



**Veda Hudge, Director**  
**Donna Boruch, School Improvement Coordinator**

*NEW WAIVER*

Standard Operating  
Procedural Manual

Broward County Public Schools



## SECTION 2: WAIVER PROCESS TIMELINE

October	Schools notified of process & directions  School Principals and School Advisory Council (SAC) Chairs currently implementing final year of prior school board approved waiver reminded to follow process for New Waivers in order to renew Waiver
November 14	Schools submits New Waiver Intent Form to Instructional Facilitator assigned to their Cadre Director
December	Schools notified of support/non---support to proceed with New Waiver Process  <input type="checkbox"/> <b>New Waiver Power Point</b> can be viewed by Principal, SAC Chair, SAC Committee and other stakeholders at: <a href="http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=5">http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=5</a>
December – February	New Waiver Applications Developed <input type="checkbox"/> SAC Develops New Waiver Request <input type="checkbox"/> Conduct Community Meeting(s) <input type="checkbox"/> SAC approves Waiver Request <input type="checkbox"/> Faculty Votes on Waiver Request <input type="checkbox"/> Online Waiver Request Forms Completed
February 9	New Waiver Applications submitted to SAC Documentation Upload Center (where SAC Agenda/Minutes are submitted)  <input type="checkbox"/> School---based signatures <input type="checkbox"/> Completed Waiver Checklist <input type="checkbox"/> SAC Waiver Documentation Form <input type="checkbox"/> All other required documentation
February 16-24	Office of Service Quality reviews Waiver Application & Documentation
March	Schools with pre-approved Waivers not expiring the current year begin the Continuation Waiver process documentation due submitted to the SAC Documentation Upload Center (where SAC Agenda/Minutes are submitted)

**Continuation Waiver Powerpoint** ([http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative\\_id=5](http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=5)) can be viewed for schools with prior school board approved waivers currently

- or 4 of implementation and that do not expire this school year
- Schools with Continuation Waivers: Review annual data for current waivers
- Conduct faculty vote to continue or discontinue existing waiver(s)
- Prepare Continuation Waiver Form with Continuation Waiver Checklist for submission to SAC Documentation Upload Center

March

New Waiver Applications reviewed by District Committee

New Waiver Applications reviewed by respective Principal level Cabinet Committees

New Waiver Applications reviewed by Chief Officer of School Performance and Accountability

April

Board Item for New Waiver Applications prepared and presented to District's Agenda Preparation Group (APG) for discussion prior to School Board Meeting

