

Region 17

Superintendent Calendar 2026-2027



A Message from ESC-17

Dear Superintendent:

The Board and staff of Region 17 Education Service Center (ESC17) sincerely appreciate the vital role you play for the community you serve. The stakes in Texas education are higher than ever with curriculum, accountability, and testing. ESC17 acknowledges and embraces these challenges and will continue to provide first-class products, services, and support throughout the region accelerating our efforts to be the definitive choice across the Texas landscape. We will continue to raise awareness of pertinent topics to keep you informed of the latest information related to the educational community and regularly evaluate our products and services to ensure that they meet your needs. Whether you are interested in Administrative Instructional Services, Human Resources, or Information Technology, we will continue to provide products and services that positively impact your school district. Please accept this 2026-2027 Superintendent Planning Calendar as a token of our appreciation with warm regards and best wishes for a great school year. As the new school year begins, opportunities emerge for positive growth and development. ESC17 will strive to work with you to cultivate collaboration, share solutions, and develop new models for excellence.

Sincerely,

Kyle Wargo

LEADERSHIP CABINET

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Board of Directors

Tom Hesse
Chairman (Place 4)

Cindy Purdy
Vice-Chair (Place 7)

Mike Wright
Secretary (Place 5)

Alan Henry
Member (Place 1)

Vernita Homes
Member (Place 8)

Garett Nelson
Member (Place 6)

Tony Serbantez
Member (Place 3)

FIELD SERVICE AGENTS

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Coordinator, Child Nutrition/Purchasing
Katherine Artho 806-281-5809

Coordinator, Continuous Improvement
& Accountability
Francisco Rodriguez 806-281-5890

Coordinator, Information Management
Services
Chris Vera 806-281-5843

Coordinator, School Business Services
Carol Voit 806-281-5800

Coordinator, Special Student Populations
Anna Phillips 806-281-5891

Director, Educational Services
Michelle Hilton 806-281-5842

Coordinator, Technology
Kyle Plumlee 806-281-5851

Vision - Mission - Core Beliefs

VISION

To be the definitive choice for leadership, innovation and the advancement of learning.

MISSION

We are passionately committed to developing and nurturing healthy, thriving learning communities across Region 17 by guiding and supporting schools in their quest for excellence.

CORE BELIEFS

We believe:

- Spirituality is the essence of life and gives purpose to human existence.
- A sense of purpose and value gives meaning to life.
- All people need to have a sense of physical and emotional well-being.
- There is a relationship between expectations and achievement.
- Attitude affects results.
- Adaptation to change is necessary for success.
- Leadership has an essential role in developing vision, providing direction, a moving an organization forward.
- All components of the organization are inherently interdependent and contribute to its success.
- Learning is continuous and influences decisions and actions.
- A society profoundly influences the future by educating its children.

PARAMETERS

- We will not compromise quality, integrity, or high expectations.
- We will treat all people with dignity and respect.
- We will practice and promote open & honest communication.
- We will aggressively pursue healthy relationships.
- We will practice fiscal responsibility.

STRATEGIC OBJECTIVES

All learning communities will:

- Achieve educational excellence.
- Develop professional excellence.
- Foster successful learning.
- Be vitally interdependent.

District Superintendents

District	Superintendent	Phone Number	E-mail Address
Abernathy ISD	Mr. Glen Hill	806-298-4940	ghill@abernathyisd.com
Amherst ISD	Mr. Joel Rodgers	806-246-7729	jorodgers@amherst.esc17.net
Anton ISD	Mr. Freddie Tobias	806-997-2301	freddietobias@antonisd.org
Borden County ISD	Mr. Jimmy Thomas	806-756-4313	Jthomas@bccoyotes.net
Brownfield ISD	Mr. Chris Smith	806-637-2591	cjsmith@brownfieldisd.net
Cotton Center ISD	Mr. Allen Keys	806-879-2160	allen.keys@cclks.org
Crosbyton CISD	Mr. David Rodriguez	806-675-7331	drodriguez@crosbyton.esc17.net
Dawson ISD	Mr. Cody White	806-489-7568	cwhite@dawsonisd.esc17.net
Denver City ISD	Mr. Rick Martinez	806-592-5900	rick.martinez@dcisd.org
Floydada ISD	Dr. Gilbert Trevino	806-983-3498	gtrevino@floydadaisd.esc17.net
Frenship ISD	Dr. Michelle McCord	806-866-9541	mmccord@frenship.us
Guthrie CSD	Mr. Jason Lawson	806-596-4466	jlawson@guthriecsd.net
Hale Center ISD	Mr. Hector Dominguez	806-839-2451	hdominguez@hcisdowls.net
Idalou ISD	Mr. Robert Gibson	806-892-1900	rgibson@idalouisd.net
Jayton-Girard ISD	Dr. Nelson Coulter (Interim)	806-237-2991	ncoulter@jaytonjaybirds.com
Klondike ISD	Mr. Kenny Lowery	806-462-7334	kenny.lowery@klondikeisd.net
Lamesa ISD	Dr. Bonnie Avey	806-872-5461	bavey@lamesa.net
Levelland ISD	Dr. Don Heseman	806-894-9628	dheseman@levellandisd.net
Littlefield ISD	Mr. Mitch McNeese	806-385-3844	mmcneese@lfdisd.org
Lockney ISD	Mr. Steve Reynolds	806-652-2104	reynolds.steve@lockneyisd.net
Loop ISD	Mr. Heath Blackmon	806-319-7546	hblackmond@loopisd.net
Lorenzo ISD	Dr. Gregory Nelson	806-634-5591	gr.nelson@lorenzoisd.net
Lubbock ISD	Dr. Kathy Rollo	806-766-1000	katy.rollo@lubbockisd.org
Lubbock-Cooper ISD	Mr. Aaron Waldrip	806-993-2300	awaldrip@lcisd.net
Meadow ISD	Mr. Wesley Jones	806-539-2246	wesley.jones@meadowisd.net
Morton ISD	Mr. Mario Aguirre	806-266-5505	mario.aguirre@mortonisd.net
Motley County ISD	Mr. Kurt Koepke	806-347-2676	kkoepke@motleyco.org
Muleshoe ISD	Mr. Scott Bicknell	806-272-7400	sbicknell@muleshoeisd.net
New Deal ISD	Mr. Matt Reed	806-746-5833	mattr@ndisd.net
New Home ISD	Mrs. Julia Stephen	806-924-7542	jstephen@newhomeisd.net
O'Donnell ISD	Mr. Blake Nichols	806-428-3241	bnichols@oisd.esc17.net
Olton ISD	Mr. Mike Michaleson	806-285-2641	mmichaleson@oltonisd.org
Paducah ISD	Mr. Gary Waitman	806-492-3524	gwaitman@paducahisd.org
Patton Springs ISD	Mrs. Sandra Ramirez	806-689-2220	ramirezs@pattonsprings.net
Petersburg ISD	Mr. Todd Newberry	806-667-3585	tnewberry@petersburgisd.net
Plains ISD	Mr. Scott Mills	806-456-7401	smills@plainsisd.net
Plainview ISD	Dr. H.T. Sanchez	806-293-6000	rosie.licerio@plainviewisd.org
Post ISD	Mrs. Cassie Petty	806-495-3343	cpetty@postisd.net
Ralls ISD	Mr. Scott Lucas	806-253-2509	slucas@rallsisd.org
Roosevelt ISD	Mr. Dallas Grimes	806-842-3282	dgrimes@risdtx.us
Ropes ISD	Mr. Dade Cosby	806-562-4031	dcosby@ropesisd.us
Sands CISD	Mr. Wayne Henderson	432-353-4888	whenderson@esc17.net
Seagraves ISD	Mrs. Shelley Mann	806-387-2035	shelley.mann@seagravesisd.com
Seminole ISD	Dr. Glen Teal	432-758-3662	gteal@seminole.net
Shallowater ISD	Dr. Aron Strickland	806-832-4531	astrickland@shallowaterisd.net
Slaton ISD	Mrs. Shelli Conkin	806-828-6591	sconkin@slatonisd.net
Smyer ISD	Mr. Chris Wade	806-234-2935	chris.wade@smyer-isd.net
Southland ISD	Mr. Dusty Grantham	806-996-5599	dgrantham@southlandisd.net
Springlake-Earth ISD	Dr. Denver Crum	806-257-3310	dcrum@springlake-earth.org
Spur ISD	Mrs. Tanya Phillips	806-271-3272	tphillips@spurisd.net
Sudan ISD	Mr. Scott Harrell	806-227-2431	scottharrell@sudanisd.net
Sundown ISD	Dr. Miguel Salazar	806-229-3021	mmalazar@sundownisd.com
Tahoka ISD	Mr. Torrey Price	806-561-4105	tprice@tahokaisd.org

District Superintendents

District	Superintendent	Phone Number	E-mail Address
Wellman-Union CISD	Mr. Nate Wheeler	806-637-4910	nwheeler@wu.esc17.net
Whiteface CISD	Mr. Josh Damron	806-287-1154	jdamron@whitefaceschool.net
Whitharral ISD	Mr. Ben Prowell	806-299-1135	bprowell@whitharralisd.org
Wilson ISD	Mrs. Mandy Poer (Interim)	806-628-6271	mpoer@wilsonisd.org
Texas Tech Univ. K-12	Dr. Robert Bayard	806-615-2115	robert.bayard@ttu.edu

Charter School Directors

Charter	Director	Phone Number	E-mail Address
Betty M. Condra School	Mrs. Merinda Condra	806-993-4040	mcondra@condra.com
Harmony Math & Science	Ahmet Fidan	806-747-1000	afidan@harmonytx.org
Premier High School	Roderick Saldana	806-507-2970	rsaldana@responsivedtx.com
Richard Milburn Academy	Shawnda King	806-740-0811	sking@rma-tx.org
Rise Academy	Mr. Richard Baumgartner	806-744-0438	risedirector@riseacademy.us
Triumph Public High School	Latoya Jackson	806-928-3584	latoya.jackson@triumphpublicschools.com

