
Date

TO: Dr. Marcos M. Moran, Assistant Superintendent
District/School Operations

FROM: _____, Principal
_____ Senior High School

**SUBJECT: REQUEST FOR WAIVER: HEAD COACHING POSITION TO BE FILLED
BY NON-INSTRUCTIONAL COACH**

_____ Senior High School is requesting that
_____ (Name of Coach), Employee # _____, be issued a
waiver to be permitted to serve in the capacity of head coach for
_____ (Name of Sport) at our school. The coach is currently
employed at _____ as a _____.

This position has been advertised at the school site and on the M-DCPS District Bulletin Board; no instructional personnel have applied. As this program is vital to our school's overall athletic program, I sincerely hope this request can be granted.

I have attached a copy of the coach's athletic coaching certificate from the State of Florida. I have also attached copies of the advertising notices for this position which have been posted. If you have any questions, please contact me at _____ (School Phone Number).

Thank you for your attention to this matter.

Attachments

cc: Ms. Karen D. Cohn, Instructional Support Specialist
School Site File

FOR OFFICE USE ONLY:

_____ Approved _____ Not Approved _____
Dr. Frederick C. Rodgers Date

_____ Approved _____ Not Approved _____
Dr. Marcos M. Moran Date