May

New Waiver Applications submitted to School Board for approval

May

Schools are notified of School Board Action

May 14

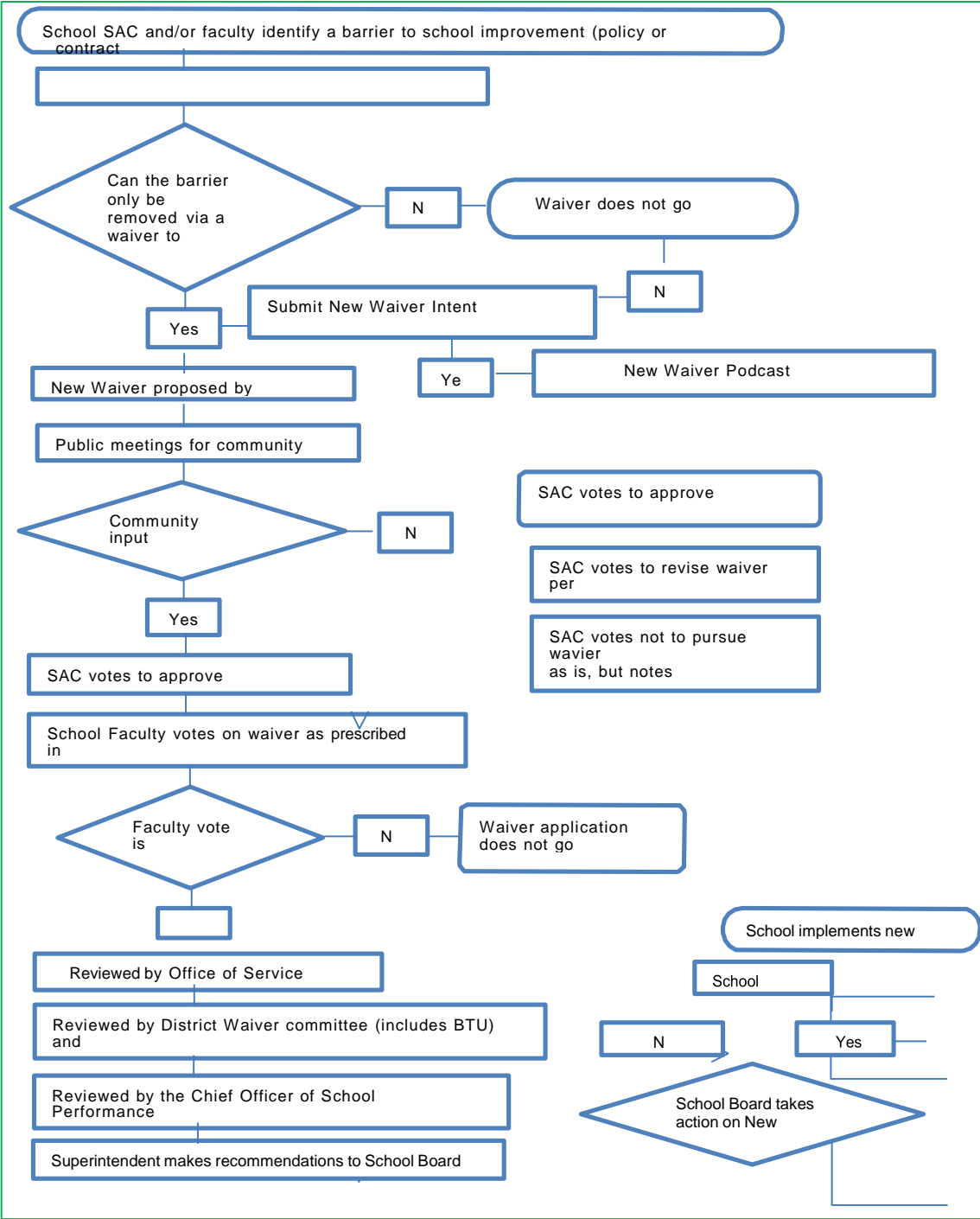
Renewal of Continuation Waivers Due:

- Schools review annual data for current waivers
- Conduct faculty vote to continue or discontinue existing waiver(s)
- Submit Continuation Waiver Form with Continuation Waiver Checklist to Donna Boruch, Coordinator of School od School Improvement

May

Schools finalize plans to implement new and continuing waivers for 2015-2016 school year

**SECTION 3: NEW WAIVER PROCESS FLOWCHART**





## **SECTION 4: WAIVERS PROCESS & FORMS**

Florida Statute 1001.42 and School Board Policy #1403 provides opportunities for schools to waive District policy or contract items that may impede progress of the School Improvement Plan activities. The waiver process has two components: (1) new waivers and (2) continuation waivers. All waivers must support the accomplishment of improved performance outcomes. Policy #1403 also outlines the requirements for developing a waiver.

Waivers may be approved for up to five years. Schools must follow the voting procedures outlined in the Broward Teacher's Union contract, Article 15.

### ***New Waiver Podcast***

A podcast is available for the Principal, SAC Chair, SAC Committee and other stakeholders to view online at [http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative\\_id=5](http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=5). The podcast is approximately 10 minutes and provides general discussion and guidelines about waivers and the waivers process.

Viewing of the New Waiver Podcast is most appropriate before the submission of the New Waiver Intent Form.

### ***New Waiver Intent Form***

The School Advisory Council Chairperson and the Principal may complete, sign, scan and submit a New Waiver Intent to Apply Form by the deadline noted in the timeline. Submissions are to be by email to the Instructional Facilitator assigned to your Cadre Director.

District support of a New Waiver Intent Form permits the school to begin and/or continue conversations with the SAC about applying for a waiver.

Signatures are required on the New Waiver Intent Form. Typed signatures will not be accepted.

See Waiver Intent Form Template on the next Page.