State Contacts

Organizations	Phone Number	Web Address
State Board of Education (SBOE)	(512) 463-9734	www.tea.state.tx.us
State Board for Educator Certification (SBEC)	(512) 936-8400	www.tea.state.tx.us
Texas Education Agency	(512) 463-9734	www.tea.texas.gov
Texas Association of School Administrators (TASA)	(800) 725-8272	www.tasanet.org
Texas Association of School Boards (TASB)	(512) 467-0222	www.tasb.org
Texas Association of Secondary School Principals (TASSP)	(512) 443-2100	www.tassp.org
Texas Association of Community Schools (TACS)	(512) 440-8227	www.tacsnet.org
Texas Association of School Business Officials (TASBO)	(800) 338-6531	www.tasbo.org
Texas Elementary Principals and Supervisors Association (TEPSA)	(512) 478-5268	www.tepsa.org
Texas Middle School Association (TMSA)	(888) 529-8672	www.tmsanet.org
Texas School Public Relations Association (TSPRA)	(800) 880-9107	www.tspra.org
University Interscholastic League (UIL)	(512) 471-5883	www.uil.texas.org
Texas Association of School Personnel Admin. (TASPA)	(800) 346-4111	www.taspa.org
Career and Technical Education Curriculum	(512) 936-6060	https://tea.texas.gov/cte/
Texas Center for Educational Technology	(940) 369-8164	www.tcet.unt.edu
Languages Other Than English Center for Educator Development	(512) 476-6861	www.sedl.org
Bilingual and ESL Education	(512) 463-9414	https://tea.texas.gov/bilingual/esl/education/
Social Studies Center	(512) 463-9581	https://tea.texas.gov/Academics/Subject_Areas/Social_Studies/Social_Studies/
Vaughn Gross Center for Reading and Language Arts	(512) 232-2320	https://www.meadowscenter.org/vgc/



AUGUST 2026

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards

Superintendent 's Office

- Comprehensive review of all AskTED contacts (be sure you have no blanks)
- Comprehensive review of all Sentinel contacts (see School Safety Contact)
- Review TEA Superintendent Resources & Guidance and ESC-17

Superintendent Resources

- Review subscriptions to ESC-17 mailing list
- Review inclement weather and safety protocols with administrative team
- Hold district/campus SBDM Committee elections
- Distribute/publish Notification of Parents' Rights
- Distribute copies of TEC§37 and local discipline policies to professional staff before start of school
- Review/amend Student Code of Conduct and post on website
- Establish at least one Parent-Teacher Organization at each school
- Review sexual harassment procedures with staff and students
- Evaluate district's decision-making and planning policies every two years
- Cybersecurity training certification submission deadline August 31st

School Board/Governing Board

- *Hold public hearing/Adopt budget for September 1st FY
- *Approve health insurance rates (as appropriate)
- Plan annual teambuilding and complete Bi-annual (Evaluating and Improving Student Outcomes (EISO)
- *Order Trustee election & post notice for November election
- *MOU with juvenile board for districts in counties over 125,000 by September 1st
- *Adopt Student Code of Conduct
- *Adopt district/campus improvement plan
- *Establish/approve Local School Health Advisory Council (SHAC)
- Schedule Trustee candidate workshop (optional)
- *Approve SB 12 certification of compliance

Charter Specific

- Update website to ensure required postings are posted
- Charter School Waitlist TSDS ready to load data to IODS August 4th
- Post Charter Superintendent/CEO salary and Board Members on website
- Utilize the All-In-One-Form to update AskTED, including all required positions

*Requires Board action/approval

Notes

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AUGUST 2026

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

			1
			2
5	6	7	8
			9
12	13  PEIMS Extended Year First Submission ESC Due Date for LEAs (2025-2026)	14	15
			16
19	20	21	22
			23
26	27  PEIMS Extended Year First Submission TEA Due Date for LEAs (2025-2026)	28	29
			30

Business and Finance

August 2026

Federal and State Programs –

- ESSA Consolidated Compliance Report for 2025-2026 due September 30th
- RLIS Compliance Report for 2025-2026 due September 30th, if applicable
- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Prepare a summary of 2026-2027 federal program estimated allocations and intended uses; follow LEA procedures for eliciting public comment prior to ESSA Consolidated Application submission
- Train/Schedule staff training on the value and utility of the contribution of parents.
- Schedule at least two Title I, Part A meetings (offered on more than one day at different times)
- Revise/Approve District Improvement Plans based on needs assessment and evaluation and make available to parents and the public in a language and format they understand (website recommended)
- Revise, approve and distribute District Parent & Family Engagement Policy
- Confirm that Parent's Right to Know information is included in the student handbook and/or website.
- Apply for the substitute system for time and effort through the smartsheet workapp. This is applicable to federally funded employees who work on multiple cost objectives and are on a regular, fixed schedule. TEA's Substitute System of Time and Effort Reporting

Finance –

- Aug. 1st - TEA Local Property Value Survey Closes
- Aug. 1st - School Transportation Route Services Report Due (opened June 1st)
- Aug. 7th - Districts planning VATRE must publish notice of budget/tax rate meeting
- Aug. 7th - May/November election data to Comptroller
- Aug 7th - Post meeting to discuss budget and proposed tax rate (3 business day posting requirement)
- Mid Aug.- Post on website adopted tax rate that will raise more taxes for maintenance & operations than last year's tax rate (if applicable)
- Aug. 15th - Deadline to appeal preliminary MCR; 10 days after release
- Aug. 15th - For districts selecting the monthly payment option, the seventh (final) payment for 25-26 is due from districts with excess local revenue to the state (Option 3) and/or to the partner district(s) for districts exercising Option 4
- Aug. 15th - Payment is due from districts with excess local revenue that elected to pay for 25-26 attendance credit purchased in one lump-sum payment to the state (Option 3) and/or to the partner district(s) (Option 4)
- Aug. 15th - As soon as practicable after this date, but before August 31, the agencies notifies any district with excess local revenue that is delinquent in making recapture payments for the current school year of the balance due. Balances are due upon receipt of notification
- August 15th (generally) - I&S Bond Debt Payments Due
- Aug. 17th - To order a Voter Approved Tax Ratification Election (VATRE) November election: a district must adopt its budget and tax rate before ordering election (78th day before Election Day)
- Aug. 20th - Deadline to publish Budget/Rate Meeting Notice (Texas Comptroller's Form 50-280) for 9/1 districts not having a VATRE (10-30 days before meeting)
- Aug. 31- Deadline for Budget Adoption for September 1st FY
- Aug. 31- Final amendment to current year (2025-2026) budget must be done prior to close & must be approved by the Board (9/1 FY)
- Aug. 31st - TEA Tax Information Survey (TIS) due in TEAL FSP System - report current year actual tax collections to be used near final settle-up process (opens June 1st)
- Aug. 31st - Comptroller certifies final PVS findings
- Aug. 31st - Verify compliance of spent Teacher Incentive Allotment funds. The LEA must show 100% of previous year's TIA was spent, 90% on student-facing instructional staff on campus where the designated teacher works
- Post summary of proposed budget and link to budget adopted by Board for the last 3 years on LEA website
- Confirm district is meeting IDEA-B MOE, ESSA MOE and spending by special allotment/PIC before submitting file to auditor (Sep. 1st FY)

Food and Nutrition –

- Distribute media release for Child Nutrition programs to local print publication and other outlets
- Distribute/Process Child Nutrition Household Income applications with required instructions (if applicable)
- Update student and adult meal prices according to annual reimbursement rates
- Food Service Management Company Contract Review Form (complete once per semester)
- Direct Certification monthly upload/download and verify commodity monthly usage
- Civil Rights training completed by all district staff involved in Child Nutrition programs

Migrant Education Program –

- Ensure the Migrant Survey is included in all registration materials for all students.
- Ensure completed surveys are forwarded to appropriate MEP staff and/or ESC for review if applicable.
- The MEP Local Needs Assessment (LNA) and Priority for Service (PFS) data to identify student needs, prioritize services, and monitor outcomes for migratory students should be included in the District's Improvement Plan.

Technology –

- Cybersecurity: Pursuant to Texas Government Code section 2063.103 of annual certified Cybersecurity training for required staff by August 31st
 ▲ <https://dir.texas.gov/information-security/statewide-cybersecurity-awareness-training>
- Cybersecurity: New list of Texas Cybersecurity Command (TXCC) certified training providers published.
 ▲ <https://dir.texas.gov/information-security/statewide-cybersecurity-awareness-training>

Texas Student Data System/PEIMS –

- PEIMS Extended Year First Submission ESC due date for LEAs (2026-2026) August 13, 2026
- PEIMS Extended Year First Submission TEA due date for LEAs (2025-2026) August 27, 2026

Transportation

- Bus Accident Reporting System survey due by August 31st

*Requires Board action/approval

General Curriculum

- The 2027-2028 application cycle for innovative courses is currently paused. The complete innovative course application timeline is available on the TEA innovation course website
- BOY full-day Prekindergarten for eligible 4-year-old students data collection using an instrument from the Commissioner's List of Approved Prekindergarten Progress Monitoring Instruments (19 Texas Administrative Code §102.1003(c)(1))
- BOY Commissioner-approved kindergarten reading instrument must be administered no later than the 60th day of the school year. House Bill 2, Article 5, Section 5.09
- Families must be notified of BOY kindergarten results in writing or electronically no later than the earlier of the 20th school day or the 30th calendar day after results are available. House Bill 2, Article 5, Section 5.09
- Families should be notified of BOY grade 1 and grade 2 results within 60 calendar days of administration. (TEC§28.006)

Accountability and Assessment –

- Post most current accountability ratings, accreditation status, and distinction designations, Texas Academic Performance Report (TAPR) & School Report Card (SRC) on website by 10th day of the school year (TEC§39.362) / Requirement for Posting of Performance FAQ
- Update AskTED (ensure Superintendent, Principal(s), and Testing Coordinator are correct)
- Testing Transparency §6312 (e)(2)(A) and (B): Posting a policy regarding student participation in any assessment mandated by 20 U.S.C §6311(b)(2)
- Preliminary Accountability Ratings and Unmasked Reports and Data Tables released in TEAL (TEC§39.362)
- Preliminary Accountability Ratings and Masked District and Campus Data released publicly on TEA website (txschools.gov)
- Accountability Appeal Window opens (per 19 TAC §97.1002(b)); appeals timeline posted on the TEA website
- Preliminary Public Education Grant (PEG) List posted (TEC§29.201-29.205)
- Deadline for districts to report state assessment results to their local board of trustees is September 30th Calendar of Events (COE)

Career and Technical Education –

- Publish Annual Public Notification of Nondiscrimination in CTE Programs (required by Office of Civil Rights) before the start of school
- Submit 2026-2027 Perkins V in eGrants – Due September 3rd
- Ensure TEAL/eGrants Access for all appropriate staff – Business Office, CTE Director, Federal Programs
- New Instructional Facility Allotment (NIFA) application due August 15th (if applicable)
- Verify all CTE Teacher certifications and teacher assignments (PEIMS) to align with CTE Courses/Programs of Study
- Review CCMR Verifier and Tracker related to industry-based certifications and completers for accountability purposes
- Review CTE course coding to ensure accurate funding
- Setup CTE Advisory Meetings for 2026 - 2027
- Ensure post-secondary partners and workforce boards for dual credit, work-based learning, and certifications

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed
- Complete School System Leader BOY Survey
- Read the LIFT Newsletter- be on the lookout for information regarding Continuation Funding

Special Education –

- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Health and Safety –**School Health –**

