) Needed for the Waiver Position: 460 SPECIAL Educ: Modified K-12		
Year of Waiver Request: (Check One) <input type="checkbox"/> 1 <sup>st</sup> Year <input checked="" type="checkbox"/> 2 <sup>nd</sup> Year (passed tests and/or enrolled in program, required) <input type="checkbox"/> 3 <sup>rd</sup> Year (all tests passed and evidence of progress in coursework, required)				

Section 2 - Recruiting and Staffing Information

Each of the following criteria must be met. Please check each box affirming that each statement is true:

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

Section 3 - Plans to Obtain Proper Endorsement

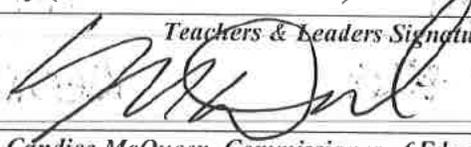
Is applicant registered to take appropriate Praxis test(s): (Check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Praxis registration date: 9/9/2016
Has applicant taken and passed appropriate Praxis test(s): (Check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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: TTU	Number of program hours COMPLETED: 0

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 Krystal Leslie		Educator Signature/Date Krystal Leslie	
Human Resources Contact - Print Debbie Eads	Human Resources Contact - Email eadsd@clayedu.com	Human Resources Signature/Date Debbie Eads 7/20/2016	

Director of Schools Name - Print <i>Matt Eldridge</i>	Director of Schools Signature/Date <i>Matt Eldridge 7-21-16</i>
--	--

**Section 4 – TO BE COMPLETED BY DEPARTMENT OF EDUCATION**

<b>Teachers &amp; Leaders Recommendation</b> <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny (See Comments Below)	
Teachers & Leaders Name - Print <i>Michael I Denislein</i>	Teachers & Leaders Signature/Date  9/2/16
Candice McQueen, Commissioner of Education <del>Signature</del>	Candice McQueen, Commissioner of Education Signature /Date <i>Candice McQueen</i> 9/20/16
Additional Comments loose right y...	

**Employment Standards Waiver Application  
Frequently Asked Questions**

RECEIVED  
JUL 25 2016  
Educator Licensing

- 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:** Where do I locate the Subject and Course Code(s) assignment?  
**Answer:** The information can be found in the Correlations of Course & Endorsement Codes Document.  
<http://www.tn.gov/education/districts/correlations.shtml>
- 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, 12<sup>th</sup> 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](mailto: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.

**Submit completed application to:**  
 Tennessee Dept. of Education, Office of Educator Licensing 12<sup>th</sup> floor, 710 James Robertson Pkwy, Nashville TN 37243-0376