

June, 2017

TO: **Persons interested in Waivers**  
(99% are Special Education waivers)

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

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 4-6 weeks.** If you’ve applied to our online High Incidence program, admission is fairly fast; for the campus-based Low Incidence or Early Childhood Unified B-K programs, the admissions application paperwork goes through several offices and often takes several 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. Afterwards, you will mail, fax or email the completed page 3 to my office, and I will use the information you’ve provided to generate an individualized “plan of study letter” which I will mail back to you in hardcopy. 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 or faculty member.** 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.** For each program, 3 specific courses are required for the provisional. Most 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 of classes, 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 August. Spring 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](mailto:specialeduadm@ku.edu) or Dr. Deb Griswold, [dgriz@ku.edu](mailto:dgriz@ku.edu).** For information on enrollment at the Edwards Campus, contact Kim Huggett at 913-897-8421 or [khuggett@ku.edu](mailto:khuggett@ku.edu). For timetables of courses (schedules), look online at <https://classes.ku.edu/>. Enrollment and admissions go through the main KU web site [www.ku.edu](http://www.ku.edu) and the Enroll and Pay system.

The High Incidence program is all online now, and offered at K-6 and/or 6-12 grade levels.

The Low Incidence program is a Lawrence campus-based program offered only PK-12 level.

The Early Childhood Unified program is campus-based in either Lawrence or Overland Park and offers licensure (initial or added endorsement) at only Birth-Kindergarten level.

**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](http://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 a Form 4 application online through the KSDE website to get the Provisional License – this is not “automatic”. Contact Alisa Branham when you're ready for further instructions.

For further information on licensure, refer to the Kansas State Department of Education web site at [www.ksde.org](http://www.ksde.org) or our web site [www.soe.ku.edu](http://www.soe.ku.edu) under Licensure. If you have additional questions, please contact Alisa at [abranham@ku.edu](mailto: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 High Incidence/Adaptive program, put an X here \_\_\_\_\_

List the name of your KU advisor \_\_\_\_\_

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

\_\_\_\_\_

List the subject area and grade level you are seeking for the waiver (please be specific: i.e. High Incidence/Adaptive K-6 or 6-12, Low Incidence/Functional PK-12, etc. – *please incl. the grade level*)

\_\_\_\_\_

**Plan of study** (list semester and course number, i.e. Fall 2017 SPED 730. Develop a plan leading to completion of the entire licensure program within three years.):

Fall 2017 Course(s) \_\_\_\_\_

Spring 2018 Course(s) \_\_\_\_\_

Summer 2018 Course(s) \_\_\_\_\_

Fall 2018 Course(s) \_\_\_\_\_

Spring 2019 Course(s) \_\_\_\_\_

Summer 2019 Course(s) \_\_\_\_\_

Fall 2019 Course(s) \_\_\_\_\_

Spring 2020 Course(s) \_\_\_\_\_

Summer 2020 Course(s) \_\_\_\_\_

(Those seeking 6-12 level in High Incidence will need the SPED 856 Transition course and practica at secondary level. High Incidence K-12 licensure requires practica at two different levels, i.e. elementary and secondary ANND the Transition course. 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 [www.soe.ku.edu](http://www.soe.ku.edu).)

**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.