- Automated External Defibrillators (AEDs) | TEC§22.902; DMA(LEGAL) requires
 - △ CPR & AED instruction must be made available to employees as frequently as required by local policy.
 - △ Monthly - Check AED and CPR certification is up to date for every school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer.
- Bloodborne Pathogens (BBP) | Tex. Health & Safety Code § 81.301-.307; 25 TAC§96.101-.501; DBB(LEGAL)
 - △ Districts must provide employees who provide health care-related services or who have a risk of exposure to BBP in connection with exposure to sharps, pre-service and annual refresher training as described in the TDSHS Exposure Control Plan, available online.
- Concussion Training for Employees* | TEC§38.154, .158; DMA(LEGAL); FM(LEGAL)
 - △ Coaches of a UIL athletic event, athletic trainers who serve on a district's concussion oversight team, and a school nurse or licensed health care professional, who serves on a district's concussion oversight team must take a legally specified training course on concussions from an authorized provider and submit proof of completion to the superintendent or designee. Training should occur at least once every two years
- Diabetes Training | Tex. Health & Safety Code § 168.005; FFAF(LEGAL)
 - △ Annually provide Unlicensed Diabetic Care Assistant (UDCA) Training
 - △ Training for UDCA's must be provided before the beginning of the school year or as soon as practicable following the enrollment of a student with diabetes. At least one employee must be assigned to the role of UDCA on a campus with a nurse and at least three UDCA's assigned on a campus with no school nurse. The school nurse or principal must maintain a copy of the training guidelines and any records associated with the training.
- Fentanyl & Opioid Antagonist Training | TEC§38.224. Added by Acts 2023, 88th Leg., (S.B. 629) o Each LEA that adopts a policy, must provide training to employees & is responsible for training school personnel and school volunteers in the administration of an opioid antagonist in a formal training session or through online education. Training must include elements specified in the law & be in accordance with the policy adopted.
 - △ Records on the required training must be maintained.
- Seizure Recognition and Related First Aid Training TEC§38.033(a)-(b); DMA(LEGAL)

School Health - continued

- △ At least once, and *as needed, the school nurse must complete a TEA-approved online course of instruction for school nurses.
 - △ At least once, and *as needed, all other district employees whose duties at the school include regular contact with students must complete a TEA-approved online course of instruction for school personnel regarding awareness of students with seizure disorders that includes information about seizure recognition and related first aid.
- Steroids | TEC§33.091(c)-(c-1); DMA(LEGAL) requires
 - △ Each employee who serves as a coach at or above the seventh-grade level for an extracurricular athletic activity sponsored or sanctioned by the UIL must complete the UIL educational program regarding the health effects of steroids or a comparable program developed by the district or a private entity with relevant expertise as needed.
- Traumatic Injury Response Protocol | TEC§38.030; CKD(LEGAL) requires:
 - △ The District to annually make available its protocol for staff and volunteers to follow in the event of a traumatic injury.
 - △ The District to ensure that bleeding control stations are stored in easily accessible areas of the campus that are selected by the district's school safety and security committee or the charter school's governing body
 - △ Traumatic Injury Response Training (aka, Bleeding Control Station Training or "Stop the Bleed" Training) as needed for commissioned school district peace officers or school security personnel who provide security at the campus, school resource officers who provide law enforcement at the campus, and all other district personnel expected to use a bleeding control station. The course must use nationally recognized, evidence-based guidelines for bleeding control and must incorporate instruction on the psychomotor skills necessary to use a bleeding control station, including instruction on proper chest seal placement.
 - △ Plan - The district must annually offer instruction on the use of a bleeding control station to students enrolled grades 7 or higher.
- Review TASB School District and Campus Websites: Optional and Required Internet Postings pp.5-6, 12-13 for health and SHAC related web posting guidelines.

School Health –

- HB 549 Compliance Protocol (Airway Clearance Devices)
 - △ Establish local protocols to handle potential, unsolicited "in-kind" donations of airway clearance devices. Ensure campus leadership is aware that if a device is accepted via donation, that specific campus must store it near the cafeteria and have at least one trained staff member present during major meal periods. If the district has decided not to allocate general funds to buy these devices, this directive or position should be clearly reflected in local wellness or safety guidelines, so campus principals are aligned, know the district's official stance on device procurement, and avoid unauthorized campus-level purchases.
- TEC§28.004, Mandated Local School Health Advisory Council and Health Education Instruction
 - △ The prohibition began with the 2025-26 school year, regardless of the adoption or renewal date of an innovation plan. Prior to SB 12, districts were permitted to be exempt from this statute through a DOI plan. Accordingly, the new prohibition might impact currently adopted DOI plans. A School Health Advisory Council must be established in all school districts and public charter schools, meet at least 4 times per year, and provide an annual report to the Board of Trustees.
- Physical Education Expansion & Wellness Elective (SB 2)
 - △ Ensure the scheduling and course catalogs reflect new requirements for Middle school physical education prior to the academic semester rollouts. Students in grades 6, 7, and 8 must participate in moderate/vigorous daily physical activity for at least four semesters. High schools must now provide an elective course in nutrition and wellness utilizing materials approved by the State Board of Education.
- Confirm board-approved health/P.E. Curriculum, required instruction, and SHAC Review before changes. For more details see Physical Education | Texas Education Agency & Health Education of the Coordinated School Health Model | Texas Education Agency
- Ensure compliance with TEC§26.0083(g), which requires each school district and open-enrollment charter school (school system) to provide the parent of each enrolled student before the first instructional day of each school year with written notice of each health-related service offered at the campus the student attends. The notice must include a statement of the parent's right to withhold consent for or decline a health-related service. Health-related service is not defined by the statute. Note - As Needed Training can be offered upon hire or if there is no record of training on file for required individuals.

School Safety –

- Review membership District Safety & Security Committee (TEC§37.109)
- Safety & Security Committee members (new) complete Psychological First Aid training (TEC§37.108(f)(6)(C)(i))
- Review requirements of all Safety and Security Agreements as per Emergency Operations Plans to ensure effective dates are applicable. The memorandum of understanding (MOU) or mutual aid agreements must be submitted to TxSSC upon request (TEC §37.212(d)).
- Plan Safety & Security Committee meetings for each academic semester & once during the summer (TEC§37.109)
- Develop schedule for mandatory school drills exercises (TEC§37.114)
 - △ Fire Drills: required 2 per semester if no guidance is provided by your local fire marshal (TEC§37.114)
 - △ Secure Drill: 1 per school year
 - △ Lockdown Drill: 2 per school year (one per semester)
 - △ Evacuation Drill: 1 per school year
 - △ Shelter-in-Place Drill (for either Severe Weather or Hazmat): 1 per school year
- Ensure that the semi-annual safety standard maintenance checklist (REF: Chapter 61: Commissioner's Rules §61.1031(d)(3)) is complete
- Ensure that the LEA Superintendent or designee attends the semi-annual school safety sheriff meeting.
 - △ Only applies to the sheriff of a county with a total population of less than 350,000 people
- Distribute Keep'em Safe TX information regarding the safe storage of firearms to the parent/guardian of each student enrolled in the district or school (TEC§37.222)
- The current three-year safety and security audit cycle for K-12 school districts began on September 1st and will end on August 31st. The reporting period for submitting audit results to the TxSSC during this audit cycle is from April 15th to September 15th
- Provide updated school safety emergency contact information to ESC-17 School Safety Liaison (see contact above)

Human Resources/Human Capital Services –

- Conduct New Employee Orientation (NEO), ensuring the systematic collection of Form I-9, direct deposit authorizations, and mandatory payroll documents.
- Verify and process credentials for all new hires, identifying any teachers or paraprofessionals who do not currently meet ESSA or SBEC standards.
- Identify teachers requiring Emergency Permits or Waivers and formally submit those applications to the TEA.
- Review educator certifications to monitor expirations and establish your master certification calendar to ensure ongoing compliance throughout the year.
- Ensure all new employees are correctly enrolled in the Teacher Retirement System (TRS).
- Execute pay rollover for 11-month employees.
- Coordinate District Convocation and system-wide welcome-back events.
- Verify that all staff have received building keys/badges and that emergency contact information is fully updated in the district database.
- Remind all returning staff to update their personal information, including phone numbers, physical addresses, and emergency contacts as appropriate.
- Distribute the annual T-TESS/appraisal calendar to all appraisers and teachers, and schedule required new teacher/mentor training and professional development for the entire school year.
- Conduct mandatory T-TESS training for all teachers new to the appraisal system or the district.
- Submit Texas Incentive Allotment (TIA) annual data through the TEA portal prior to the August 31st deadline.
- Distribute and track mandatory compliance training modules for all staff, including Standard Response Protocol (SRP), Child Abuse Prevention, and Bloodborne Pathogens.
- Disseminate the annual "Right to Request Teacher Qualifications" parent notice in accordance with federal and state guidelines.
- Monitor campus enrollment numbers and prepare to submit class size waivers within 20 days of any classroom exceeding statutory limits.
- Finalize the fall recruiting schedule, secure registrations for upcoming university and regional job fairs, and order or update all district promotional and recruiting materials.

SEPTEMBER 2026

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards – Field Service Agents

Superintendent 's Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- Designate Appropriate Coordinators per code (i.e. Title IX, Migrant, Homeless, Sexual Harassment, 504, etc.)
- Notify all students and employees of the name, office address, phone number of Title IX designee
- Review public information processes, procedures, and posting
- Identify date for renewal of teacher contracts
- Prepare Board training calendar
- Prepare report of Trustee training hours prior to November elections with postings as required – Publicly report October Board meeting
- Recommend technology and instructional materials allotment (TIMA) selections
- Submit Board approved SB12 certification of compliance to TEA
- Update AskTED

School Board/Governing Board

- Board candidate workshop (optional)
- Ensure election judge(s) and clerks(s) are trained for November election
- Report Trustee training hours at Board meeting prior to elections
- *Adopt district/campus improvement plan
- *Approve Independent Audit Report
- *Approve SB 12 certification of compliance

Charter Specific

- Bank Depository Contract due to TEA – December 1st
- *Verify web posting requirements*
- Prepare for annual governance reporting; Refer to TEA Charter School Governance website for timeline to submit
- New Charter Schools: SC5050 requirements
- Charter School Waitlist snapshot date – last Friday in September
- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

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7

Labor Day

14

21

28

Texas Charter School
Conference Dallas

8

15

22



29

Texas Charter School
Conference Dallas

SEPTEMBER 2026

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

2	3	4	5
			6
9 TACS Annual Fall Conference 2026 San Antonio 	10 TACS Annual Fall Conference 2026 San Antonio	11	12
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16	17 	18	19
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23 	24	25	26
			27
30 Texas Charter School Conference Dallas			

Business and Finance –

Federal and State Programs –

- September 3rd - 2026-2027 ESSA Consolidated Application due if submitting without 12-month grant funded employees
- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)(ESSA, 1112, 1114)
- September 30th - Prepare and upload into ESSA Smartsheets PNP Affirmations and Equitable Services worksheets for districts with participating private schools
- September 30th – Submit 2025-2026 ESSA Consolidated Compliance reports through eGrants

Finance -

- Sept. 1st - Chapter 49 districts - District Intent/Choice Selection must be submitted online via the Excess Local Revenue module of the FSP System. No board approval required. The form must be submitted for your district to proceed with its tax rate adoption for the fiscal year
- Sept. 1st - Deadline for the Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding) contract to be submitted via the Excess Local Revenue module of the online FSP Application through TEAL. If not netting, the agreement is due around January 13th. Specific board meeting minutes language required
- Prepare for annual financial audit (September 1st FY)
- Distribute tax statements
- Review Investment Policies (annual)
- Update annual financial procedures manuals and provide training to staff
- Register for Investment Officer training (TEC§45.209). Free training opportunities available to Business Manager Cooperative members in fall and spring
- Access and review the LEA's Final FIRST Ratings/Charter FIRST (TAA generally released in Aug.). Prepare working calendar to schedule the publication and public hearing
- Second Friday of Sept.- All TRS RP reports for the entire fiscal year must be at a "Complete" status. Failure to bring your RP report to a "Complete" status by the deadline may result in incorrect annual statements for your employees
- Sept. 29th - Last day to adopt tax rate (or before 60 days after appraisal roll certification if that's later)
- Sept. 30th - Deadline to submit authorized but unissued bond report to Bond Review Board.

