 Request for Waiver of Teacher Salary

## Teacher Salary Waivers may only be submitted by the Pre-K Project Director

Program Legal Name:

Site Name:

Project Director:

Contact Number:       E-mail:

Date:

**Lead and Assistant Teacher Salary Waiver**

Providers must meet the salary requirements for lead teachers and assistant teachers as listed in Section 12.3, 12.7 and Section 13.4 of the *Pre-K Providers’ Operating Guidelines*. In the case where a lead teacher or assistant teacher is absent frequently during the year and the substitute for that teacher is paid at a lower rate, the program can request a waiver to utilize the unused portion of the base salary on other allowable Pre-K expenses. The waiver is approved for one school year only and should be kept on site.

**Waiver request for school year:**

|  |  |  |  |
| --- | --- | --- | --- |
| Class ID # | Teacher’s Full Name(First and Last) | Position | Indicate the unused base salary amount. From the list of allowable Pre-K expenses, indicate how the unused base salary will be utilized. More than one option may be selected. |
|       |       | ***[ ]***  Lead***[ ]***  Assistant | Unused base salary amount total $     $      [ ]  Additional salary to the lead teacher Class ID     $      [ ]  Additional salary to the assistant teacher Class ID      $      [ ]  Pre-K classroom instructional items$      [ ]  Stationary playground equipment$      [ ]  Instructional technology from the *Basic Equipment, Materials and Supplies Inventory List* $      [ ]  Other       |

Comments:

Submit the *Request for Waiver of Teacher Salary* form to PreK@decal.ga.gov

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Date Received:

Approved ***[ ]*** Yes ***[ ]*** No

Comments: