

2017-2018
**Bilingual Education
Exception and/or ESL
Waiver Application
Process**



TOPICS TO BE COVERED

- What are Bilingual Education Exceptions?
- What are English as a Second Language (ESL) Waivers?
- How do school districts/charter schools request a Bilingual Education Exception and/or an ESL Waiver?
- What information is needed to complete a Bilingual Education Exception and/or an ESL waiver?
- How do school districts/charter schools submit the application?
- Approval of Bilingual Exceptions and or ESL Waivers



BILINGUAL EDUCATION PROGRAMS

Does your district have **20** or more English language learners in any language classification in the the same grade level district-wide?

If yes, then your district should be implementing a Bilingual Education Program in PK through the elementary grades, using any of the four bilingual education program models:

- ❖ Transitional bilingual/early exit
- ❖ Transitional bilingual/late exit
- ❖ Dual Language Immersion One-Way
- ❖ Dual Language Immersion Two-Way

Elementary grades shall include at least prekindergarten through Grade 5; sixth grade shall be included when clustered with elementary grades.



ENGLISH AS A SECOND LANGUAGE PROGRAMS

All English language learners for whom a school district is not required to offer a bilingual education program shall be provided an English as second language program, regardless of the number of such students using any of the two ESL program models:

- ❖ ESL/Content-Based Program Model
- ❖ ESL/Pull-Out Program Model



BILINGUAL EDUCATION EXCEPTIONS

A school district that is unable to provide a bilingual education program as required by §89.1205(a) shall request from the commissioner of education an **exception** to the bilingual education program and the approval of an alternative program.



BILINGUAL EDUCATION EXCEPTIONS

Do districts need to request a bilingual education exception if the teachers have already taken the exam to be bilingual certified and are just waiting on the results?

Yes or No?

Answer: Yes

Do districts need to request a bilingual education exception if the teachers have already passed the exam but have not added the new certification to their existing certificate?

Yes or No?

Answer: Yes



Bilingual Education Exceptions

Do districts need to include teachers that are on a special permit through the State Board for Educator Certification (SBEC) on the total count of teachers under a bilingual education exception?

Yes or No?

Answer: Yes



BILINGUAL EDUCATION EXCEPTIONS

HB 218 – relating to certification requirements for teachers in bilingual education.

Teachers assigned to bilingual education programs that use a dual language immersion/one-way or two-way program model must be appropriately certified by SBEC for bilingual education to teach the component of the program provided in the language other than English.

A school district that provides a bilingual education program using a dual language immersion/one-way or two-way program model may assign an ESL teacher for the English component of the program.

Teachers assigned to teach the portion of the program provided in English must be appropriately certified by SBEC for bilingual education or English as a second language (ESL).



ENGLISH AS A SECOND LANGUAGE WAIVERS

A school district that is unable to provide an English as a Second language program as required by §89.1205(d) because of an **insufficient number of certified teachers** shall request from the commissioner a waiver of the certification for each teacher who will provide instruction in English as a second language for English language learners.



BILINGUAL EXCEPTIONS AND OR ESL WAIVERS

For more information regarding exceptions and waivers please see the letter “To the Administrator Addressed” which is posted on the TEA correspondence website:

http://tea.texas.gov/taa_letters.aspx



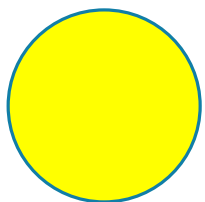
BILINGUAL EXCEPTIONS AND OR ESL WAIVERS

The 2017-2018 Bilingual Education and/or ESL Waiver Application and Instructions are available in the Bilingual/ESL Program website: <http://tea.texas.gov/bilingual/esl/education/>

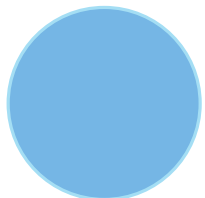
The due date to submit exceptions and/or waivers is on or before
November 1, 2017



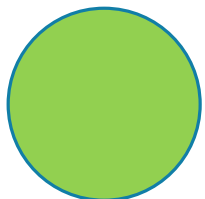
BILINGUAL EXCEPTIONS AND OR ESL WAIVER – APPLICATION FORMAT



= **All fields** must be filled out regardless if you are submitting for an exception or a waiver or both



= Fill out only if you are submitting a **Bilingual Education Exception**



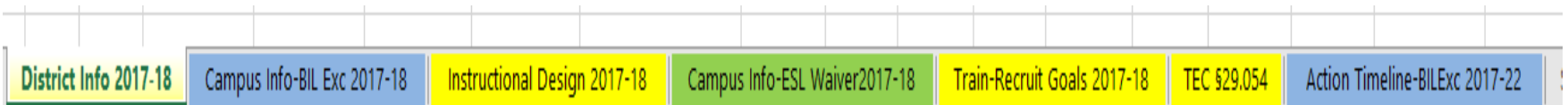
= Fill out only if you are submitting an **ESL Waiver**

