

*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](mailto: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, pursuant to one or more of the following requirements of Title IV, Part A for the 2020-21 school year (please check all that apply):

- Section 4106(d) of Title IV, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), related to LEA needs assessments.
- Section 4106(e)(2)(C), (D), and (E) of Title IV, Part A of the ESEA, with respect to content-area spending requirements for 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 Title IV, Part A funds.

I am requesting these waivers due to the extraordinary circumstances created by the COVID-19 pandemic, for which a national emergency has been declared by the President of the United States 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 for allowable activities under Title IV, Part A will provide schools with the options necessary to address their critical needs.

In seeking these waivers, I assure that:

- The SEA will use, and ensure that its subgrantees 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.

Thank you in advance for your consideration.

Sincerely,

[Chief State School Officer]

### **Public Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-new. Public reporting burden for this collection of information is estimated to average 3 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit under 20 U.S.C.7861. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact the U.S. Department of Education, OESE, 400 Maryland Ave. S.W., Washington, DC 20202-6450, OESE.Title.IV-A@ed.gov directly.