

When a Parent/Guardian requests TNLI (option 1) on the parent permission form and your school does not provide TNLI services:

- Have the parent complete the PPF form during registration.
- During the Admin-Parent meeting where ELA services are explained provide the parent/guardian with the TNLI waiver form if they have selected option 1 and your school does not offer TNLI programming.
- Upload the TNLI waiver form to Infinite Campus once it has been fully completed.
- Complete an entry for their program choice in your *Parent Choice Office Log* (log should be kept in the main office for record keeping and auditing purposes).
- Keep a copy of the TNLI waiver in the student's cumulative file at the school.
- Email a copy to Tanis Humes at Tanis_Humes@dpsk12.org