

## Steps to become a Texas Virtual School Network (TXVSN) full-time online school for an LEA that offered a full-time virtual program under Texas Education Code (TEC) §29.9091 during the 2022-2023 school year

### Step 1: Board Approval

#### Complete prior to Waiver Submission

1. Get board approval to submit a waiver to become a TXVSN full-time online school for the 2023-2024 and 2024-2025 school years.
2. If the board cannot meet to approve the waiver, enter the date on which the board approved the continuation of the virtual program. The agency requires that the board ratify the waiver request at a future meeting to ensure compliance with TEC, Chapters 11, and 12, and TEC, Section 7.056.
3. Attach board approval documentation to the waiver application.

### Step 2: Complete the TXVSN Notice of Intent Form

#### Complete prior to Waiver Submission

1. Complete the [TXVSN Notice of Intent and Informed Choice Form](#).
2. Attach the completed TXVSN Notice of Intent and Informed Choice Form to the waiver application.

### Step 3: Waiver Submission

#### Waiver submission window: July 5, 2023, to 30 days prior to the LEA's first day of school

1. Please visit TEA's [webpage on State Waivers](#) to access general information about the waiver process.
2. Please also review Waiver Process [FAQ](#) for information on how to access TEAL for the purposes of submitting a waiver request.
3. Once in the TEAL waiver application, under the "Create New Waiver" tab, select the waiver type "**Other Waiver**" to create and submit a request for a waiver to create a new TXVSN full-time online school.
4. Please complete the LEA contact information, including the date the board approved the waiver submission request. For this specific waiver, please enter the date the board approved the applicable TXVSN waiver request or the date on which the board approved the continuation of the virtual program. If the board has not approved the waiver but enters the date of approval of the virtual program, the agency requires that the board ratify the waiver request at a future meeting to ensure compliance with TEC, Chapters 11, and 12, and TEC, Section 7.056.
5. For the section titled "Waiver Description" please use the language: "Waiver for a new TXVSN full-time online school."
6. For "General Question #1," please use the language: "Waiver request from the TXVSN funding and operations limitations for a full-time online school."