Food and Nutrition

- Direct Certification monthly upload/download and verify commodity monthly usage
- Attend WTFSC Nutrition Expo at Region 17 ESC – September 16th
- Summer Nutrition Program Cost Report due September 30th

Technology –

- ESC 17 WAN customers only: Submit new construction projects for ESC 17 WAN for next Erate year.

Texas Student Data System/PEIMS –

- PEIMS Extended Year Submission: Resubmission due on September 17th for LEAs (2025-2026)
- Close of school start window – last Friday in September 25th

Curriculum, Instruction and Assessment –

General Curriculum

- Review 504 procedures
- The 2027-2028 application cycle for innovative courses is currently paused. The complete innovative course application timeline is available on the TEA innovation course website

Accountability and Assessment –

- Federal School Improvement Designations Released (Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI) or Additional Targeted Support (ATS)
- District Testing Coordinator attends required annual DTC training at ESC-17 (Option 1: VIRTUAL, October 2, 2026) OR (Option 2: IN-PERSON, October 9, 2026)
- Deadline for Accountability Appeals: Dates of the appeals submission window, exact deadlines, and dates of final rating decisions for the accountability year will be announced on the date preliminary accountability ratings are published in TEAL
- Preliminary, Confidential RDA (Results Driven Accountability) Report released via TEAL, 10-day LEA review window opens.
- Review PEIMS data for all program areas prior to snapshot date
 - ▲ The snapshot date for the PEIMS Fall Enrollment Submission will be the first Friday in October.
- Report annual State of Texas Assessments of Academic Readiness (STAAR) data and assessment results to board of trustees by September 30

Career and Technical Education –

- 2026-2027 SC5003 Formula Grant Consolidated Schedule (one schedule applicable to ESSA, Perkins, and IDEA-B) due September 3rd
- 2026-2027 Perkins Formula Grant application, budget and performance measures due September 3rd
- Review and meet with CTE about CTSOs to ensure that they have their school charter with the school
- Complete and review training plan agreements (15-day requirement) for students in Career Preparation and Practicum courses
- Monitor student IBC testing schedules and credential tracking and PEOMS reporting
- Ensure that CIPS and DIPS align with CLNA goals
- Ensure course alignment with Programs of Study

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Special Education –

- 2026-2027 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School & Nonpublic Residential placements by LEAs) opens in TEAL (APEX) September 1st
- 2025-2026 Special Education Consolidated Grant Year Ends September 30th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Health and Safety –**School Health –**

- Automated External Defibrillators (AEDs) | TEC§22.902; DMA(LEGAL) requires
 - △ CPR & AED instruction must be made available to employees as frequently as required by local policy
 - △ Monthly - Check AED and CPR certification is up to date for every school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer

School Safety –

- The current three-year safety & security audit cycle for open-enrollment charter districts began on September 1, 2022 and ends on August 31, 2025. The reporting period for submitting audit results to the TxSSC during this audit cycle is from April 14, 2025 to September 15, 2025.
- Charter Schools do not report until September 2028
- Each district shall adopt and implement a policy requiring integration of trauma-informed practices in each school environment. A district must include the policy in the district improvement plan required under Section 11.252
 - △ The policy must address:
 - increasing staff and parent awareness of trauma-informed care; and
 - implementation of trauma-informed practices and care by district and campus staff; and
 - available counseling options for students affected by trauma or grief emergency Operations Plans & Annexes – Email with information regarding EOP documents for the 2026-2027 review cycle will be sent to superintendents

Human Resources/Human Capital Services –

- Audit and finalize all payroll and personnel data entry to ensure system-wide data integrity before major reporting cycles.
- Finalize the master list of Extra Duty stipends to ensure accurate processing for the first comprehensive payroll cycle.
- Execute pay rollover for 10-month employees.
- Distribute total compensation statements to all district staff to highlight the full value of their salary and benefits package.
- Close out all summer Texas Service Record (G-1) requests to remain fully compliant with the 30-day statutory legal deadline.
- Cross-reference the master schedule to ensure all teachers are properly certified in their specific teaching assignments.
- Review educator certifications to monitor expirations and track ongoing compliance.
- Verify Title I staff coding to ensure personnel funding matches actual campus assignments, preventing costly federal audit issues.
- Issue formal parental notifications regarding any classroom teachers who do not currently meet ESSA or SBEC certification standards.
- Review local appraisal procedures, rubrics, and compliance timelines with all campus and department supervisors.
- Monitor and ensure all eligible teachers complete and submit their T-TESS Goal-Setting and Professional Development (GSPD) plan within the statutory first 6 weeks of instruction.
- Complete and submit the annual District Personnel/Teacher Salary Survey to maintain accurate regional benchmarking data.
- Coordinate and schedule TRS pre-retirement seminars for mid-career and late-career district employees.
- Establish the operational timeline and logistics for the upcoming annual employee climate surveys.

OCTOBER 2026

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards –

Superintendent 's Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- LEAs without ESL certified teachers must request a TEA waiver of certification requirements
- Prepare Annual Finger Printing Certificate and Statement of Compliance estimating student enrollment projections for December submission (even years)
- Prepare report of Trustee training hours prior to November elections with postings as required – October Board Meeting
- Update AskTED

School Board/Governing Board

- Review the Superintendent's evaluation timeline and process, including training on use of instrument
- Report Trustee training hours at Board meeting prior to elections

Charter School Specific

- Prepare for annual governance reporting; Refer to TEA Charter School Governance website for timeline to submit
- Charter School Waitlist submission closes for Charter Schools on October 30th
- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

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**Charter School Waitlist
TSDS Collection Due
Date for LEAs**

26

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**Fall ACET Conference 2026
Omni Las Colinas Irving**

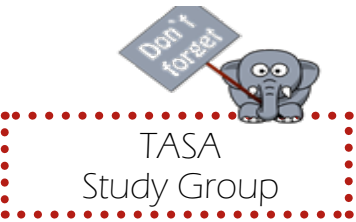
OCTOBER 2026

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

	1 PEIMS Extended Year Resubmissions TEA Due for LEAs (2024-2025)	2 Fall Enrollment Snapshot Date (NEW)	3 4
7	8 Fall Enrollment Submission ESC Due for LEAs (NEW) 1st Six Weeks Attendance TEA Due Date for LEAs txEDCON 2026 George R Brown Convention Center Houston	9 txEDCON 2026 George R Brown Convention Center Houston	10 txEDCON 2026 George R Brown Convention Center Houston 11 txEDCON 2026 George R Brown Convention Center Houston
14 	15 Fall Enrollment Submission TEA Due for LEAs (NEW)	16	17 18
21	22	23	24 24
28  Fall ACET Conference 2026 Omni Las Colinas Irving	29 Fall ACET Conference 2026 Omni Las Colinas Irving	30 Fall PEIMS Snapshot Date  Fall ACET Conference 2026 Omni Las Colinas Irving	31 

Federal and State Programs –

- Oct. 1st - Deadline to submit annual micro purchase Self-Certification to TEA via EDGAR WorkApp
- Annual Survey of Children in Local Facilities for Neglected/Delinquent Survey (SC9000) available in eGrants. Due Dec. 1st
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- LEAs that reported 2025-2026 TIVA Program Objectives and Measurable Outcomes will need to report initial progress toward meeting those objectives and outcomes. Reporting window is October 1st - December 1st
- If 2025-2026 TIVA funds were not carried into 2026-2027, the initial report will be considered the final report. Reporting occurs through the Smartsheets App
- TEA Comparability Assurance Document (CAD) made available by TEA through Qualtrics survey (typically due mid Nov.). All non-exempt school districts must also complete the Comparability Computation Form (CCF). Both submissions are due in mid-November.

Finance -

- Oct. 1st - Teacher Incentive Allotment Annual Data Submission due for those with an accepted TEA local designation system
- Oct. 1st - Student Transportation Operations Report opens. Due to TEA by Dec. 1st
- Oct. 1st - Assessor mails tax bills or as soon as practical
- Oct. 2nd - If having VATRE, efficiency audit report due, if the board appointed an auditor on July 3rd. The audit may be due earlier, as the final report is due no later than three months after the selection of an auditor
- Oct. 2nd - Efficiency audit results must be posted on the district's website. The board must hold an open meeting to discuss the results before the election
- Oct. 8th - First PEIMS Attendance submission (1st six weeks attendance) due. Calculate State Aid using end of first-six-weeks student data and compare against prior year and budget projections. School systems are also asked to submit at least 50% of their students' information related to special education settings for new SPED funding
- Oct. 14th - Deadline to submit pre-election report to the Bond Review Board
- Approve Annual Financial Audit for July 1st FY
- Submit biannual pupil projections survey to TEA, (even years only) prior to a Legislative Session (All LEAs). Due by Dec. 15th
- Schools FIRST: Conduct Public Hearing within 2 months of receiving the Final School FIRST Rating. If no appeal was submitted by your district, your district's preliminary rating becomes final on the 31st day after the preliminary ratings are released
- Oct. 15th (generally) - For Chapter 49 districts - Near-final Excess Local Revenue (Recapture) balances are due for recapture payments owed by districts for the prior year based on updated Summary of Finance. View your district's remaining balance via the Payment Ledger under School District State Aid Reports
- Oct. 31st - Employer's Quarterly Federal Tax Return- (Form 941) due for Q3: July 1st - Sept. 3rd

Food and Nutrition –

- Verification of Sample Household Income Application begins October 1st
- Count number of students enrolled, directly certified, and with approved applications - October 31st (last Friday of the month)
- Attend TDA FSMC Tour of Texas (mandatory for districts with foodservice management company contracts)
- Texas Summer Mandate released – respond to TDA
- Direct Certification monthly upload/download and verify commodity monthly usage