**NEW WAIVER INTENT TO APPLY FORM**

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Policy or Contract Article to be waived:** \_\_\_\_\_

**Brief description of Waiver Request:**

\_\_\_\_\_  
\_\_\_\_\_

**Rationale for Waiver:**

\_\_\_\_\_  
\_\_\_\_\_

**Submitted by:**

Principal's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

SAC Chairperson: \_\_\_\_\_ Signature: \_\_\_\_\_

-----*Information Below Completed by District*-----

Proposal supported to continue with process: \_\_\_\_\_

Proposal not supported to move forward: \_\_\_\_\_

Date: \_\_\_\_\_

If the New Waiver Intent Form is returned and supported to continue with the

process, the school can move forward with the New Waiver Process.

## ***New Waiver Application for All Waivers (Except Professional Study Days)***

(See next section for Professional Study Days Waiver Application)

1. Log on to to <http://www.broward.k12.fl.us/ospa/ospa-central2/>
2. Click on School Improvement Plan
3. Go to Best Practice # 4 and Click Waivers
4. Click School Waivers Login
5. Click: Click here for new Waiver Application2013 and After
6. Enter your username and password as directed on screen

## **Broward County Public Schools Waiver Application**

The Username for ALL Schools is "School". The Password is your School's SIP Password.

**Invalid Username/Password**

Username:

Password:

7. Click Create Waiver

Note:

- If your school is applying for a Professional Study Days waiver proceed directly to the next section. The remaining steps in this section are for all waivers except that for Professional Study Days.

8. Waiver application opens, complete the sections as appropriate and required.

## Broward County Public Schools New Waiver Application



*Broward County Schools is the largest fully accredited school district in the United States*

School Improvement Waivers are designed to remove barriers to school improvement that have been found in state statute, school board policy, or collective bargaining contract (see School Board Policy #1403). Waivers must be based on sound educational research and evaluation, must be budget neutral to the district must be supported by stakeholders in the local school community, and must be approved by 66.67% of the faculty. Waivers may be approved for up to five years by the School Board, but the faculty must approve the waiver each year. Waivers must be equitable for all students in a particular student group.

School Name:

Board Policy/Contract Article:

Board Approved: TBA

### Note

- The Board Approved part says TBA, this will be completed by the District upon approval by the School Board.

9. Complete the sections I--- V.

Years Approved: 5 Years

Target Area:

Waiver Status:

Initial Year of Implementation:

District's Strategic Alignment Plan:

Accreditation Standard Alignment:

I. **Deerfield Beach Elementary** is requesting a waiver for **Select Target Area** for a period of 5 years. **Deerfield Beach Elementary** will analyze the data and present them to SAC.

II. This waiver proposal was presented, reviewed, and endorsed by all stakeholders of the local school community at meetings on:

Community Meeting 1:

Community Meeting 2:

Community Meeting 3:

III. The School Advisory Council voted on the **Select Target Area** Waiver by  (minimum of 51%) on .

IV. The Faculty voted on the implementation of **Select Target Area** by  (minimum of 66 2/3%) on , according to the voting guidelines in the Broward Teachers Union Contract, Article 15.

V. Write the exact language of the school board policy or contract article that the proposed waiver will supersede.

## Notes:

- The Years approved is defaulted to 5 years, the maximum amount permitted by school board policy. If your school desires that a waiver application be for less than 5 years, contact the Instructional Facilitator assigned to your Cadre Director.
- For additional information on the District's Strategic Plan to select the appropriate response for the District's Strategic Plan Alignment visit the Strategic Plan Goal 1 (High---Quality Instruction) at [www.browardschools.com/About---Us/Strategic---Plan/Goals](http://www.browardschools.com/About---Us/Strategic---Plan/Goals).
- For additional information on Accreditation to select the appropriate Accreditation Standard Alignment response go to: [www.broward.k12.fl.us/schoolimprove](http://www.broward.k12.fl.us/schoolimprove)  
Click Accreditation  
Click the link next to 'Visit our Accreditation website at'

Click the each link under Standard Links

- Section II
  - Community Meetings 1 and 3 are SAC Meetings
  - Community Meeting 2 is a general community meeting for additional input.
  - Community Meeting 2 may occur before the Community Meeting 3 SAC Meeting on the same night
  - See the New Waiver Process Flowchart and Waiver Checklist for additional information
  
