

Date

TO: Mr. Kevin E. Lawrence, Administrative Director
Division of Athletics and Activities

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 Miami-Dade County Public Schools (M-DCPS) District Bulletin Board; no instructional personnel have applied. This request is being made as this program is vital to our school's overall athletic program.

Attached is a copy of the coach's athletic coaching certificate from the State of Florida. Also attached are 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 support.

Attachments

cc: Mr. Kevin E. Lawrence, Administrator Director
Mr. Javier Perez, Principal on Assignment
Ms. Latoya D. Williams, Instructional Supervisor/GMAC Executive Secretary
Mrs. Renee McCleod, Curriculum Support Specialist
School
Site File

**FOR OFFICE USE
ONLY:**

_____ Approved	_____ Not Approved	_____ Mrs. Renee McCleod	_____ Date
_____ Approved	_____ Not Approved	_____ Mr. Kevin E. Lawrence	_____ Date