September 10, 2015

TO: Elementary Principals
FROM: Cecilia Oakeley, Assistant Superintendent, Evaluation and Assessment
SUBJECT: Class Size Waiver Extract for Grades K-4

Please consider this memo to be a reminder that your assistance is needed to ensure that any Class Size Waivers to be filed with TEA are accurate and timely. Now is the time to start checking individual K-4 classes on Chancery to make sure that each section for grades K-4 meets the 22:1 student to teacher ratio. Any section that does not meet the mandated ratio must either be corrected or be included in the waiver submitted to TEA. Please note that Teaching Assistants cannot be used to satisfy the 22:1 requirement for K-4 classes.

The attached presentation, titled "Class Size Waivers: A Guide to Available Options" will provide information you will find helpful in identifying K-4 sections at your campus that are out of compliance with the 22:1 ratio. These sections will need staffing corrections. The presentation provides instructions on how to pull a Class Size Waiver Detail report on Chancery and options on how to eliminate the need for waivers.

You have until Wednesday, September 30, 2015 to make final changes to Chancery including changes made as a result of leveling. Updating Chancery by this date will ensure that the October 1st class size extract or "snapshot" captures all class section changes. As a reminder, any campuses rated "Improvement Required" cannot submit waivers and must meet the 22:1 requirement.

Thank you for your attention to this important matter. For further information please contact Elizabeth Watson in Program Evaluation at 972-925-6443.

Attachment

APPROVED:

Ann Smisko, Deputy Superintendent
Robert Bravo, Chief of School Leadership

3700 Ross Ave.
Dallas, TX 75204
(972) 925-3700
www.dallasisd.org