- Section IV
  - The faculty vote asks the BTU instructional collective bargaining unit members if they support the waiver for the school.
    - Yes/No are the options
    - 66 2/3 must respond yes to pass
    - BTU instructional collective bargaining unit members includes anyone that is on a teacher's contract
  - The faculty must pass the waiver with a 66 2/3 vote
  - SBBC Policy calls for all faculty to vote, if a faculty member does not vote it counts as a 'no vote'
  - See School Board Policy 1403 (<http://www.broward.k12.fl.us/sbbcpolicies/docs/P1403.000.pdf>), School Board Policy 1403 Guidelines (<http://www.broward.k12.fl.us/sbbcpolicies/docs/P1403---A.pdf>) and Broward Teachers Union Contract Article 15 ([http://www.broward.k12.fl.us/employeerelations/BTU\\_PDFs\\_for\\_Website/ARTICLE15\\_BTU.pdf](http://www.broward.k12.fl.us/employeerelations/BTU_PDFs_for_Website/ARTICLE15_BTU.pdf)) for procedural and additional information on faculty voting for waivers

## 9. Complete sections VI – X.

VI. State the waiver: change, delete, or add to the policy or contract so as to fulfill the requirements of the proposed waiver.

VII. State the rationale for the proposed waiver. How will the proposed waiver support school improvement? Give background information, history of barrier, etc.

VIII. Recognizing that one strategy alone does not affect school-wide achievement, identify and explain the baseline data for the proposed waiver.

IX. What reliable research studies, proven strategies, best practices, or similar programs support the probable success of the proposed waiver?

X. **Deerfield Beach Elementary** will evaluate the effectiveness of the waiver each year. Include current data in alignment to the baseline data to measure the impact of the waiver.

## 10. Complete sections 11 – 12.

X. **Deerfield Beach Elementary** will evaluate the effectiveness of the waiver each year. Include current data in alignment to the baseline data to measure the impact of the waiver.

XI. We confirm that the **Select Target Area** was implemented as described above:

Principal:  Date:  Signature: \_\_\_\_\_

SAC Chairperson:  Date:  Signature: \_\_\_\_\_

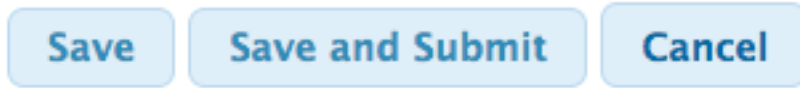
XII. This waiver has been reviewed by:

Broward Teacher's Union Rep:  Date:  Signature: \_\_\_\_\_

## 11. Click Save or Save and Submit

- Click Save to save application and return to it to continuing working in the future.
- Click Save and Submit to submit application to District for review

- As noted once Save and Submit is selected the Waiver will be locked from further editing.



**Note: Waiver will be locked when clicking Submit**

Notes:

- This waiver application, with original signature, is to be kept on file at the school and made available to District personnel upon request.
- A scanned version of the completed waiver application, with signature, and all other required documents are to be uploaded to the SAC Documentation Upload Center (see SAC Documentation Upload Center section) by the deadline noted in the timeline.
  - Filename formula is to be:  
SchoolName\_GradeLevel\_PSD\_WaiverNumber\_Date.pdf,  
ex. *Abc\_ES\_PSD\_1\_02082013.pdf*

***New Waiver Application Professional Study Days***

1. Go to [www.broward.k12.fl.us/schoolimprove](http://www.broward.k12.fl.us/schoolimprove)
2. Click Waivers
3. Click School Waivers Login
4. Click: Click here for new Waiver Application2013 and After
5. Enter your username and password as directed on screen

# Broward County Public Schools Waiver Application

The Username for ALL Schools is "School". The Password is your School's SIP Password.

Invalid Username/Password

Username:

Password:

[Log In](#)

6. Click Create Waiver for all new Waivers except for Professional Study Days

[Create Waiver for PSD](#)



7. Waiver application opens, complete all sections as appropriate and required

## Broward County Public Schools Waiver for Professional Study Days



*Broward County Schools is the largest fully accredited school district in the United States*

School Improvement Waivers are designed to remove barriers to school improvement that have been found in state statute, school board policy, or collective bargaining contract (see School Board Policy #1403). Waivers must be based on sound educational research and evaluation, must be budget neutral to the district, must be supported by stakeholders in the local school community, and must be approved by 66.67% of the faculty. Waivers may be approved for up to five years by the School Board, but the faculty must approve the waiver each year. Waivers must be equitable for all students in a particular student group.

