March 12, 2015

TO: Persons interested in Waivers
    (most commonly Special Education waivers)

FROM: Alisa Palmer Branham, Licensure Officer
      The University of Kansas

We have developed the enclosed information for those interested in working through the University of Kansas School of Education for a waiver. A “waiver” is an agreement between the hiring entity (school district or special education cooperative) and the Kansas State Department of Education. The KU School of Education is not involved in the decision to grant a waiver.

Frequently, people seeking waivers call in a panic, needing the plan of study letter to be hired or properly paid. Several steps must be completed and substantial information provided by the applicant before a letter can be issued. The entire process at KU – from receiving this information packet to getting admitted to KU and enrolling for classes to receipt of the plan of study letter often takes 4-8 weeks. If you’ve applied to our online High Incidence program, admissions is fairly fast; for campus based programs, the application paperwork goes through several offices and often takes 2-4 weeks. Please plan accordingly.

To qualify, the applicant must hold a current Kansas teaching license, be formally admitted to the School of Education, and be currently enrolled in at least one appropriate KU class. The student must complete the “plan of study” form (page 3 of this packet), in cooperation with their KU SPED department advisor. This consultation with the advisor is very important; advisors understand the course sequence, etc. After you mail, fax or email this completed form to my office, I will use the information you’ve provided to generate an individualized “plan of study letter” which I will mail back to you. You will take this to your hiring school and they will include it with their waiver application to KSDE. KSDE requires that this letter come from the Licensure Officer, not from an advisor. Normally, this letter can be generated within 5 working days, assuming I’m in the office and all the information you’ve provided is complete and correct.

The plan of study should list all courses needed to attain full licensure within a period of three years or less. Students should develop the plan to reach provisional licensure as soon as possible, so that the waiver is no longer required. Often, students can become provisionally licensed within a year. Then they have another two years to complete the remaining courses. Please note that the KU Licensure Officer will not create the plan for you, since she cannot anticipate your work schedule, summer availability, and so forth. In most cases, students need to be enrolled in at least one course every fall, spring and summer.

Deadlines for filing waiver applications with KSDE are November 1 for the fall and February 1 for the spring. Please have your completed pg. 3 to Alisa long before these deadlines. In fact, most fall waiver letters are written in late August, right after the semester begins. Spring waiver letters are typically written the third week in January.
For questions regarding admissions to the Department of Special Education (Adaptive or Functional), contact specialeduadm@ku.edu or Dr. Deb Griswold, dgriz@ku.edu. For information on enrollment at the Edwards Campus, contact Kim Huggett at 913-897-8421 or khuggett@ku.edu. For timetables of courses (schedules), look online at www.timetable.ku.edu. Enrollment and admissions go through the main KU web site www.ku.edu and the Enroll and Pay system.

The Department of Special Education at KU is often ranked #1 among public institutions in the nation by U.S. News & World Report. Outstanding faculty members offer courses on the main campus in Lawrence and at the Edwards Campus/Regents Center in Overland Park, and more courses are being offered online every year. You can find specific program requirements online at www.soe.ku.edu under Special Education.

Please be aware that all KU students need to have an email address registered with Outlook that they check regularly; this is the primary way we will be communicating with you.

Note: after you’ve completed the courses to qualify for a Provisional (usually after the first year on a waiver), you must file another application to get the Provisional License – this is not “automatic”. Contact Alisa Branham when you’re ready for further instructions. Unless you’re also renewing at the same time, you’ll file the Form 4 online at the KSDE website.

For further information on licensure, refer to the Kansas State Department of Education web site at www.ksde.org or our web site www.soe.ku.edu under Licensure. If you have additional questions, please contact Alisa at abranham@ku.edu or 785-864-9602.
Information required for a Special Education “plan of study” letter for a waiver: Please print legibly and complete every field.

Applicant’s full name ______________________________________
Home address _____________________________________________

Phone _________________________ Social Security # ____________
Email address______________________________________________
7-digit KUID number (admission to KU is required) ________________
Date admitted to the KU program ______________________________
If you’re enrolled through our online Adaptive program, put an X here __________
Have you contacted a KU advisor? ___ Who? _____________________________

List your current regular education license in Kansas (subject and grade level):_________________________________________________________

List the subject area and grade level you seek for the waiver (please be specific: i.e. Adaptive K-6 or 6-12, Functional PK-12, Math 6-12, etc. – be sure to indicate the grade level)

Plan of study (list semester and course number, i.e. Summer 2015 SPED 743. Develop a plan leading to completion of the entire licensure program within three years.):

Fall 2015 Course(s) ___________________________________________
Spring 2016 Course(s) _________________________________________
Summer 2016 Course(s) _________________________________________
Fall 2016 Course(s) _____________________________________________
Spring 2017 Course(s) _________________________________________
Summer 2017 Course(s) _________________________________________
Fall 2017 Course(s) _____________________________________________
Spring 2018 Course(s) _________________________________________
Summer 2018 Course(s) _________________________________________

(Those seeking 6-12 level in Adaptive will need the SPED 856 Transition course and practica at secondary level. K-12 licensure requires practica at two different levels, i.e. elementary and secondary. Courses required for the master’s degree, but not for licensure, such as PRE 715, should not be listed here. You can find program sheets online at our web site under Academics.)

Send this completed form to Alisa Palmer Branham, Licensure Officer, 1122 West Campus Rd., Lawrence, KS 66045 or fax to 785-864-5076 (use a cover sheet). A “plan of study” letter will be sent to your home address, generally within a week. (KU cannot send the letter directly to KSDE or your school.) You will then take the letter to your employer, for inclusion in the waiver application.