

## **Instructions for Schools Requesting a Waiver of Instructional Hours or Instructional Days**

1. Fill in the date that the request was completed and signed
2. Fill in the name of the school district, the individual school requesting the waiver, and the gradespan of the school.
  - a. If this is a middle school that includes grades 7-8 with any lower grades, and this is a waiver request for hours, two separate waivers must be completed. One for grades 7-8, which require 990 hours of instruction, and one for lower grades which require 945 hours of instruction.
3. Fill in the first and last day of school as it stands without a waiver request
4. Fill in the new, requested last day of school if the waiver is granted
5. Fill in the total number of hour / days that the school would have met this year without a waiver
6. Fill in the total number of hours / days that the school would have if the waiver is granted
7. Complete a detailed explanation of the reason for this waiver request, and why it is not possible or feasible for the school to continue to provide instruction, either through a traditional model or via remote instruction.
8. The school board chairman and the superintendent must sign the form
9. Once the form is completed, it should be sent to the Department of Education, Office of School Approval at: [schoolapproval@doe.nh.gov](mailto:schoolapproval@doe.nh.gov)

All waiver requests **must be received by noon on May 8<sup>th</sup>, 2020** in order to be considered by the State Board of Education at the May board meeting.

School Letter Head

Chairman Andrew Cline  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

Date:

Dear Chairman Cline,

I am writing to request a waiver, pursuant to RSA 189:2, of the maintenance of the standard school year of 180 days, or equivalent hours as defined in ED 306.18 (4)

SAU #:

School District:

School:

School Gradespan:

First Day of School:

Last Day of School (before waiver):

Requested Last Day of School After Waiver:

Total hours / days met this year:

Total hours / days requested by this waiver:

We are requesting this waiver, pursuant to RSA 189:2, as a result of the following circumstances that have prevented us from completing a standard school year either under traditional instruction or via remote instruction:

Thank you for your consideration,

\_\_\_\_\_  
School Board Chair Signature:

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

\_\_\_\_\_  
Superintendent Signature:

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