School Name:	Northeast High
Board Policy/Contract Article:	
Board Approved:	TBA
Years Approved:	5 Years
Target Area:	Professional Study Days
Waiver Status:	New
Initial Year of Implementation:	2014 - 2015
District's Strategic Alignment Plan:	Select One
Accreditation Standard Alignment:	Select One

### Note:

- The Board Approved part says TBA, this will be completed by the District upon approval by the School Board.
- The Years approved is defaulted to 5 years, the maximum amount permitted by school board policy. If your school desires that a waiver application be for less than 5 years, contact the Instructional Facilitator assigned to your Cadre Director.
- For additional information on the District's Strategic Plan to select the appropriate response for the District's Strategic Plan Alignment visit the Strategic Plan Goal 1 (High---Quality Instruction) at [www.browardschools.com/About---Us/Strategic---Plan/Goals](http://www.browardschools.com/About---Us/Strategic---Plan/Goals).

- For additional information on Accreditation to select the appropriate Accreditation Standard Alignment response go to:

[www.broward.k12.fl.us/schoolimprove](http://www.broward.k12.fl.us/schoolimprove)

Click Accreditation

Click the link next to 'Visit our Accreditation website at'

Click the each link under Standard Links

## 8. Complete sections I--- VIII

I. Northeast High is requesting a waiver for Professional Study Days for a period of 5 years. Northeast High will analyze the data and present them SAC. Also, the school will analyze the data each year to determine whether to continue the waiver as is, adjust the number of days requested, or discontinue the waiver.

II. Northeast High is requesting  Professional Study Days per school year for the next 5 years.

III. Check the boxes for the Professional Study Day dates approved by your SAC and faculty members

2015-2016

Day 1 ()

Day 2 ()

Day 3 ()

Day 4 ()

Day 5 ()

Day 6 ()

Day 7 ()

Day 8 ()

IV. This waiver proposal was presented, reviewed, and endorsed by all stakeholders of the local school community at meetings on:

Community Meeting 1:

Community Meeting 2:

Community Meeting 3:

V. The School Advisory Council voted on the Professional Study Days Waiver by  (minimum of 51%) on .

VI. The Faculty voted on the implementation of Professional Study Days by  (minimum of 66 2/3%) on , according to the voting guidelines in the Broward Teachers Union Contract, Article 15.

VII. Write the exact language of the school board policy or contract article that the proposed waiver will supersede.

VIII. State the waiver: change, delete, or add to the policy or contract so as to fulfill the requirements of the proposed waiver.

## Notes:

### □ Section III

- SAC can offer the faculty options for the number of Professional Study Days.
- It is recommended that no more than 2 options of number of Professional Study Days be presented to the faculty to assure that one of the dates received a 51% majority vote
- This section can be completed after the faculty vote determines the number of days
  - The actual dates will be determined as approved by the School Board; this traditionally occurs after the school---based part of the waiver process has concluded so the schools are simply identifying Day 1 through Day 8 not to exceed the number of days approved by the SAC and faculty
    - Day 1 – Day 8 are the 8 days approved by the School Board. A school with 4 professional study days does not need to document days 1---4, they could document days 1, 3, 5 and 7 or any other combination as recommended by SAC and approved by the Principal
  - Once the number of days are selected the SAC can recommend to the Principal the actual days for Professional Study Days

### □ Section IV

- Community Meetings 1 and 3 are SAC Meetings
- Community Meeting 2 is a general community meeting for additional input.
- Community Meeting 2 may occur before the Community Meeting 3 SAC Meeting on the same night
- See the New Waiver Process Flowchart and Waiver Checklist for additional information

