



**Request for Critical Shortage Waiver for Purposes of Employing a Retired Educator
(Teacher, Administrator or Professional Support Personnel)
Regulation 603 CMR 7.15 (13) (b)**

School District:

The above school district seeks to employ a retired educator due to a critical shortage of appropriately licensed personnel.

Please indicate the position and grade level: _____

Proposed Effective Date of Employment: _____

Retiree Information:

Name: _____

Street Address: _____

City or Town, State, Zip _____

Date of Birth: ____/____/____ **Last 4 digits of Social Security #:** _____

License Number: _____ **Effective Date of Retirement:** ____/____/____

Does the retiree hold the appropriate license for this critical shortage position? YES _____ **NO** _____

Has the retiree elected to participate under the RetirementPlus formula? YES _____ **NO** _____

Please note: Retirement Plus retirees must complete a two year waiting period from the date of retirement before the earnings limitation is waived. In the first two years immediately following the effective date of retirement, the educator's earnings, including pension or retirement allowance, cannot exceed the salary that is being paid for the position from which he/she was retired or in which his/her employment was terminated.

District Information:

Contact Person: _____ **Title:** _____

Mailing Address: _____

Telephone: () _____ - _____ **Email Address:** _____

Required Evidence of Critical Shortage

The district must demonstrate that a good faith effort was made to hire appropriately licensed personnel who are not retired. For this purpose, please attach all required documentation of actions to recruit an appropriately licensed and qualified person for this position. *Failure to provide the following will result in a processing delay or denial of the request.*

- 1) A cover letter explaining the district's circumstances and reason for the request;
- 2) Hiring materials. Districts must advertise the position in at least two of the following publicly accessible resources for at least two weeks. All copies of postings should be included with this request.

Examples include:

- District website (publicly accessible) in a location on the website that is identified as a job posting site;
- aMAzing educators – the state's free resource for recruiting and hiring educators; <http://www.doe.mass.edu/AmazingEducators/>;
- SchoolSpring -- <http://www.schoolspring.com/>;
- Internet newspaper posting (local and/or statewide);
- Education Week;
- Dated copies of mailings to placement offices.

- 3) Names of all applicant(s) and reason(s) as to why the applicant(s) was not hired to fill the position.

Renewal request of a prior approved critical shortage waiver:

The period of the critical shortage cannot exceed one year. If the district is requesting a renewal of the critical shortage waiver for the same retiree and position, a new application and at least *three* advertising methods are required.

Please note: Once the ESE completes the review of your critical shortage waiver application, the district, the retiree and the Mass. Teachers' Retirement System will receive written notification of the decision from the Commissioner of Elementary and Secondary Education. Estimated time for a response is 1-2 weeks.

Superintendent Information

I certify by my signature below that my district has made a good-faith effort to hire appropriately licensed personnel who are not retired and have been unable to do so for this position. Based on the evidence attached, I request that my district be deemed to have a critical shortage of appropriately licensed personnel in this field.

Superintendent Signature

Date

Please return this request, along with all supporting documentation via email to donavin.bentley@doe.mass.edu or mail to:

Donavin Bentley
Office of Licensure
Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148-4906

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