

## Seat Time Waiver Request Letter Guiding Questions

In an effort to expand opportunities for Michigan high school students, Superintendent Flanagan has invited schools and school districts to seek waivers from the Administrative Rules and pupil accounting rules that cause barriers to innovation and student academic success. The process for a waiver is to write a letter describing the program innovations and specifying which rules require the superintendent's waiver.

The following questions have been used by the waiver review participants to guide their discussion and obtain adequate information from the school or school district to make a recommendation to the superintendent.

- 1) Describe the program(s) that will be put into place as a result of the waiver.
- 2) Identify the topic and specific Administrative Rule or specific reference in the pupil Accounting Manual for which a waiver is being sought.
- 3) Describe why the waiver is necessary to stimulate improved pupil performance.
- 4) Describe who and explain how all interested parties were notified and involved in the process to seek the waiver, e.g. teachers, parents, students, community, others.
- 5) Describe the number of students who will be participating in the new program(s) and the selection process.
- 6) Describe the evaluation process and data measures used to demonstrate that the waiver is stimulating improved pupil performance. Describe the process used to ensure continued support for the waiver from the various stakeholders.
- 7) If the program(s) put in place as a result of the waiver required additional funding in the form of a grant, describe how the new program(s) will be sustained when the grant is no longer available.

Please mail the waiver request, or fax to 517-335-4565 to:

Michael P. Flanagan  
Superintendent of Public Instruction  
Michigan Department of Education  
PO Box 30008  
Lansing, MI 48909

In addition, please send or email ([GallowayM@michigan.gov](mailto:GallowayM@michigan.gov)) a copy to MaryAlice Galloway at the same address.