BILINGUAL EXCEPTIONS AND OR ESL WAIVER – APPLICATION FORMAT

The 2017-2018 Bilingual Education Exception and ESL Waiver Application is an excel spreadsheet with the following (7) color coded tabs:

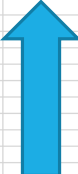
1. District Info
2. Campus Info-Bilingual
3. Instructional Design
4. Campus Info – ESL Waiver
5. Train-Recruit Goals
6. TEC§29.054
7. Action Timeline – Bil Exc 2017-2022

Do not add or delete any of the tabs on the application.




Tab 1 – District Info

Bilingual Education Exceptions/ ESL Waivers Application 2017-2018
ALL FIELDS REQUIRED IF NOT APPLICABLE INCLUDE N/A

District	ESC Region	CDN (AskTed)	Superintendent (Format: Salutation, Firstname, Lastname)	Superintendent Email	Bilingual/ESL Contact	Contact Phone / extension	Contact Email	Application for	ELLs (District Wide)	Bilingual Certified (all personnel) employed in the district	Bilingual Certified Teachers Currently Teaching in a Bilingual Program	ESL Certified Teachers (all grade levels) currently instructing in an ESL Program	ESL Certified Teachers (all grade levels) employed in the district
All fields must be filled out													
								 Select from the drop down box					

Do not delete any of the tabs if not applicable



District Info 2017-18
Campus Info-BIL Exc 2017-18
Instructional Design 2017-18
Campus Info-ESL Waiver2017-18
Train-Recruit Goals 2017-18
TEC



Bilingual Education Exceptions/ ESL Waivers Application 2017-2018													
ALL FIELDS REQUIRED IF NOT APPLICABLE INCLUDE N/A													
District	ESC Region	CDN (AskTed)	Superintendent (Format: Salutation, Firstname, Lastname)	Superintendent Email	Bilingual/ESL Contact	Contact Phone / extension	Contact Email	Application for	ELLs (District Wide)	Bilingual Certified (all personnel employed in the district)	Bilingual Certified Teachers (all grade levels) Currently Teaching in a Bilingual Program	ESL Certified Teachers (all grade levels) currently instructing in an ESL Program	ESL Certified Teachers (all grade levels) employed in the district
<p>Report district -wide numbers</p> <p>It is ok to enter more than one contact person in the application if applicable.</p>													



O	P	Q	R	S	T
Report a District-wide Number					
	Skip if not applying for a Bilingual Exception.				Not applying for an ESL Waiver
Teachers needed to Instruct ELLs under an ESL Waiver	Teachers needed to instruct ELLs under a bilingual education exception (Spanish)	Teachers needed to instruct ELLs under a bilingual education exception (languages other than Spanish)	Teachers needed to instruct ELLs under a Bilingual Education Exception (Spanish and other languages) Sum of V=T+U	Consecutive years since 1999-2000 District has applied for a Bilingual Exception (Please enter a response and if this is the first year, enter 1.)	Consecutive years since 1999-2000 District has applied for for one or more Waivers (Please enter a response and if this is the first
		0.00	0.00		
If the district is not applying for a bilingual education exception then you enter N/A in the blue sections of the application or leave them blank.					
If the district is not applying for an ESL waiver application then you enter N/A in the green sections of the application or leave them blank.					

Continuation of Tab 1



S	T
<p>ception.</p> <p>Consecutive years since 1999-2000 District has applied for a Bilingual Exception (Please enter a response and if this is the first year, enter 1.)</p>	<p>applying for an ESL Waiver</p> <p>Consecutive years since 1999-2000 District has applied for for one or more Waivers (Please enter a response and if this is the first</p>

Only fill out if you are applying for a Bilingual Education Exception

Only fill out if you are applying for an ESL Waiver

<p>Please enter a response and if this is your first year, enter 1. If this is not your first year, look at your approval letter from last year to verify the consecutive years that your district has submitted for an exception and or a waiver.</p> <p>If your district submitted an exception and or a waiver in school year 2015-2016 but not in school year 2016-2017, you enter (1) as the first year, since there was a break in submission and the process starts all over again.</p>
--

Continuation of Tab 1



PK			Kindergarten				Grade 1				Grade 2				Grade 3				Grade 4				Grade 5			
Number of Students Under Exception	Number of Classrooms Under Exception	Number of Teachers Under Instruction: Literacy	Number of Students Under Exception	Number of Classrooms Under Exception	Number of Teachers Under Instruction: Literacy	Number of Students Under Exception	Number of Classrooms Under Exception	Number of Teachers Under Instruction: Literacy	Number of Students Under Exception	Number of Classrooms Under Exception	Number of Teachers Under Instruction: Literacy	Number of Students Under Exception	Number of Classrooms Under Exception	Number of Teachers Under Instruction: Literacy	Number of Students Under Exception	Number of Classrooms Under Exception	Number of Teachers Under Instruction: Literacy	Number of Students Under Exception	Number of Classrooms Under Exception	Number of Teachers Under Instruction: Literacy	Number of Students Under Exception	Number of Classrooms Under Exception	Number of Teachers Under Instruction: Literacy			

40	2	2																								
----	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If this is the first year to implement a bilingual education program, please remember that you start in the primary grades and build your program year after year.