Texas Student Data System/PEIMS –

- PEIMS Extended Year Resubmission TEA due date for LEAs (2024-2025)
- PEIMS Fall Enrollment Snapshot date on October 2nd (NEW)
- PEIMS 1st Six Weeks Attendance TEA Due October 8th, 2026
- PEIMS Fall Enrollment Submission ESC due date LEAs (NEW) October 8th, 2026
- PEIMS Fall Enrollment Submission TEA due date LEAs (NEW) October 15th, 2026
- PEIMS Fall PEIMS Snapshot date October 30, 2026
- PEIMS CHarter School Waitlist TSDS Collection is due for LEAs October 30, 2026

Curriculum, Instruction and Assessment –**General Curriculum**

- Recommend technology and instructional materials allotment (TIMA) selections
- LEAs without ESL certified teachers must request a TEA waiver of certification requirements (19 TAC §89.1207(b))
- Present Annual Bilingual and/or ESL Program Evaluation Report to the board of trustees

Accountability and Assessment –

- Review PEIMS data for all program areas prior to snapshot date
 - △ The snapshot date for the PEIMS Fall Enrollment Submission will be the first Friday in October, and the submission will be due in mid-October. There will be no resubmission for the new PEIMS Fall Enrollment Submission
- Attend required School Improvement training, if applicable
 - △ Prepare and submit applicable school improvement documents, if applicable
- RDA Significant Disproportionality (SD) Year 3 letters sent to affected LEAs

Career and Technical Education –

- Continue reviewing 4-year plans and coding students for PEIMS snapshot
- Attend ESC-17 New and Experienced Admin Training
- Hold Fall CTE Advisory Meeting (industry, workforce, and postsecondary)
- Update or review local labor market alignment with TWC/JobsEQ tools
- Review equipment and facility needs for budget planning (Perkins funds allowable uses)
- Update or review local labor market alignment with TWC/JobsEQ tools

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Special Education –

- By the first PEIMS Attendance Submission reporting period (1st Six Weeks Attendance), due October 8th, each school system is expected to review IEPs that are in place as of the first day of the 2026-2027 SY for at least 50% of their students receiving special education services and enter:
 - △ the student's tier of intensity,
 - △ any applicable service group(s), and
 - △ the average number of minutes per instructional day the student spends in a special education setting
- These data elements will be reported with a begin date of the first day of the school year. Once entered, these values, including the instructional arrangement/setting code, will remain in place with no end date unless the student's specifically designed instruction (SDI), as documented in the IEP, is revised.
- 2026-2027 Nonpublic Placement Notification & Application due October 1st for continuing placements of all Nonpublic Day School & Nonpublic Residential placements by LEAs (due within 30 calendar days of ARD committee off-campus placement decision if new placement)
- 2026-2027 State Performance Plan Indicator (SPPI) 14 ready for users to complete October 26th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Health and Safety –**School Health –**

- Annual Report of Immunization Status | TEC§38.008 & TAC§97.71
 - △ Report to Department of State Health Services the immunization status of the kindergarten and 7th graders opens for submission. Select an assessment date to report immunization data for your school district or charter between [on or about] Friday, October 30, 2026, and Friday, December 11, 2026. [Note: These dates have been predicted based on the 2025-26 calendar]. The staff who maintain immunization records should complete the ARIS for the district.
- Fentanyl Poisoning Awareness Month | Texas Government Code, §662.116 - House Bill (HB) 3144 (88th Texas Legislature, Regular Session, 2023). To help school systems plan and prepare to spread awareness during the month of October, the Fentanyl Response Communications Toolkit resources have been updated to support fentanyl poisoning awareness month.
- Fentanyl Education | TEC, §38.040, requires districts to annually provide research-based instruction on fentanyl abuse prevention and drug poisoning awareness to students in grades 6–12.
- Automated External Defibrillators (AEDs) | TEC§22.902; DMA(LEGAL) requires
 - △ CPR & AED instruction must be made available to employees as frequently as required by local policy
 - △ Monthly - Check AED and CPR certification is up to date for every school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer.
- Verify PEIMS coding for students with Pregnancy Related Services (PRS) for the PEIMS Fall snapshot on the first Friday in October.

School Safety –

- Emergency Operation Plan & Annexes – Due to the TxSSC Requirements: Basic Plan and the Reunification Annex

Human Resources/Human Capital Services –

- Audit and finalize all payroll and personnel data entry to ensure system-wide data integrity before major reporting cycles.
- Finalize the master list of Extra Duty stipends to ensure accurate processing for the first comprehensive payroll cycle.
- Execute pay rollover for 10-month employees.
- Distribute total compensation statements to all district staff to highlight the full value of their salary and benefits package.
- Close out all summer Texas Service Record (G-1) requests to remain fully compliant with the 30-day statutory legal deadline.
- Cross-reference the master schedule to ensure all teachers are properly certified in their specific teaching assignments.
- Review educator certifications to monitor expirations and track ongoing compliance.
- Verify Title I staff coding to ensure personnel funding matches actual campus assignments, preventing costly federal audit issues.
- Issue formal parental notifications regarding any classroom teachers who do not currently meet ESSA or SBEC certification standards.
- Review local appraisal procedures, rubrics, and compliance timelines with all campus and department supervisors.
- Monitor and ensure all eligible teachers complete and submit their T-TESS Goal-Setting and Professional Development (GSPD) plan within the statutory first 6 weeks of instruction.
- Complete and submit the annual District Personnel/Teacher Salary Survey to maintain accurate regional benchmarking data.
- Coordinate and schedule TRS pre-retirement seminars for mid-career and late-career district employees.
- Establish the operational timeline and logistics for the upcoming annual employee climate surveys.

NOVEMBER 2026

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards – Field Service Agents

Superintendent 's Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- Prepare Annual Finger Printing Certificate and Statement of Compliance
- Submit updated enrollment projections through Foundation School Program in TEAL (even years)
- Update AskTED

School Board/Governing Board

- November Elections (BBB Legal)
 - △ *Canvass Trustee election results
 - △ *Reorganize Board of Trustees
 - △ Schedule all required New Trustee trainings
 - △ Update AskTED with changes in Board membership
 - △ Train new Trustees on the superintendent evaluation instrument and process (BBD Legal)
 - △ Statement of Office and Oath of Office for all new Trustees
- Public hearing on annual report required within 90 days of receipt
- Approve Annual Independent Audit for July 1st FY
- *Board approved annual audit for July 1st FY due to TEA no later than November 27th
- Prepare Board Training Report (Military Districts Only)
- *Final FIRST Rating/Charter FIRST released. Hold public hearings within two months
- Review investment policy
- Approve investment policy revisions as needed

Charter Specific

- Bank Depository Contract due to TEA on December 1st
- Prepare for annual governance reporting; Refer to TEA Charter School Governance website for timeline to submit
- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

Notes

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Texas Assessment Conference
Kalahari Resort & Conference
Center, Round Rock

Texas Assessment Conference
Kalahari Resort & Conference
Center, Round Rock

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NOVEMBER 2026

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

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Texas Assessment Conference Kalahari Resort & Conference Center, Round Rock			
11 TASBO School Operations Conference Allen TX	12 TASBO School Operations Conference Allen TX	13	14
 TASA Study Group			15
18	19	20	21
	PEIMS Fall First Submission ESC Due for LEAs and ESCs		22
25	26 	27	28
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Business and Finance –

Federal and State Programs –

- Mid-November- All LEAs receiving Title I, Part A dollars must complete and submit the Comparability Assurance Document. Non-exempt LEAs must also complete and submit the Comparability Computation Form. Title I Comparability is a fiscal requirement to ensure comparable services are being provided across an LEA's Title I-served campuses in comparison to their non-served campuses. For more information, visit TEA's Comparability of Services Requirement webpage
- Mid-Nov. Title V, Part B Rural and Low-Income School Program Grant Application typically due in eGrants
- Continue consultation meetings with private schools (Not Applicable to Charters)
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- LEAs that reported 2025-2026 TIVA Program Objectives and Measurable Outcomes will need to report initial progress toward meeting those objectives and outcomes. Reporting window is October 1st- December 1st. If 2025-2026 TIVA funds were not carried into 2026-2027, the initial report will be considered the final report. Reporting occurs through the Smartsheets App. *If applicable (did not REAP or transfer 100% of your Title II, Part A funds into Title I, Part A), complete and submit your required Title II, Part A Special Data Collection - due early January.*

Finance -

- Nov. 1st - Prior School Year After Review Notification- The agency provides official notification to districts with local revenue in excess of entitlement after review notification for the prior 2025-2026 school year
- Nov. 4th - Date of the election to obtain voter approval for Option(s) 3, 4, and 5 if a district opted to hold the election on the uniform election date for school year 2025-2026
- Nov. 23rd - Deadline to submit post-selection report to Bond Review Board.

Food and Nutrition –

- Child Nutrition Verification process completion deadline is November 15th
- Verification Report deadline
- Direct Certification monthly upload/download and verify commodity monthly usage

Texas Student Data System/PEIMS –

- PEIMS Fall First Submission ESC due date for LEAs and ESCs November 19, 2026

Transportation –

- Transportation Operations Report due December 1st

Curriculum, Instruction and Assessment –

General Curriculum

- Innovative Course Approval Process (TAC§74.27)
- Review next school year's high school course offering and process
- Post High-Quality Pre-K (HQPK) family engagement plan to website by November 1st (TEC§29.168); (19 TAC §102.1003 (h))

Accountability and Assessment –

- Prepare school improvement intervention submission, if applicable
- TEA notification of Accountability Appeal Decisions sent to districts via mail and posted in TEAL (90 calendar days after appeal window closes)
- RDA (Results Driven Accountability) - Including LEA Determinations, Federally Required Elements (FRE), released via TEAL; Masked reports made public
-  Prepare RDA intervention submission, if applicable
- Preliminary Four-Year Longitudinal Information available on TEAL
- STAAR EOC window opens (Nov 30th - Dec 11th)
- Possible TAPR released, Statute requires that each district's Board hold a public hearing to discuss the district's annual report within 90 calendar days of receiving the PDF TAPR. Winter breaks do not count towards the 90 days. Within two weeks following the public meeting, each district must widely publish its annual report, including posting it on the district website and other public places. (TEAs Requirement for Posting of Performance FAQ)

Career and Technical Education –

- Review near final Summary of Finance report for previous school year
- Meet with teachers regarding student certification and licensure programs
- Review and compare the second six weeks principals and superintendent FTE report to in-house FTE report
- Review department expenditures to date
- Evaluate and document CTE safety procedures and training
- Last day to spend/encumber campus Perkins funds

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Special Education –

- 2025-2026 SHARS (School Health & Related Services) Reimbursement Survey (applicable to all LEAs) due to TEA early November
- 2026-2027 Excess Cost Preliminary Calculation, based on final unaudited 2025-2025 expenditures, should be completed (kept locally)
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Human Resources/Human Capital Services –

- Audit and finalize all payroll and personnel data entry to ensure system-wide data integrity before major reporting cycles.
- Finalize the master list of Extra Duty stipends to ensure accurate processing for the first comprehensive payroll cycle.
- Execute pay rollover for 10-month employees.
- Distribute total compensation statements to all district staff to highlight the full value of their salary and benefits package.
- Close out all summer Texas Service Record (G-1) requests to remain fully compliant with the 30-day statutory legal deadline.
- Cross-reference the master schedule to ensure all teachers are properly certified in their specific teaching assignments.
- Review educator certifications to monitor expirations and track ongoing compliance.
- Verify Title I staff coding to ensure personnel funding matches actual campus assignments, preventing costly federal audit issues.
- Issue formal parental notifications regarding any classroom teachers who do not currently meet ESSA or SBEC certification standards.
- Review local appraisal procedures, rubrics, and compliance timelines with all campus and department supervisors.
- Monitor and ensure all eligible teachers complete and submit their T-TESS Goal-Setting and Professional Development (GSPD) plan within the statutory first 6 weeks of instruction.
- Complete and submit the annual District Personnel/Teacher Salary Survey to maintain accurate regional benchmarking data.
- Coordinate and schedule TRS pre-retirement seminars for mid-career and late-career district employees.
- Establish the operational timeline and logistics for the upcoming annual employee climate surveys.

