

Individual Class Size Waiver Request

INSTRUCTIONS: Complete this form (page 1 and page 2) to request an individual class size exception waiver. An individual class size exception waiver should only be requested after all attempts to correct a class size overage have been exhausted.

Requests for this waiver must be received by the Department of Public Instruction prior to November 30 of the current school year if you have an overage as of the 40th instructional day. Otherwise, you must submit a waiver request when an overage occurs during the year.

Individual class size waivers are good only for the remainder of the school year for which they are approved. See Chapter Four of the [School Attendance and Student Accounting Manual](#) for more information.

In accordance with North Carolina State Board of Education policy, as authorized under North Carolina General Statute 115C-301(h), a local board of education may request a waiver of class size requirements for an individual class in grades K-3 if:

1. According to G.S. 115C-301(g), the exception resulted from:
 - a) emergencies, or acts of God that impact the availability of classroom space or facilities;
 - b) An unanticipated increase in student population of an individual school in excess of two percent (2%) of the average daily membership of that school;
 - c) Organizational problems in geographically isolated local school administrative units in which the average daily membership is less than one and one-half per square mile;
 - d) Classes organized for a solitary curricular area; or
 - e) A charter school closure
2. If no individual class size waiver has been request for that specific school and grade during the previous school year, and
3. The waiver is for no more than two students above the established class size maximums, and
4. If the local board cannot organizationally correct the exception.

School Year: _____ **Date of Request:** _____

LEA Name: _____ **LEA Number:** _____

School Name: _____ **School Number:** _____

Grade Level of Class: _____ **Number of Students in Class:** _____ **Self-Contained Class?** _____

(FOR GRADES K-3 ONLY): Provide the organized structure of the school by listing all individual classes and the number of students in each class (i.e.: K=19, K=21, K=24, 1st=18, 1st=20, 1st=20, 2nd=22, 2nd=23, 2nd=23, 3rd=23, 3rd=24, etc):

K _____

1st _____

2nd _____

3rd _____

1. Explain how this class size exception relates to the General State and SBE criteria stated on page 1:

2. Explain why this class size exception cannot be corrected:

3. If this is a blocked or departmentalized class, list the subject(s) being taught:

4. List other class overages (music, art, foreign language, etc.) that is created by this class size exception:

5. Has a full-time teacher assistant been assigned to the class? _____
6. Is this waiver request supported by the teacher(s) of this class? _____
7. Have parents of students in this school expressed concerns to the school/LEA administration about class size overages at this school? _____
8. What was the membership of this class at Day 20? _____ Day 40? _____
9. Has an individual class size exception waiver been granted for this school during the last two school years? _____

Date of Local Board Approval: _____

Signature of Superintendent: _____

LEA Contact Person: _____ Phone: _____

Questions concerning the completion of this form should be directed to Ozella Wiggins 919.807.3721.

Completed form may be:

Faxed to: 919-807-3723 Attn: Ozella Wiggins

or

Emailed to: ozella.wiggins@dpi.nc.gov