### □ Section VI

- For Professional Study Days the faculty vote ballot has 2 parts asking BTU instructional collective bargaining unit

members

- Part I: Does the faculty want professional study days?
  - Yes/No are the options
  - 66 2/3 must say yes to pass (see below for more information)
  - BTU instructional collective bargaining unit members includes anyone that is on a teacher's contract
- Part II: If Part I passes, how many Professional Study Days does the school want?
  - See notes for Section III above for information on options
  - 51% of votes cast required to pass Part II (this is different from the 66 2/3 votes of all collective bargaining unit members required to pass (see below for more information on 66 2/3 vote to pass)
- It is appropriate for a faculty member that votes 'No' for section 1 to cast a vote in section 2. The faculty member is thus saying they do not support the school have Professional Study Days, but if it does pass they want X number of days.
- The faculty must pass the waiver with a 66 2/3 vote
  - SBBC Policy calls for all faculty to vote, if a faculty member does not vote it counts as a 'no vote'
- See School Board Policy 1403 (<http://www.broward.k12.fl.us/sbbcpolicies/docs/P1403.000.pdf>), School Board Policy 1403 Guidelines (<http://www.broward.k12.fl.us/sbbcpolicies/docs/P1403---A.pdf>) and Broward Teachers Union Contract Article 15 ([http://www.broward.k12.fl.us/employeerelations/BTU\\_PDFs\\_for\\_Website/ARTICLE15\\_BTU.pdf](http://www.broward.k12.fl.us/employeerelations/BTU_PDFs_for_Website/ARTICLE15_BTU.pdf)) for procedural and additional information on faculty voting for waivers

9. Complete sections IX – XV

IX. State the rationale for the proposed waiver. How will the proposed waiver support school improvement? Give background information, history of barrier, etc.

X. Recognizing that one strategy alone does not affect school-wide achievement, identify and explain the baseline data for the proposed waiver.

XI. What reliable research studies, proven strategies, best practices, or similar programs support the probable success of the proposed waiver?

XII. **Northeast High** will evaluate the effectiveness of the waiver each year. Include current data in alignment to the baseline data to measure the impact of the waiver.

XIII. Talent Development has a Professional Learning Community Design that includes Professional Study Days for Professional Learning Credits (formerly called Inservice Points). **Northeast High** agrees to meet the requirements of successfully completing the Professional Learning Communities Database as directed by Talent Development.

XIV. We confirm that the Professional Study Days was implemented as described above:

Principal:  Date:  Signature: \_\_\_\_\_

SAC Chairperson:  Date:  Signature: \_\_\_\_\_

XV. This waiver has been reviewed by:

Broward Teacher's Union Rep:  Date:  Signature: \_\_\_\_\_

## 11. Click Save or Save and Submit

- Click Save to save application and return to it to continuing working in the future.
- Click Save and Submit to submit application to District for review
  - As noted once Save and Submit is selected the Waiver will be locked from further editing.

Save

Save and Submit

Cancel

**Note: Waiver will be locked when clicking Submit**

Notes:

- This waiver application, with original signature, is to be kept on file at the school and made available to District personnel upon request.
- A scanned version of the completed waiver application, with signature, and all other required documents are to be uploaded to the SAC Documentation Upload Center (see SAC Documentation Upload Center section) by the deadline noted in the timeline.
  - Filename formula is to be:  
SchoolName\_GradeLevel\_PSD\_WaiverNumber\_Date.pdf,  
ex. *Abc\_ES\_PSD\_1\_02082013.pdf*

***New Waiver Request Checklist***

Action	Action Required by Statute, Policy or Contract	Documentation	Documentation Submitted	
			Yes	No
Identify barrier that will be overcome through waiver process.	No			
View New Waiver Process Podcast		record of viewers verified		
Submit Waiver Intent Form	Follow steps on waiver flowchart and timeline			
Review similar waivers on School Improvement				

Action	Action Required by Statute, Policy or Contract	Documentation	Documentation Submitted	
			Yes	No
Website at: <a href="http://www.broward.k12.fl.us/schoolimprove">www.broward.k12.fl.us/schoolimprove</a>				
SAC discusses need for waiver and develops waiver request using online waiver template.  Contact Research Services Dept. to review rationale and evaluation plan.	No	SAC members sign-in Sheet (use sign-in sheet provided with online SAC Composition Form)		
		Sign-in sheet for guests at meeting (use sign-in sheet provided with online SAC Composition Form)		
		Document date, time and location of SAC meeting		
		SAC Meeting minutes		

Action	Action Required by Statute, Policy or Contract	Documentation	Documentation Submitted	
			Yes	No
Schedule and advertise open community meeting to review waiver	Yes	Copy of flyer(s) or other methods of advertising meeting(s)-- include date of notice		

