**Appendix E**

**Request for Variance from Pre-K Collaboration Requirement**

Section 3602-e allows for a variance from the collaboration requirement based on documented evidence that the district has been unable to develop a collaborative arrangement for reasons that are outside the control of the district.

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| --- | --- | --- | --- | --- |
| District Name: | | | Date: | |
| District Contact & Information  (person who can answer questions about the variance request) | | | | |
| Describe the district's extensive efforts to identify and recruit eligible agencies for Pre-K collaboration.   1. What steps did the district take to identify potential collaborators?      1. What types of agencies are available within district boundaries (Day Care Centers, Family/Group Family Child Care, 4410 Special Education Programs, Head Start Programs, Non-Public Schools, Nursery Schools)? 2. What type(s) of outreach did the district make to potential collaborators (phone calls, letters, meetings, etc.)?      1. How many potential collaborators responded to the district’s outreach efforts? | | | | |
| Select the reason(s) that best describe the reason the district is requesting a variance. Check all that apply. | | | | |
| There are no potential collaborators operating an early childhood program within the district boundaries. | | Potential collaborators are not interested/have declined to collaborate with the district. | | |
| Potential collaborators are unable or unwilling to comply with Pre-K requirements. | | No potential collaborators responded to district outreach efforts. | | |
| The district has determined that there is good cause for not collaborating. Select from the following good cause reason(s) for not collaborating:  Health and safety violations  Fiscal solvency issues  No certified teachers at CBO  No on-site supervisor with certification  New provider without record of program effectiveness or fiscal solvency  Continued failure to meet terms of prior contract with the district | | | | |
| SED Use Only | | | | |
| Variance approved | Variance disapproved | | | Comments |