DECEMBER 2026

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards – Field Service Agents

Superintendent ‘s Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- Evaluate State Compensatory Education
- UIL dues Deadline January 1st Annually to State UIL Office (CCR D10)
- Review DFBB (LEGAL & LOCAL) for non-renewals
- Implement Winter Break Maintenance and Security Protocols, including IT
- Submit updated enrollment projections through Foundation School Program in TEAL (even years)
- Update AskTED

School Board/Governing Board

- Update Trustees' contact information & terms on website
- Complete Board Self-Evaluation (recommended)

Charter Specific

- Charter holder must file audit report disclosing all management company loans
- Prepare for annual governance reporting; Refer to TEA Charter School Governance website for timeline to submit
- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

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7	8
14	15
21	22
Christmas Holiday	Christmas Holiday
28	29
Christmas Holiday	Christmas Holiday

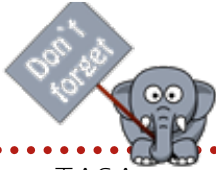
DECEMBER 2026

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

2 TAMS Legislatiave Conference 2026	3 2nd Six Weeks Atten- dance TEA Due for LEAs TAMS Legislatiave Conference 2026	4 TAMS Legislatiave Conference 2026	5 6
9  TASA Study Group	10 PEIMS Fall First Submission TEA Due for LEAs and ESCs	11 RF Tracker TSDS Collection Mid-Year Checkpoint	12 13
16	17	18	19 20
23 Christmas Holiday	24 Christmas Holiday	25  Christmas Holiday	26 Christmas Holiday 27 Christmas Holiday
30 Christmas Holiday	31 Christmas Holiday		

Federal and State Programs –

- Dec. 1st - Substitute System of Federal Time-and-Effort Reporting due (optional system). Complete time and effort documentation, including staff signatures, at the conclusion of the first semester: TEA Substitute System of Time and Effort Certification due and will be effective retroactive to July 1st of the same year. The certification will remain in effect for one year (June 30th). If submitted after December 1st, the certification will be effective on the date of submission and remain in effect for one year). This applies to all federal programs.
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- LEAs that reported 2025-2026 TIVA Program Objectives & Measurable Outcomes will need to report initial progress toward meeting those objectives and outcomes. Reporting window is October 1st - December 1st. If 2025-2026 TIVA funds were not carried into 2026-2027, the initial report will be considered the final report. Reporting occurs through the Smartsheets App *If applicable (did not REAP or transfer 100% of your Title II, Part A funds into Title I, Part A), complete and submit your required Title II, Part A Special Data Collection - due early January.*
- Dec. 29th - 2025-2026 ESSA Consolidated Grant Federal Final and Revised Final Expenditures report due

Finance -

- Dec. 1st - Student Transportation Operations Report due
- Dec. 1st - Deadline for reporting election results for a district with school year 2026-2027 local revenue levels in excess of entitlement that held an election during fall 2026. Notify TEA state Funding Division of the option with a certified copy of school board minutes showing a canvass of election results
- Dec. 3rd - Second PEIMS (2nd six weeks attendance) due. School systems must report data regarding a student's eligible days present in the tier of intensity, applicable service group(s), and the average number of minutes per instructional day the student spends in a special education setting for students whose data was not included in the first Attendance Submission. Calculate State Aid using end of 2nd six weeks student data & compare against prior year and budget projections
- Before Holiday Break- Have board approve Independent Audit Report for September 1st FY
- Publish Schedule C-3 from independent audit in local newspaper
- Mid-Dec.- Review, update and submit Attendance Projections in the FSP system within TEAL (even years)
- Dec. 27th - Debt Transparency Reporting (June 30th FY)
- Develop Budget Adoption Timeline
- For Chapter 49 districts - The Agreement for the Purchase of Attendance Credit contract comes due in Jan., if not netting, verify date. Specific board meeting minutes language required. Submit online in the TEAL - FSP System. CAD Cost, District Partner Data, Tuition & Payment Options must be submitted in the TEAL - FSP system online. Download and review the Options and Procedures for Local Revenue in Excess of Entitlement (manual) for additional information.

Food and Nutrition –

- Food Service Management Company Request for Proposal for new contracts deadline is December 1st
- Direct Certification monthly upload/download and verify commodity monthly usage

Texas Student Data System/PEIMS –

- PEIMS 2nd Six Weeks Attendance TEA Due date LEAs on December 3rd
- PEIMS Fall First submission TEA due date for LEAs and ESCs December 10, 2026
- RF Tracker TSDS Collection Mid-Year Checkpoint due date on December 11th

Transportation –

- Transportation Operations Report due electronically by December 1st

Curriculum, Instruction and Assessment –**Accountability and Assessment**

- 2026 Final Accountability Ratings and Final Count of Consecutive Years of Unacceptable Performance available in TEAL, TEA website, and TXschools.gov
- TAPR released, Statute requires that each district's Board hold a public hearing to discuss the district's annual report within 90 calendar days of receiving the PDF TAPR. Winter breaks do not count towards the 90 days. Within two weeks following the public meeting, each district must widely publish its annual report, including posting it on the district website and other public places. (TEAs Requirement for Posting of Performance FAQ)
- Preliminary Accelerated Student Listing released in TEAL
- Final Accountability Ratings and Final Count of Consecutive Years of Unacceptable Performance available in TEAL, TEA website, and TXschools.gov
- Final List of Campuses Identified Under Public Education Grant (PEG) Criteria for 2026–2027 available on the TEA website
- School Report Card released (send home within six weeks)
- Federal Report Card released (distributed to campuses, parents, and the public)
- STAAR EOC window opens (Nov 30th - Dec 11th)

Career and Technical Education –

- Mid-year review of CCMR and IBC progress
- Review and compare the third six weeks principals and superintendent FTE report to in-house report
- Survey CTE students for program interest, career goals, and engagement feedback
- Verify accuracy of PEIMS fall submission for CTE codes and staffing
- Review second semester schedule changes and new semester course offerings
- Prepare for CTE Month in February
- Review career prepr and practicum training plans – job changes, new training plans

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Special Education –

- By the second PEIMS Attendance Submission reporting period (2nd Six Weeks Attendance), due December 3rd, school systems must report data regarding a student's eligible days present in the tier of intensity, applicable service group(s), and the average number of minutes per instructional day the student spends in a special education setting for students whose data was not included in the first Attendance Submission. The begin date for these students will still be the first day of the school year, unless an Admission, Review, and Dismissal (ARD) committee meeting results in a revision to the student's IEP services that affects the tier of intensity, service group(s), or minutes in a special education setting. By the second PEIMS Attendance Submission, eligible days present will be reported for both the instructional arrangement/setting and the tier of intensity for all students served in special education and who are eligible for funding.
- School systems report eligible days present for the instructional arrangement/setting and the tier of intensity, service group(s), and average number of minutes per instructional day the student spends in a special education setting for all reporting periods in the PEIMS Summer Submission (even for those students whose tier of intensity data was not reported in the first PEIMS Attendance Submission).
- 2025-2026 Special Education Consolidated Grant Federal (IDEA-B Formula, IDEA-B Preschool, IDEA-B Discretionary Deaf, IDEA-B ARP Formula, IDEA-B ARP Preschool) Final and Revised Final Expenditures report due December 29th @ RDSPD fiscal agent must send written RDSPD Annual Submission Letter if there are to be no changes to the current RDSPD SSA for the following school year to TEA's Department of Special Education Programs due by December 1st
- Written notification of a new RDSPD SSA or a change to the configuration of an existing RDSPD SSA is due to TEA by December 1st in order for the change to be effective in the subsequent fiscal year
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Health and Safety –**School Health –**

- Automated External Defibrillators (AEDs) | TEC§22.902; DMA(LEGAL) requires
 - △ CPR & AED instruction must be made available to employees as frequently as required by local policy
 - △ Monthly - Check AED and CPR certification is up to date for every school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer
- Immunization Status Reporting
 - △ (On or about) December 13th is the deadline for the submission of the Annual Report of Immunization Status for kindergarten and 7th grade students each year to the Texas Department of State Health Services; the report may only be entered from October 25th to December 13th immunization reporting is disabled at other times of the year.
 - △ [Note: These dates have been predicted based on the 2025-26 calendar]. The staff who maintain immunization records should complete the ARIS for the district.

Human Resources/Human Capital Services –

- Clear all Fatal and Warning errors to finalize and secure the PEIMS Fall Resubmission data.
- Reconcile HRIS names and Social Security numbers with Payroll data to ensure total accuracy for upcoming W-2 tax processing.
- Review teacher certifications to monitor expirations and ensure credentials remain active through the mid-year transition.
- Review all One-Semester Only contracts and temporary assignments to determine extension, transition, or end-of-assignment logistics.
- Process all mid-year exit paperwork and promptly issue Texas Service Records for departing staff members.
- Recognize and celebrate mid-year retirees to honor their service to the district before they officially step away.
- Draft preliminary enrollment and staffing projections as the foundation for the upcoming spring budgeting and recruitment cycles.
- Establish a workflow to monitor mail for unemployment claims during the winter break to ensure the district meets strict Texas Workforce Commission (TWC) response deadlines.
- Attend the TASPAA Personnel Law Conference for critical legal and legislative updates.
- Participate in the TASPAA Winter Conference to network and collaborate on upcoming spring hiring strategies.

