



Continuation Waiver Checklist

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*Please refer to the Continuation Waiver Process and Procedures document for specific information.

Month	Action	Required Documents	Completed	Submitted
August - January	1. Waiver Data Collection - Collect evaluation data for existing waiver.	Data Documentation		
January - February	2. School Advisory Council (SAC) Evaluation of Data and Ballot Approval - Present data to SAC to evaluate the effectiveness of the waiver and approve the faculty vote ballot. **Announce at least three (3) workdays prior to the meeting/vote.	Meeting Advertisement (Include date, time, and location of meeting)		
		Agenda		
		Minutes		
		Sign In Sheet		
February - March	3. Faculty Vote - The process for conducting the faculty vote is detailed in Article 15 of the BTU Contract. **Announce at least three (3) workdays prior to the meeting/vote.	Meeting Advertisement/ Copy of Communication Shared with Faculty (e.g., email, notice posted - Include date, time, and location of meeting)		
		Sign In Sheet of Eligible Voters – Initial or Signature by Name		
		Copy of Secret Ballot		
February - March	4. Faculty Vote Results - Waivers must be approved by two-thirds (66 2/3%) of faculty members. If a waiver does not affect the entire school, it must be approved by two-thirds (66 2/3%) of the affected department or grade.	Voting Results - Showing percent for and against the continuation of the waiver.		
April	5. Update Continuation Waiver Application - The updated Continuation Waiver application and required supporting documentation must be uploaded as one PDF document in the SAC Upload Center in BCPS Central. (Refer to SIP Timeline on the School Improvement office website for the exact submission date.)	Continuation Waiver Application with Required Signatures		
		Supporting Documentation (listed in steps 1-4)		