Parent-Teacher Conference Days Waiver

School districts can waive up to five (5) school days during the regular 180-day school year for the purpose of conducting parent-teacher conferences. The waiver can be effective for up to three years and is renewable. The district must continue to meet the annual instructional hour requirement described in [RCW 28A.150.220](https://app.leg.wa.gov/RCW/default.aspx?cite=28A.150.220). A district seeking a waiver solely for the purpose of parent-teacher conference days may do so by providing notification to the Office of Superintendent of Public Instruction (OSPI) at least 30 days prior to implementation.

A district seeking a waiver for more than five conference days or for reasons other than parent-teacher conference days, must request a waiver through a different [180-day School Year Waiver process](https://www.k12.wa.us/about-ospi/about-school-districts/180-day-school-year-waivers). For questions, please email at [waivers@k12.wa.us](mailto:waivers@k12.wa.us).

### The parent-teacher conference days waiver notification must include all of these items:

1. Waiver Form: 180-day Waiver Form for Parent-Teacher Conference Days *(see next page).*
2. Adopted resolution, approved and signed by the school district board of directors, including:
   1. The number of school days designated for parent-teacher conferences (no more than five school days).
   2. The school years for which the waiver will be implemented (up to three school years).
   3. An attestation stating that the district will meet the minimum instructional hours requirement of RCW 28A.150.220(2) under the waiver plan.
3. Proposed school year calendar(s) indicating which days are planned for conferences.

### Please submit the Parent-Teacher Conference Days Waiver notification to OSPI, via email: [waivers@k12.wa.us](mailto:waivers@k12.wa.us)

Waiver notifications must be submitted to OSPI at least 30 days before implementation. OSPI staff will review the district’s waiver submittal to ensure all items have been included. When the review is complete, a letter will be emailed to the district concerning the parent-teacher conference days waiver plan.

Renewals: If the school district would like to renew an expiring parent-teacher conference days waiver, the renewal notification must follow the same process as described above.

For questions, please email at [waivers@k12.wa.us](mailto:waivers@k12.wa.us).

# 180-day Waiver Form for

# Parent-Teacher Conference Days

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School District: | | enter name of school district | | | | | | | |
| Mailing Address: | | | School district’s mailing address | | | | | | |
| Superintendent: | | | | Name of school district’s superintendent | | | | | |
| Email: | Superintendent’s contact email | | | | | Phone: | | phone | |
| Person submitting application *(if different)*: | | | | | Name of person submitting application | | | | |
| Email: | email | | | | | | Phone: | | phone |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent-Teacher Conference Waiver Days *(number of waiver days, up to 5 days)* | Number of waiver days | | |
| When are conference waiver days scheduled?  *(example: 2 days in October & 2 days in March)* | Timing (months) for waiver days | | |
| School Year(s) for Conference Waiver  *(list school years – up to 3 years)* | School years for waiver | | |
| District-wide or certain schools/grades?  *(if not district-wide, list grades and/or schools)* | District-wide or certain schools/grades | | |
| Instructional Hours – Will the district meet the annual instructional hour requirement? *(If no, explain in detail)* | | Yes or no (if no, please explain) | |
| Reduction of Partial Days – provide the number of partial days that will be reduced by implementing the parent-teacher conference waiver days plan. | | # of partial days reduced (if any) | |
| All of these items must be submitted to OSPI before implementation:   * Completed Parent-Teacher Conference Days Waiver Form *(this page, please save first)* * School Board Resolution – adopted and signed *(see first page for more information)* * Proposed school year calendar(s) | | | |
| Signed *(Superintendent)***:**  Superintendent’s signature (electronic is acceptable) | | | Date:  Date signed |

# Submit Waiver Request to OSPI: [waivers@k12.wa.us](mailto:waivers@k12.wa.us)