JANUARY 2027

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards –

Superintendent 's Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- Review upcoming school year calendar development process
- Review Staff Non-renewals
- Ensure School Report Card is included with first semester report card
- Update AskTED

School Board/Governing Board

- *Superintendent's evaluation and contract
- *Approve Annual Independent Audit Report for September 1st FY
- *Board approved Annual Independent Audit Report (AFR) due to TEA no later than January 28th for LEAs September 1st FY
- *Approve Auditor for next FY

Charter Specific

- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

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TASA
Midwinter
Conference

TASA
Midwinter
Conference

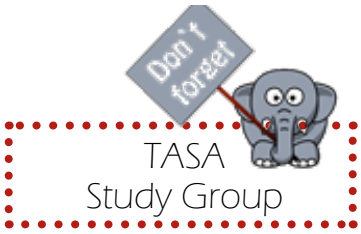
JANUARY 2027

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

		1  <i>New Years Day</i>	2
			3
6	7 PEIMS Fall Resubmission ESC Due for LEAs and ESCs	8	9
			10
13  TASA Study Group	14	15	16
			17
20	21 PEIMS Mid-Year Submissions ESC Due for LEAs and ESC PEIMS Fall Resubmissions TEA Due for LEAs and ESCs	22	23
			24 TASA Midwinter Conference
27  TACS Meeting TASA Midwinter Conference	28 PEIMS Mid-Year First Submission TEA Due for LEAs and ESCs ECDS Kindergarten TSDS Collection Due For LEAs 3rd Six Weeks Attendance TEA Due for LEAs	29	30
			31 TCEA Convention 2027

Federal and State Programs –

- Mid-Jan. - Indirect Cost Rate Proposal due to TEA. LEAs should submit in GFFC Reports within TEAL
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Ongoing consultations with PNPs participating in federal program equitable services (ISDs only).
- Conduct a mid-year budget and programmatic review of federal programs

Finance -

- Early Jan.- Match previous year audit report to PEIMS Mid-Year submission
- Jan. 15th - Chapter 49 districts- Contract deadline for all school year 2026-2027 contracts. Contracts must be submitted via the Excess Local Revenue module of the online FSP Application in TEAL
- Jan. 15th - Chapter 49 districts- Submit all other SY 2026-2027 supporting documentation via the Excess Local Revenue module of the online FSP Application in TEAL. Specific board meeting minutes language required. Also include CAD Cost, District Partner Data, Tuition & Payment Options must be submitted in the TEAL - FSP system online. Download and review the Options and Procedures for Local Revenue in Excess of Entitlement (manual) for additional information
- Jan. 15th - Chapter 49 districts- A district must notify the commissioner if choosing to purchase school year 2026-2027 attendance credit in equal monthly payments beginning Feb. 15th through Aug. 15th or in one lump-sum payment not later than Aug. 15th
- Jan. 20th - Sales Tax Report for student activity fund raisers and other sales due for preceding calendar year (Annual filers) - Visit website more information: <https://comptroller.texas.gov/taxes/publications/94-183.php>
- Jan. 28th - Annual Audit Report due to TEA- (Sept. 1st FY)
- Jan. 29th - Third PEIMS Attendance submission (3rd six weeks attendance) due. Calculate State Aid using end of 3rd six weeks student data and compare against prior year and budget projections
- Jan. 31st - Impact Aid Application deadline. Apply via the Impact Aid Grant System
- Jan. 31st - Deadline for W2's, 1095-C & 1099 to be distributed
- Jan. 31st - Employer's Quarterly Federal Tax Return- (Form 941) due for Q4: Oct. 1st - Dec. 31st

Food and Nutrition –

- Child Nutrition Texas Summer Mandate deadline is January 31st
- Complete NSLP/SBP Onsite Monitoring by February 1st
- Food Service Management Contract Review Form (completed once per semester)
- Child Nutrition USDA Food requisitions for SY 2027-2028 open
- Direct Certification monthly upload/download and verify commodity monthly usage

Texas Student Data System/PEIMS –

- PEIMS Fall Submission Resubmission due to ESC17 for LEAs and ESCs on January 7th
- PEIMS Fall Submission TEA due date for LEAs and ESCs January 21st
- PEIMS Fall Mid-Year Submission ESC due date for LEAs and ESCs on January 21st
- PEIMS Mid-Year First Submission TEA due date for LEAs and ESCs on January 28th
- ECDS-KG Collection: Submission due to ESC Region 17 for LEAs on January 28th
- ECDS-KG Collection for LEAs on January 28th

Curriculum, Instruction and Assessment –

General Curriculum

- MOY full-day Prekindergarten for eligible 4-year-old students data collection using an instrument from the Commissioner's List of Approved Prekindergarten Progress Monitoring Instruments (19 Texas Administrative Code §102.1003(c)(1))
- School systems administer universal dyslexia screening for grade 1 students by January 31st (TEC §38.003) and State Board of Education
- School systems administer universal dyslexia screening for all kindergarten students by the end of the year. (TEC §38.003)

Accountability and Assessment –

- Notification to parents of eligibility for Public Education Grants by February 1st (TEC§29.204(b))
- Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR
- ESC-17 Accountability Forum – January 29th

Career and Technical Education –

- Review new semester course offerings
- Review Career Preparation and Practicum Training Plans
- Review activities for CTE month – February
- Resolve 2nd semester schedule changes
- Begin Perkins carryover spending plan (if applicable)
- Update 4-year graduation plans in collaboration with counselors (ensure alignment of POS with industry-based certifications – for CCMR accountability and Outcomes Bonus)

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Special Education –

- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Health and Safety –**School Health –**

- Automated External Defibrillators (AEDs) | TEC§22.902; DMA(LEGAL) requires o CPR & AED instruction must be made available to employees as frequently as required by local policy o Monthly - Check AED and CPR certification is up to date for every school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer

School Safety –

- Safety & Security Committee meets once during each academic semester & once during the summer (TEC§37.109)
- Ensure there is an SSSP Team representing each campus, all required positions are filled, and all team members are trained in conducting Behavioral Threat Assessment. Meet as needed with Behavioral Threat Assessment Reports. Safety & Security Committee meets once during each academic semester & once during the summer (TEC§37.109)
- If it was not completed in the fall semester, ensure that each campus has a Bullying committee and that all required positions are filled. Ensure annual student bully prevention training is complete, student bully surveys are completed, and action plans are developed from the survey results.
- Ensure that the semi-annual safety standard maintenance checklist is completed.
- Ensure that the LEA Superintendent or designee attends the semi-annual school safety sheriff meeting.
- Ensure weekly door logs are being maintained.
- Distribute Keep 'em Safe TX information regarding the safe storage of firearms to the parent/guardian of each student enrolled in the district or school (TEC§37.222)
- Conduct a monthly inspection to verify the automated external defibrillator is placed at its designated location, reasonably appears to be ready for use, and does not reasonably appear to be damaged in a manner that could prevent operation (THSC§779.003)
- Conduct and document mandatory Drills: TxSSC Drill Requirements

Human Resources/Human Capital Services –

- Finalize and submit both the PEIMS Fall Resubmission and the PEIMS Mid-Year (Submission 2) datasets to the Region ESC and TEA.
- Distribute the mandatory Federal Earned Income Tax Credit (EITC) notice to all eligible district staff alongside January payroll processing.
- Review educator certifications to monitor expirations and keep tabs on rolling winter renewal windows.
- Issue formal reminders to out-of-state hires to review and finalize their Texas SBEC certification requirements and deficiency timelines.
- Host a comprehensive welcome and orientation session for incoming spring semester student teachers.
- Disseminate "Intent to Return" surveys to all professional personnel to accurately project vacancies, retirements, and resignations for the upcoming school year.
- Officially post the district's internal transfer procedures and distribute eligible employee transfer lists to campus principals.
- Compile the final employee climate survey results and generate data reports for executive leadership.
- Finalize the district's spring recruitment calendar and secure registrations for upcoming university and regional job fairs.
- Attend the TASA Midwinter Conference to collaborate with superintendents and fellow executive leaders on emergent school finance, legislative, and staffing trends.

FEBRUARY 2027

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards –

Superintendent 's Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- Develop next year's school calendar
- Review Valedictorian & Salutatorian selection process and class rank process
- Update ESC-17 Commitment and Contract Approvers (as needed)
- Update AskTED

School Board/Governing Board

- *Call Trustee election for May
- Review and update Superintendent evaluation instrument & procedures, as needed
- *Administrator contracts
- *Approve school calendar
- Schedule Trustee candidate workshop (optional)

Charter Specific

- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

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TCEA Convention 2027

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TCEA Convention 2027

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15



TASBO Conference
2027 San Antonio

16

TASBO Conference
2027 San Antonio

22

23

National ESEA
Conference, Louisville,
Kentucky

FEBRUARY 2027

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

3	4 PEIMS Mid-Year Resubmissions ESC Due for LEAs and ESCs Don't forget TASA Study Group	5	6
TCEA Convention 2027			7
10	11 PEIMS Mid-Year Resubmissions TEA Due for LEAs and ESCs	12	13
			14
17	18 SPPI - 14 TSDS Collection Due for LEAs	19	20
TASBO Conference 2027 San Antonio	TASBO Conference 2027 San Antonio	TASBO Conference 2027 San Antonio	21
24 TACS Meeting National ESEA Conference, Louisville, Kentucky	25 National ESEA Conference, Louisville, Kentucky	26	27
			28

Business and Finance –**Federal and State Programs –**

- Begin budget calendar and budget process for 2027-2028
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Ongoing consultations with PNPs participating in federal program equitable services (ISDs only)
- Amend 2026-2027 ESSA Consolidated Grant Application, RLIS when Final Entitlements & Carryover (if applicable) are released & adjust local records.
- Begin dissemination of federal report cards - Dissemination process must be complete by early March.
- Begin the planning process for stakeholders meetings to review District Improvement Plan.
- Begin preparations for the Comprehensive Needs Assessment process:
 - △ Schedule stakeholder meetings, grade-level/department meetings
 - △ Distribute surveys to stakeholders
- Begin preparations to evaluate the effectiveness of the Parent & Family Engagement Policy/Compact/Overall Program and make plans to revise, if needed

Finance –

- Feb. 1st - Eminent Domain Reporting: Public & private entities authorized by the State under a general/special law to exercise the power of eminent domain must use Comptroller's reporting form to submit an updated report to the Comptroller's office
- Begin bid for depository contract (due June 15th)/check status for extension (ISD only)
- Establish scope and details of financial audit
- Calculate enrollment projections
- Review Comptroller's Preliminary CPTD Values (certified end of January) - Start appeal/protest if necessary (most delinquent tax firms will advise if protest is beneficial). Check deadline for school districts to file petitions protesting the preliminary findings
- Update SOF Template w/ current ADA and Current-year Preliminary CPTD Values (T Values) – compare results to original revenue projections and make budget adjustments as needed
- Begin budget calendar and budget process
- Mid-Feb.- Bonded Debt Payments from I&S Fund
- Feb. 15th - Chapter 49 districts- For districts selecting the monthly payment option, first recapture payment
- Mid-late Feb.- PEIMS Mid-Year Resubmission due
- Feb. 27th - Debt Transparency Reporting posted on website or submitted by Comptroller for August 31st FYE districts