- **Do not include names on bilingual education exceptions only number of teachers under an exception**
- **Do not include ½ numbers**

Continuation of Tab 2



Skip this sheet if not applying for a Bilingual Exception.														
District	CDN	Campus	CDCN	Language of Exception	PK			Kindergarten						
					Language of Instruction: Literacy	Number of Students Under Exception	Number of Classrooms under Exception	Number of Teachers under Exception	Language of Instruction: Literacy	Number of Students Under Exception	Number of Classrooms under Exception	Number of Teachers under Exception		
District ABC	123-452	Green Elemer	123-456-789	Spanish	PL	40	2	2						
					PL									
					ESL									
					English									

Example

Record the number of students who are not receiving instruction from a bilingual certified teacher at the appropriate grade level.

For each grade where data has been entered, record the number of classrooms where students are receiving the alternative bilingual services.

Take into consideration the pupil-teacher ratio to determine the number of teachers needed when recording the number of teachers under an exception.

Continuation of Tab 2



P	Q	R	S	T
State-wide Number				
Skip if not applying for a Bilingual Exception.				applying for an ESL Waiver
Teachers needed to instruct ELLs under a bilingual education exception (Spanish)	Teachers needed to instruct ELLs under a bilingual exception (languages other than Spanish)	Teachers needed to instruct ELLs under a Bilingual Education Exception (Spanish and other languages) Sum of V=T+U	Consecutive years since 1999-2000 District has applied for a Bilingual Exception (Please enter a response and if this is the first year, enter 1.)	Consecutive years since 1999-2000 District has applied for one or more Waivers (Please enter a response and if this is the first
2.00	0.00	2.00		
<p>This number on tab 1 needs to match the total number of teachers under an exception on tab 2.</p>				
Tab 1				

AL	AM	AN
Total		
Number Students Under Exception	Number Classrooms under Exception	Number of Teachers under Exception
40	2	2
Tab 2		



District	Instructional Design	Detailed Description of how this Design is Implemented						
District ABC	SC = ESL Content Based Classroom (Self Containe TA = Teacher Assistant PO = Pull Out D = Departmentalized TT = Team Teaching	Select from the drop down box the instructional design(s) or method(s) of delivery being used to serve students under an exception. You can select more than once by clicking an empty cell and the drop down box will appear.						


If your district is implementing a dual language program one-way or two-way program, please provide a description in column C of how this program model is being implemented.

Tab 3



District Info 2017-18 Campus Info-BIL Exc 2017-18 **Instructional Design 2017-18** Campus Info-ESL Waiver2017-18 Train-Recruit Goals 2017-18 TEC §29.054 Action



Training Activities Planned 2017-2018			Recruiting Activities Planned 2017-2018		
Date	Location	Brief Description	Date	Location	Brief Description
<p>Indicate date, location, and provide a brief description for both training activities and recruiting activities planned.</p> <p>Do not submit any attachments for this section of the application.</p>					
<p>Tab 5</p> 					
<p>◀ ▶ District Info 2017-18 Campus Info-BIL Exc 2017-18 Instructional Design 2017-18 Campus Info-ESL Waiver2017-18 Train-Recruit Goals 2017-18</p>					



The district has taken all reasonable affirmative steps to secure teachers with teaching certificates appropriate for bilingual education and/or ESL instruction and has failed.

Yes
No



Select from the drop down box to answer yes or no on the following questions

The district has affirmative hiring policies and procedures consistent with the need to serve ELLs.

Yes
No



Has a teacher having a teaching certificate appropriate for bilingual and/or ESL instruction or emergency credentials been unjustifiably denied employment by the district within the past 12 months?

Yes
No



Continuation of Tab 6



Describe how the proposed alternative modified bilingual education or intensive ESL program will meet the affective, linguistic, and cognitive needs of ELLs, including how the students will be given opportunity to master the Texas Essential Knowledge and Skills (TEKS).

Provide a narrative response

I have verified the information submitted to the Texas Education Agency via this email and attached document and certify its truth and accuracy. Additionally, I assure the following:

at least 10% of the bilingual education allotment shall be used to carry out the activities described in this application the proposed actions described in this request form will be implemented

Yes	
No	



Select from the drop down box to answer yes or no on the following question.

