Text

Description automatically generated 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](mailto:PreK@decal.ga.gov)

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Date Received:

Approved Yes No

Comments: