

# Instructions for Applying for a Value-Added Flexibility

Step 1: Go to <https://www.fultonschools.org/vaf> . Click the application on the right-hand side. Apply for your VAF by September 1<sup>st</sup>, 2021.

The screenshot shows the website's navigation menu with options: District, Students & Families, Community, Departments, Board, News, and Calendar. On the left, there is a 'Charter System (SGC)' menu with links to Charter System Overview, Charter System Definitions, School Governance Councils, Flexibility Options, Training Sessions, and Elections. In the center, a circular diagram titled 'Value-Added Flexibilities' illustrates a six-step process: 1. Celebrate Success & Set Goals, 2. Analyze Data & Identify Challenges, 3. Explore Ideas & Submit Proposal, 4. Gather Feedback & Seek Approval, 5. Implement Changes & Monitor Progress, and 6. Celebrate Success & Set Goals. On the right, a list of resources includes: VAF Overview and Instructions, On-line Form: VAF Application, Blank VAF Application, Blank VAF Rubric, Application Form FAQ (Coming Soon), Opt-In/Opt-Out Waivers, On-line Form: Opt-In Notice of Adoption (Coming Soon), and Opt-In Requirements and Guidance.

Step 2: Fill out the form.

The screenshot shows the 'Value Added Flexibility Form' interface. At the top, there are navigation links for 'Back to Site' and 'VAF Form', and utility buttons for 'Save', 'Cancel', and 'Print to PDF'. The form header includes the Fulton County Schools logo and the tagline 'Where Students Come First'. The introductory text states: 'The purpose of this application is to identify strategic initiatives that may require a waiver of district policy and/or state law. This form will allow applicants to clearly outline a challenge, their solution and the expected outcomes of their proposal. Please answer the following questions clearly and completely with the support of your principal and fellow council members.' The form contains the following sections:

- Value Added Flexibility Form**
- A dropdown menu to 'Please select your school'.
- Two dropdown menus: 'Please select a value...' and 'Please wait...'.
- A text input field for 'What is the title of the concept you are proposing? \*'.
- A text area for 'Please indicate which policy or policies you are requesting to waive. Click to access FCS Board Policies. (Please note code and title. Example: JBD Attendance and Absences). \*'.
- Question 1: '1) What need or challenge is your school facing? Describe the problem and how you became aware that it needed to be addressed. \*' with a text area.
- Question 2: '2) What is your proposed solution to the need or challenge described above? Describe how a waiver to FCS policy would allow you to successfully address the identified need/challenges(s). \*' with a text area.

Step 3: Submit the form and receive email confirmation with instructions to begin a 30-day Public Comment period.

Step 4: VAF will be sent to Strategy and Governance Team for review.

Step 5: VAF will be sent back to council with feedback and next steps.

Step 6: Submit VAF to Zone Superintendent for Review by October 1st, 2021.

Step 7: Zone Superintendent will review application and give one of the following recommendations:

1. Approved VAF and recommends VAF to cabinet
2. Approved VAF with modifications
3. Not recommended

Step 8: Council will receive an email that Zone Superintendent reviewed the VAF. Council should make any final revisions (if needed) and complete the public comment section.

Step 9: Submit VAF to Cabinet for Review by December 1<sup>st</sup>, 2021.

Step 10: Schools should receive notice about their VAF by late December/early January.

Watch the [VAF Training Overview](#) or download the deck [here](#).



E-mail [StrategyandGovernance@fultonschools.org](mailto:StrategyandGovernance@fultonschools.org) with any questions or concerns!