Continuation of Tab 6



Skip this sheet if not applying for a Bilingual Exception

Action Timeline 2017-2022

Year	Grade Level	Number of Bilingual Teachers to be Hired Yearly per Grade Level
2017-2018	PK	1
	K	
	grade 1	
	grade 2	
	grade 3	
	grade 4	
	grade 5	
2018-2019	PK	
	K	1
	grade 1	
	grade 2	
	grade 3	
	grade 4	
	grade 5	
2019-2020	PK	
	K	
	grade 1	1

Within a five-year plan, only include the number of teachers that will be hired yearly per grade level.

Tab 7
Action
Timeline



Submitting the Application

Examples on how to save your completed application:

ABCISD – Bilingual Education Exception

ABCISD – ESL Waiver

ABCISD - ExceptionandWaiver



Submitting the Application

Prior to submitting the application, please ensure that:

- All district information is filled out and not left blank
- Remember to report district-wide number of ELLs
- Indicate if you are applying for a bilingual education exception and/or an ESL waiver or both
- Take into consideration pupil-teacher ratio to determine the number of teachers needed when recording the number of teachers under an exception
- The total number of teachers under an exception for Spanish and other languages in tab 2 must be transferred to tab 1 – column “P” if it is a Spanish Bilingual Program or column “Q” for languages other than Spanish



Submitting the Application

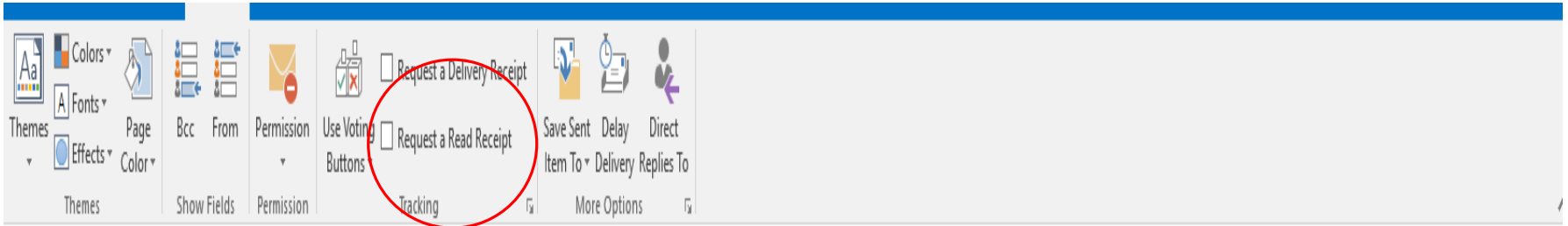
The superintendent submits the completed Bilingual Exception and or ESL Waiver or both to the following email address:

BilingualExceptions_ESLWaivers@tea.texas.gov



Please note that there is an **underscore** between the word “Exceptions” and the word “ESL”





Send

To...

Cc...


Subject

Before submitting the completed application - please remember to **request a read receipt.**

Requesting a read receipt in Outlook

1. Choose options
2. Under Tracking, select read receipt confirming the recipient viewed the message.

Submitting the Application



The screenshot shows an email client interface. On the left, there is a 'Send' button. The main area shows an email composition window with the following fields:

- To...: Bilingual Exceptions ESL Waivers;
- Cc...: (empty)
- Bcc...: (empty)
- Subject: ABCISD-Bilingual Exception
- Attached: ABCISD-Bilingual Exception.xlsx (39 KB)

Mr. Smith, Superintendent
ABC ISD

The Superintendent submits the completed application to TEA.

- **Do not attach any additional attachments when submitting the completed application**
- **Do not send completed application via an email compressed zip folder**
- **Do not email it directly to Bilingual/ESL staff**

Submitting the Application

A reply will be sent from TEA upon receiving your submission of your district's 2017-2018 application for a bilingual education exception and/or ESL waiver.

The contact person listed on your application will be notified if further clarifications are needed.



Approval of Bilingual Education Exceptions

Bilingual Education Exceptions are approved if the school district:

- Meets or exceeds the state average for ELLs performance on the required state assessments
- Meets the requirements and measurable targets of the action plan submitted the previous year and approved by TEA
- Reduces by 25% the number of teachers under an exception for bilingual Spanish programs when compared to the number of exceptions granted the previous year



Approval of ESL Waivers

ESL waivers are approved if the school district:

- Meets or exceeds the state average for ELLs performance on the required state assessments
- Meets the requirements and measurable targets of the action plan submitted the previous year and approved by TEA



If you have any questions, please contact the ELL team in the Division of Special Populations at 512-463-9414.



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