<b>Action</b>	<b>Action Required by Statute, Policy or Contract</b>	<b>Documentation</b>	<b>Documentation Submitted</b>	
			<b>Yes</b>	<b>No</b>
request (This is not a SAC or SAF meeting.) Policy requires at least one community meeting, which should be scheduled at a time and place to encourage parent/community attendance.		Document date, time and location of community meeting(s)		
		Community members sign-in Sheet(s) indicating the role of each person (i.e., parent, teacher, community member)		
		SAC sign-in sheet, documenting attendance of Principal and SAC Chair or designee at the community meeting(s)		
		Minutes from community meeting(s) documenting discussion and community recommendations		

<b>Action</b>	<b>Action Required by Statute, Policy or Contract</b>	<b>Documentation</b>	<b>Documentation Submitted</b>	
			<b>Yes</b>	<b>No</b>
SAC advertises SAC meeting with item on agenda to vote on waiver request.	Yes	Copy of flyer or other method of advertising meeting (include date of notice)		



Action	Action Required by Statute, Policy or Contract	Documentation	Documentation Submitted	
			Yes	No
<p>SAC must vote to endorse waiver as presented to community, revise waiver per community input, or to not pursue the waiver.</p> <p>(See new waiver flowchart on School Improvement website)</p>		Copy of SAC meeting agenda		
		Document date, time and location of SAC meeting		
		SAC members sign-in Sheet (use official SAC Composition Form sign-in sheet)		
		Sign-in sheet for guests at meeting		
		SAC Meeting minutes		
<p>Present waiver in writing to faculty at least 3 days prior to faculty vote.</p> <p>Announce date for faculty vote not less than 24 hours prior to election day</p>	Yes	Document date, time and location of faculty meeting.		

Action	Action Required by Statute, Policy or Contract	Documentation	Documentation Submitted	
			Yes	No
<p>Conduct Faculty Vote through a secret ballot conducted by a bargaining unit representative who shall be responsible for securing ballots during voting.</p> <p>Principal and BTU representative shall be official observers of election and ballot counting</p>	<p>Yes</p> <p>(Article 15 BTU Contract)</p>	<p>Sign-in sheet showing faculty members that voted-- use list of eligible voters and have faculty initial by name</p> <p>Document results of vote, showing percent of faculty voting for and against waiver (to pass 66 2/3 % of eligible voters must vote "yes" to approve waiver request)</p>		
<p>Submit completed Waiver Request (<a href="http://www.broward.k12.fl.us/schoolimprove/school_staff_login.asp">http://www.broward.k12.fl.us/schoolimprove/school_staff_login.asp</a>) by deadline noted in timeline</p>	<p>Yes</p>	<p>Copy of Waiver Request with school based signatures.</p>		
	<p>No</p>	<p>Copy of completed SAC documentation form</p>		
		<p>Copy of all required back-up documentation</p>		

## ***School Advisory Council (SAC) Documentation for Waiver Requests***

Submit this form with the Waiver Request to document SAC and community involvement in the development of the SIP.

School Name: \_\_\_\_\_

1) **State the waiver being requested:** \_\_\_\_\_

\_\_\_\_\_

2) **This waiver proposal was presented to the community stakeholders of the local school community at meetings on:**

<b>How and when was meeting advertised?</b>		<b>Date, time and location of Community Meeting(s)</b>		
<i>How was each meeting advertised?</i>	<i>Date of notice</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>

3) **Attach a copy of the sign-in sheet showing the Principal and SAC Chair (or designee) in attendance for each of the public/community meetings.**

4) **Attach a copy of the sign-in sheet showing Community members in attendance at the public/community meetings.**

5) **Attach the minutes for each of the public/community meetings as well as the SAC meetings when the waiver was discussed.**

## ***Submitting Waiver Documents to the SAC Documentation Upload Program***

This program will be used to upload documentation for Waiver applications. Submitted documentation is on scanned file to include:

- Waiver application
- All documentation noted in the New Waiver Checklist
- SAC Documentation for Waiver Requests Form

### ***Uploading Required Waiver Documentation***

1. Go to: <http://www.broward.k12.fl.us/ospa/ospa-central2/>
2. Click on to School Improvement Plan
3. Go to Best Practice #3 and click on SAC Upload Center
4. Click link SAC Documentation Upload
5. Click Waiver Application Documentation and upload File



