

## REQUEST FOR WAIVER

***Dear Colleagues:***

***It is the Department’s goal to work in partnership with you to ensure that all students reach higher levels of learning. As part of this ongoing effort, DESE provides districts with the opportunity to request a waiver of certain state special education regulations in order to address students’ educational needs. We will do whatever possible to assist you.***

***Sincerely,***

***Russell D. Johnston***

***Acting Commissioner of Elementary and Secondary Education***

District/Charter:

Address of School/Program(s): Contact Person:

Title:

Address:

**Superintendent, Charter School Leader:**

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

Name Printed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this waiver request form and submit any supporting documentation to:

(Districts/Charter Schools) [PublicSchoolMonitoring@mass.gov](mailto:PublicSchoolMonitoring@mass.gov)

DESE Address

**Request for Waiver as Provided**

**in Special Education Regulations 603 CMR 28.03(5):**

**FORM C1**

Special Education Parent Advisory Councils

**School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Prior to implementing an alternative compliance model, the district must receive approval from the Department of Elementary

and Secondary Education through an Alternative Compliance Waiver application filed pursuant to *603 CMR 28.03(5).*

Use this form to request a waiver by seeking approval for alternative compliance with the requirements governing the establishment

of Special Education Parent Advisory Councils and attach additional pages as needed to respond fully to the information items below.

Please attach a separate page with your responses to each item below.

**For all waiver applications, districts must:**

* Provide a descriptive summary of the district’s *substantial efforts* to establish a Special Education Parent Advisory Council (SEPAC).

Attach supporting evidence of these efforts. (Evidence may include copies of promotional flyers, website postings, emails, etc.)

* Submit evidence of how the parent community was consulted regarding this waiver application.
* Identify specific annual steps that will show how the district will maintain and monitor the effectiveness of its methodology.
* Provide a description of the steps the district will take in order to continue soliciting SEPAC membership to create a viable SEPAC.

**The alternative compliance waiver** will be in effect for three years; however, individual districts are required to continue to solicit SEPAC membership in the beginning of each school year.

**Please indicate your option below. Attach your response on additional pages.**

* **Option 1:**

**Regional SEPAC:** Districts may work with other districts or through an Educational Collaborative to establish a regional SEPAC. Each regional SEPAC must have at a minimum, a representative from each participating district. The participating districts must comply with the Massachusetts special education laws and regulations pertaining to SEPACs.

**If applying for a Regional SEPAC, districts must, in addition to the requirements for all waiver requests:**

* Identify the participating districts.
* Submit evidence of each district’s agreement to collaborate. (Such as a statement from the district Superintendent)
* **Option 2:**

Districts may annually provide opportunities for parents of students with disabilities to participate in at least three district level activities and trainings specifically designed for parents of students with disabilities **including at least one workshop, in collaboration with the parent advisory council, on the rights of students and their parents and guardians under the state and federal special education laws.**

Districts should document these activities and trainings and develop a process for monitoring the effectiveness of each activity or training.

The monitoring process should include a method for collecting feedback from participating parents, which should be used to develop meaningful future activities or trainings for parents in an effort to increase interest and membership in a SEPAC.

**Please submit your completed form to:**

**Districts/Charter Schools**: [publicschoolmonitoring@mass.gov](mailto:publicschoolmonitoring@mass.gov)

**Subject line: Waiver Request – (Name of School District/Charter)**