

Request for Faculty Waiver

ACSI Accreditation Standard 4 – Personnel requires that all K–12 school administrators and teachers must hold at least a bachelor’s degree from a college that is an accredited or recognized institution. This form is used to request a waiver of this requirement and for individual teachers with unique circumstances. Teachers granted waivers must be included in the school’s certification report under the section titled “Waivers.”

The ACSI accredited school must complete a separate form for each nondegreed teacher, full- or part-time. The completed request for waiver must be sent with a copy of the completed *Permanent Faculty Waiver Professional Growth Plan* (one-time submission) or *Temporary Faculty Waiver Action Plan/Progress Report* (submitted annually) to the ACSI Regional Office. A waiver only applies for the position listed. If the teacher changes positions, a new request for waiver must be submitted.

ACSI Office Use Only

Action Taken: _____
Justification: _____
Date Reviewed: _____
Reviewed By: _____
Notification Sent: _____

EMPLOYEE INFORMATION

Mr. Mrs. Miss: _____ First Name: _____ M.I.: _____ Last Name: _____ Year first hired to be a teacher: _____

Teaching Status and Assignment (Check all that apply.): Full Time Part Time How many teaching hours per week? _____

Elementary (Grades K5–6) Classroom Teacher Grade level(s)? _____

Specialist Area of specialty (e.g., music, PE, art)? _____

Secondary (Grades 7–12) Which subject area(s)? _____

Has the employee’s teaching position changed since first employed? YES NO If YES, please explain the changes.

Please describe the qualifications this teacher has for the position.

SCHOOL INFORMATION

School Name: _____ Date of Application: _____

School Address: _____

School City: _____ State: _____ Zip: _____

School Administrator: _____ Phone: _____ E-mail: _____

Does the school have a policy of hiring only degreed personnel? YES NO

CONDITIONS OF WAIVER

In order for the waiver to be approved, ONE of the following plans must be in place:

Permanent Waivers may be granted if the faculty member has appropriate experience, in-field qualifications or credentials, but **is unable or highly unlikely to** complete the needed training to qualify for certification as a teacher within a reasonable period of time. (An example might be for a professional photographer who teaches one or two classes and only has an Associate of Arts degree.) A teacher with a permanent waiver must be involved in an appropriate professional development plan. Waivers must not make up more than ten percent (10% FTE) of the faculty. A school may receive a permanent waiver if it offers concurrent credit coursework with visiting/adjunct professors from a college or university.

Temporary Waivers may be granted if the faculty member **is able** to complete the appropriate qualifications for the certification necessary for the position they are filling within a reasonable period of time. (An example: a teacher was hired to fill a position on an emergency basis, the school wants to retain him or her, yet he or she does not have a bachelor’s degree. The school would request a waiver for one to two years while the teacher completes the bachelor’s degree.) A teacher with a temporary waiver must be involved in an action plan to move toward certification and report on progress annually. Waivers must not make up more than ten percent (10% FTE) of the faculty.

Please complete the appropriate section on the following page, and attach the teacher’s weekly schedule, indicating all subjects and grade level taught.

All faculty must complete the Christian Philosophy of Education by the end of their second year of employment.

Permanent Waiver: No further formal education required

Number of college units/degree/certificate completed to date? _____

What are the circumstances that have prevented this teacher from completing a bachelor's degree or becoming certified for K-12?

Describe the plan of professional growth to be followed to ensure this teacher's ongoing success in fulfilling his/her teaching assignment (courses/workshops, conventions/conferences, supervision and evaluation, etc.). **Attach the Permanent Faculty Waiver Professional Growth Plan** and the teacher's weekly schedule, including all subjects and grade levels taught.

Has the individual completed the *Christian Philosophy of Education*? YES NO Date completed or projected completion? _____

Temporary Waiver: Includes degree completion

Number of college credits completed to date _____

Number of college credits needed to complete a bachelor's degree? _____ Major: _____

Through which college or university will the coursework be taken? _____

What is the projected date for receiving the bachelor's degree? _____

Has the individual completed the *Christian Philosophy of Education*? YES NO Date completed or projected completion? _____

Attach a *Temporary Faculty Waiver Action Plan/Progress Report* and teacher's weekly schedule, indicating all subjects and grade levels taught.

I acknowledge by signing below that the information provided above and attached is an accurate representation of my teaching responsibilities. I also commit to completing the plan that has been outlined above as a condition of employment at the school.

Teacher: _____ Date: _____ Administrator: _____ Date: _____

Teacher's e-mail: _____ Administrator's e-mail: _____