

TO: Principals and Headmasters, DIAA Member Schools

FROM: Kevin E.Charles
DIAA Executive Director

SUBJECT: Waiver Request Form Instructions

This form should be used whenever a student enrolled in your school approaches you concerning a waiver request for a particular eligibility requirement. It must be received by the Executive Director at least three (3) weeks prior to the DIAA Board meeting at which you desire the request to be heard and should be accompanied by whatever supporting documentation is available at that time. **Prior to submitting this form, please call the DIAA office so that we may review the application packet, procedure and place the waiver request on a future Board agenda.**

The letter to parents and schedule of DIAA Board meetings should be forwarded to the parent(s) or legal guardian(s) of the student requesting the waiver. **Please emphasize the importance of meeting the mandatory deadlines.**