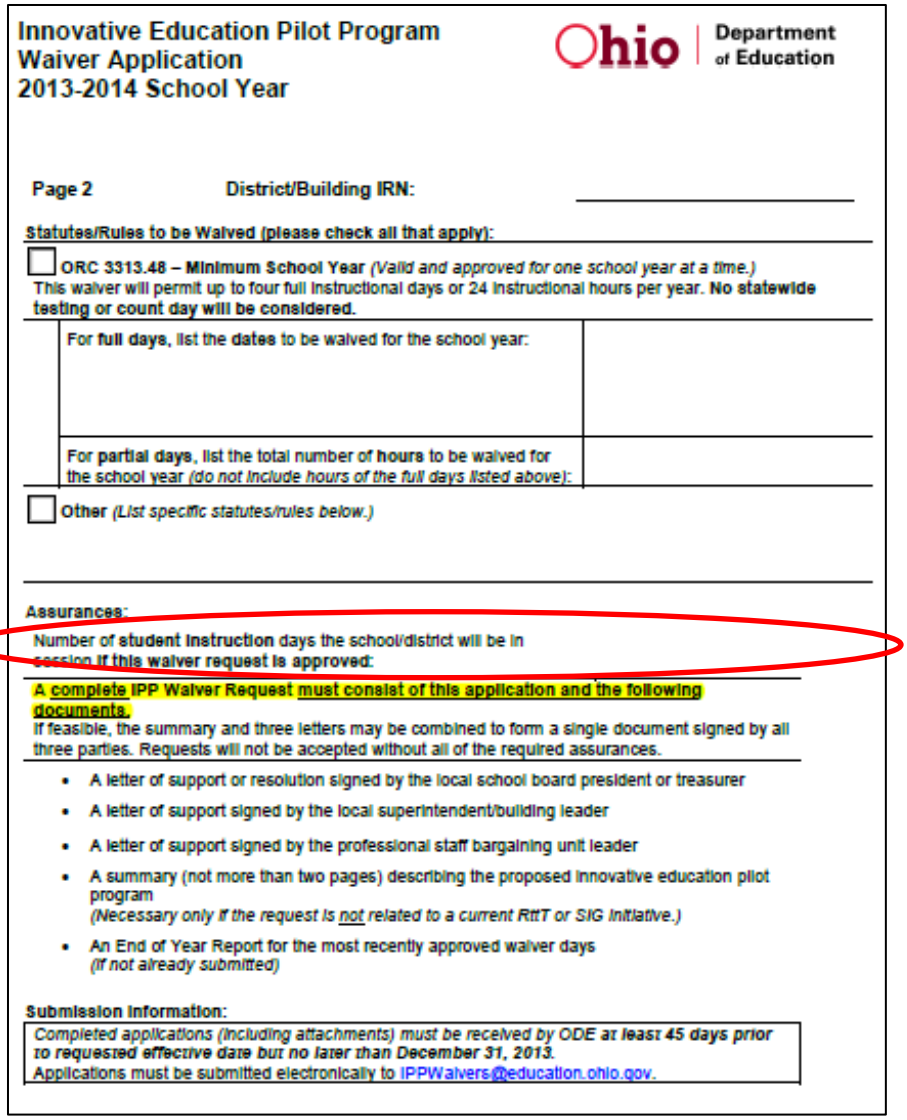
Avoiding Common Mistakes on the Innovative Education Pilot Plan (IPP) Waiver Application

There are two frequently occurring mistakes on the IPP Waiver Application that lead to denial of the request. The intention of this guide is to help districts avoid these common mistakes and allow waivers to be processed in a timely manner.

Instructional Days

The first common mistake is that applications do not include the number of instructional days that students will receive. This information is requested under the *Assurances* heading on page two of the application. The diagram to the right demonstrates where the application requests this information. Please be sure to always include the number of instructional days on the application.



Innovative Education Pilot Program
Waiver Application
2013-2014 School Year

Ohio | Department of Education

Page 2 District/Building IRN: _____

Statutes/Rules to be Waived (please check all that apply):

☐ ORC 3313.48 – Minimum School Year *(Valid and approved for one school year at a time.)*
This waiver will permit up to four full instructional days or 24 instructional hours per year. No statewide testing or count day will be considered.

For full days, list the dates to be waived for the school year:	
For partial days, list the total number of hours to be waived for the school year *(do not include hours of the full days listed above)*:	

☐ Other *(List specific statutes/rules below.)*

Assurances:

Number of student instruction days the school/district will be in session if this waiver request is approved:

A complete IPP Waiver Request must consist of this application and the following documents.
If feasible, the summary and three letters may be combined to form a single document signed by all three parties. Requests will not be accepted without all of the required assurances.

- A letter of support or resolution signed by the local school board president or treasurer
- A letter of support signed by the local superintendent/building leader
- A letter of support signed by the professional staff bargaining unit leader
- A summary (not more than two pages) describing the proposed innovative education pilot program
  (Necessary only if the request is not related to a current RttT or SIG initiative.)
- An End of Year Report for the most recently approved waiver days
  (if not already submitted)

Submission Information:

Completed applications (including attachments) must be received by ODE at least 45 days prior to requested effective date but no later than December 31, 2013.
Applications must be submitted electronically to IPPWaivers@education.ohio.gov.

Testing Dates

A second common reason for application denial is that districts request a waiver day that conflicts with the administration of the Ohio Graduation Tests or the Ohio Achievement Assessments. It is in the best interest of the students to allow them as much opportunity as possible to take these assessments. District-wide waivers are not granted which will conflict with state assessment administration. Below is a list of assessment dates for the 2013-14 school year.

OAA 3rd Grade Reading	OGT Fall Administration	OGT Spring Administration	OAA Spring Administration	OGT Summer Administration (optional)
10/07/13	10/28/13	03/10/14	04/21/14	06/16/14
10/08/13	10/29/13	03/11/14	04/22/14	06/17/14
10/09/13	10/30/13	03/12/14	04/23/14	06/18/14
10/10/13	10/31/13	03/13/14	04/24/14	06/19/14
10/11/13	11/01/13	03/14/14	04/25/14	06/20/14
	11/02/13	03/15/14	04/26/14	06/21/14
	11/03/13	03/16/14	04/27/14	06/22/14
	11/04/13	03/17/14	04/28/14	06/23/14
	11/05/13	03/18/14	04/29/14	06/24/14
	11/06/13	03/19/14	04/30/14	06/25/14
	11/07/13	03/20/14	05/01/14	06/26/14
	11/08/13	03/21/14	05/02/14	06/27/14
	11/09/13	03/22/14	05/03/14	06/28/14
	11/10/13	03/23/14	05/04/14	06/29/14
			05/05/14	
			05/06/14	
			05/07/14	
			05/08/14	
			05/09/14	

Questions regarding this information or the IPP waiver process should be sent to IPPWaivers@education.ohio.gov.