

Individual Class Size Waiver Request

INSTRUCTIONS: Complete this form (page 1 and page 2) to request an individual class size exception waiver. **DO NOT USE** this form to request an ABCs class size waiver. An individual class size exception waiver is not necessary for an overage covered by an ABCs waiver. ABC Waivers are only applicable to grades 4 through 12. 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.**

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.

North Carolina General Statute 115C-301(g) authorized a waiver of class size requirements for an individual class if a local board of education cannot organizationally correct an exception and if the exception results from:

1. Exceptional circumstances, emergencies, or act of God
2. Large changes in student population
3. Organizational problems caused by remote geographic location
4. Classes organized for a solitary curricular area

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 G.S. 115C-301(g) as 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. If this is a K-3 class, 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 Alexis Schauss at (919) 807-3708.
Completed form may be faxed to:

Attn: Alexis Schauss (919) 807-3723
or
Mail completed form to:
Alexis Schauss, Section Chief
Information Analysis and Support
6332 Mail Service Center
Raleigh, NC 27699-6332