This template is provided as an example that may be used to submit a request for one or more waivers of the requirements listed below. While this template is not required, please note that the U.S. Department of Education will be able to respond in an expedited manner to requests that follow the template and include all necessary information. For assistance, please contact OESE.Title.IV-A@ed.gov.

The Honorable Frank T. Brogan
Assistant Secretary for Elementary and Secondary Education
Office of Elementary and Secondary Education
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Dear Assistant Secretary Brogan:

I am writing to request a waiver on behalf of the State educational agency (SEA) and its subgrantees (i.e., local educational agencies (LEAs)), pursuant to section 8401(b) of the Elementary and Secondary Education Act of 1965 (ESEA), of one or more of the following requirements of Title IV, Part A of the ESEA.

State:

Please check all that apply:

- ☐ Section 4106(d) of Title IV, Part A of the ESEA, related to LEA needs assessments for the 2020-2021 school year.
- ☐ Section 4106(e)(2)(C), (D), and (E) of Title IV, Part A of the ESEA, with respect to content-area spending requirements for Federal fiscal year (FY) 2020 Title IV, Part A funds.
- ☐ Section 4109(b) of Title IV, Part A of the ESEA, with respect to the fifteen percent spending limitation for technology infrastructure for FY 2020 Title IV, Part A funds.

I am requesting this waiver due to the extraordinary circumstances created by the COVID-19 pandemic, for which a national emergency has been declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. As a result of this health crisis, schools and communities are facing unprecedented obstacles as the 2020-2021 school year begins. Providing additional flexibilities in the use of Title IV, Part A funds will advance student academic achievement by helping schools address their critical needs.

In seeking this waiver, I assure that:

- ☐ The SEA will use, and ensure that its LEAs use, Title IV, Part A funds in accordance with all other provisions of Title IV, Part A of the ESEA, and all applicable regulations, program plans, and applications.

- ☐ The SEA has provided the public and all LEAs in the State with notice of, and the opportunity to provide comments on this request in the manner in which the SEA customarily provides such notice and opportunity to comment and has enclosed with this waiver request the comments received, if any, and a description of how the SEA addressed such comments.

Thank you in advance for your consideration.

Sincerely,

[Chief State School Officer]