

Please visit TEA's webpage on State Waivers to access general information about the waiver process: <https://tea.texas.gov/texas-schools/waivers/state-waivers>

Please also review Waiver Process FAQ for information on how to access TEAL for the purposes of submitting a waiver request: <https://tea.texas.gov/sites/default/files/Waiver%20Process%20FAQ.pdf>

1. Once in the TEAL waiver application, under the "Create New Waiver" tab, select the waiver type "**Other Waiver**" to create and submit a waiver request for *an AFR Due Date Extension waiver due to the circumstances related to COVID-19*.
2. Please complete the LEA contact information, including filling in the date the board approved the waiver request.
3. For the section titled "Waiver Description" please use the language:
"Waiver from the AFR November 27th due date requirements due to COVID-19"
4. For "General Questions #1", please use the language:
"Waiver from the Annual Financial Report November 27th due date requirements for the 2019-2020 fiscal year due to COVID-19"
5. For "General Questions #2", please enter "N/A"
6. For "General Question #3", please use the language:
"TEC 44.008 and applicable rules in TAC 109.23 and the Financial Accountability System Resource Guide"
7. For "General Question #4", please enter "N/A"
8. For "General Question #5", please enter "N/A"
9. For "General Question #6", please enter "N/A"
10. For "Requested Years", please select only "2020-2021"
11. For "LEA Attachments", please include the Board agenda from meeting in which the waiver application request was approved.
12. Please submit your completed waiver. For a *District Editor*, at the end of the waiver application you will find a **Complete & Route** button. This will route the application to your Superintendent for review and approval. For a *District Superintendent*, at the end of the waiver application you will find a **Review and Submit** button. This will take you to a review and submit details page. If the application is complete and ready for submission, select the **Submit to TEA** button.