Food and Nutrition –

- Onsite Monitoring to be completed for schools with more than one site by February 1st
- Food Service Management Company renewal deadline
- Child Nutrition USDA Commodity Food requisitions for SY 2027-2028 close
- Direct Certification monthly upload/download and verify commodity monthly usage

Texas Student Data System/PEIMS –

- PEIMS Mid-Year Resubmission ESC due date for LEAs and ESCs on February 4th
- PEIMS Mid-Year Resubmission TEA due date for LEAs and ESCs on February 11th
- SPPI 14 TSDS Collection due date for LEAs on February 18th

Curriculum, Instruction and Assessment –**Accountability and Assessment –**

- Notification to parents of eligibility for Public Education Grants (PEG) by February 1st (TEC§29.204(b))
- Ensure Federal Report Card and School Report Card have been released and distributed (TEAs Requirement for Posting of Performance FAQ)
- Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR
- STAAR Stand-Alone Field Test: February 1st – February 5th (26-27 Calendar)
- TELPAS/TELPAS ALT window opens February 15th

Career and Technical Education –

- National CTE Education Week/Month Activities
- Review budget expenditures in state and federal funds from the general funds to track for Maintenance and Effort (MOE)
- Conduct CTE program evaluations
- Last day to spend/encumber campus CTE funds
- Start identifying equipment/facility needs for next year's Perkins budget
- Attend ESC-17 New and Experienced Admin Training

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Health and Safety –

School Health –

- Automated External Defibrillators (AEDs) | TEC§22.902; DMA(Legal) requires
 - △ CPR & AED instruction must be made available to employees as frequently as required by local policy
 - △ Monthly - Check AED and CPR certification is up to date for every school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer

School Safety –

- LEAs complete the FY 2026 School Safety Allotment Data Collection Survey (Due February)

Human Resources/Human Capital Services –

- Complete Affordable Care Act (ACA) reporting and prepare mandatory Form 1095-B and 1095-C documents for employee distribution.
- Electronically file all completed ACA 1095-B and 1095-C forms with the IRS to meet federal compliance deadlines.
- Review educator certifications to monitor expirations and keep ahead of spring renewal windows.
- Run a comprehensive background audit to check all current district staff against the official TEA Do Not Hire Registry.
- Conduct a thorough audit of all current Probationary Contracts to legally determine which educators are eligible for advancement to a Term Contract for the upcoming school year.
- Convene with executive leadership to review potential contract non-renewals and evaluate the supporting documentation for Chapter 21 compliance.
- Collaborate with the Finance/Budget department to review school staffing allotments based on updated enrollment and attendance projections.
- Distribute a formal reminder to faculty and professional personnel regarding deadlines and procedures to submit an Early Notice of Intent for end-of-year resignations or retirements.
- Finalize and submit the PEIMS Class Roster Winter Snapshot data capturing the district's official student-teacher schedules on the last Friday of February.

MARCH 2027

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards –

Superintendent 's Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- Develop recommendations for teacher contracts
- *SBDM Committees develop campus performance objectives for next school year
- Review Graduation Program on Student Expression and review related policies
- Principal surveys to evaluate educator preparation program opens to HR staff
- Program Directors complete the ESC-17 Client Satisfaction Survey
- Update ESC-17 Commitment and Contract Approvers (as needed)
- Update AskTED

School Board/Governing Board

- *Order of Trustee election and post required notice for May election
- Prepare report of Trustee training hours prior to May elections with postings as required – April Board meeting
- *Adopt district goals
- *Adopt school calendar
- *Ratify Textbook Committee recommendations
- Discuss preliminary budget/budget workshops
- Host potential trustee candidate workshop (optional)

Charter Specific

- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

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TEXAS INDEPENDENCE
DAY

8

**TxDLA Conference
Denton**

9

**TxDLA Conference
Denton**

15

Spring Break

16

Spring Break

22

23

29

30

MARCH 2027

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

3	4	5	6
TASB Governance Galveston 2027	TASB Governance Galveston 2027	TASB Governance Galveston 2027	TASB Governance Galveston 2027
10	11	12	7
TxDLA Conference Denton			TxDLA Conference Denton
 TASA Study Group			14
17	18	19	20
 Spring Break	4th Six Weeks Attendance TEA Due for LEAs	Spring Break	21
24	25	26	27
 TACS Meeting	Class Roster Winter TSDS Collection Due for LEAs	Good Friday	28
31			

Federal and State Programs –

- LEAs must make the federal report card information readily accessible to the public, and LEAs must notify parents of the availability of the federal report card information early March
- Schedule planning meetings with staff regarding grant activities for current and next year's applications, CNA and DIP/CIP
- Review professional development participation for Title II, Part A compliance report
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112,1114)
- Begin preparations to evaluate the effectiveness of the Parent & Family Engagement Policy/Compact/Overall PFE program with stakeholder involvement.

Finance -

- March 1st - Chapter 49 districts - Deadline for Chapter 49 districts to submit revised CAD costs for prior school year or forfeit the CAD cost reduction for the prior school year
- March 15th - For districts selecting the monthly payment option, the second payment for current year is due from districts with excess local revenue to the state (Option 3) and/or to the partner district(s) for districts exercising Option 4
- March 15th - Recapture payment due for district's subject to recapture that selected the monthly payment option (7 installments)
- Mid March- Deadline for districts to file petitions protesting the Comptroller's Preliminary PVS findings - 40 days after release of Comptroller's Finding
- March 19th - Fourth PEIMS Attendance submission (4th six weeks attendance) due. Calculate State Aid using end of 4th six weeks student data and compare against prior year and budget projections
- Update SOF Template w/ current ADA, Current Year Preliminary CPTD Values (T Values), and recently released State Comp Ed Counts by Census Block – compare results to original revenue projections and make budget adjustments as needed
- Continue budget process including proposed staff compensation package
- Review spending by special program using allotments from updated SOF to ensure minimum spending requirements are met
- SHARS Cost Control Report due April 1st - submitted thru STEPS (State of Texas Electronic Provider System)

Food and Nutrition –

- Child Nutrition Community Eligibility Program (CEP) Report deadline
- Child Nutrition Financial Report due to The Texas Department of Agriculture
- Direct Certification monthly upload/download and verify commodity monthly usage

Migrant Education Program –

- Distribute Migrant Survey to all students

Texas Student Data System/PEIMS –

- PEIMS Attendance Submission: 4th Six Weeks attendance closes on March 18th
- Class Roster Winter TSDS Collection due date for LEAs on March 25th

Curriculum, Instruction and Assessment –**Accountability and Assessment –**

- TELPAS window closes March 26th
- STAAR Alternate 2 window opens March 15th
- Ensure Federal Report Card has been released and distributed
- Alternative Education Accountability (AEA) Campus registration window opens
- Final Accelerated Testers Student Listing released in TEAL

Career and Technical Education –

- Input IBC's to PEIMS
- Review and compare the fifth six weeks principals and superintendent FTE report to in-house report
- Monitor preliminary CCMR data
- Review course offerings for CTE next year
- Monitor IBC testing preparation for spring window
- Finalize spring CTE Advisory Committee Meeting schedule and prepare agendas

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Special Education –

- Perform self-analysis of FY26 MOE (Maintenance of Effort) compliance, using final expenditure data from TSDS PEIMS 2026 2027 Mid-Year reports; gather documentation for exceptions/adjustment, if applicable
- FY26 MOE (Maintenance of Effort) Preliminary Compliance Review released by TEA; Respond to TEA with 2025-2026 Exceptions Workbook for failed tests, if applicable
- 2026-2027 Excess Cost Final Calculation based on final, audited 2025-2026 expenditures should be completed (kept locally)
- Deadline for eligible LEAs to submit MOY Payment Request for IDEA-B Discretionary Residential Reimbursement (Optional fund source) – Typically early March
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Human Resources/Human Capital Services –

- Finalize and submit the PEIMS Class Roster Winter Submission data to the TEA.
- Verify the principal roster within the ECOS/TEAL portal to ensure accurate campus administration records with the state.
- Ensure all early-career teachers update their ECOS email addresses to guarantee they receive mandatory state-administered educator surveys.
- Review educator certifications to monitor expirations and track ongoing credential compliance.
- Finalize campus and departmental staffing plans for the upcoming school year based on finalized enrollment projections.
- Draft the HR department's preliminary budget request for the upcoming fiscal year.
- Officially open the internal Transfer Window for current staff members seeking to move to different campuses or positions.
- Compile and submit formal contract recommendations and appraisals to the Board of Trustees for the upcoming school year.
- Obtain Board approval for all Chapter 21 Contract Renewals, Non-Renewals, and Terminations.
- Prepare and deliver written notice of Non-Renewal to affected professional staff at least 10 days before the last day of instruction, strictly adhering to Texas Education Code § 21.206.
- Establish a workflow to monitor mail for unemployment claims during the Spring Break closure to ensure the district meets strict TWC response deadlines.

APRIL 2027

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards –

Superintendent 's Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- Develop and recommend summer school plans
- Approve out-of-district student transfer requests for next school year
- Prepare report of Trustee training hours prior to May elections with postings as required – April Board Meeting
- Principal surveys to evaluate educator preparation programs open for principals or their designees through May
- Update ESC-17 Commitment and Contract Approvers (as needed)
- Update AskTED

School Board/Governing Board

- Ensure election judge(s) and clerk(s) are trained for May election
- Discuss preliminary budget/budget workshops
- *Report Trustee training hours at Board meeting prior to election

Charter Specific

- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

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12

CoSN2027
Orlando FL

13

CoSN2027
Orlando FL

19

Texas Library Association
San Antonio

20

Texas Library Association
San Antonio

26

27

2027 Spring ACET
Conference
Apr. 27 – 30, 2027

APRIL 2027

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

	1	2	3
			NSBA 2027 Washington D.C.
		NSBA 2027 Washington D.C.	4
			NSBA 2027 Washington D.C.
7	8	9	10
			11
14 CoSN2027 Orlando FL	15	16	17
 TASA Study Group			18
21	22	23	24
Texas Library Association San Antonio	Texas Library Association San Antonio		25
28	29	30	
2027 Spring ACET Conference Apr. 27 – 30, 2027	2027 Spring ACET Conference Apr. 27 – 30, 2027	2027 Spring ACET Conference Apr. 27 – 30, 2027	

Federal and State Programs –

- TSDS PEIMS actual audited financial data from TSDS PEIMS Record 032 for the applicable fiscal years is extracted by FFCR to determine LEA's compliance with the ESSA LEA MOE requirement
- Continue budget process for next year
- Parent Engagement review processes for Title I, Part A required activities: PFE policies/School -Parent Compacts
- Begin collection of all Title I, Part A programmatic compliance documentation for the 26-27 school year including meeting invitations, agendas, minutes, sign-in sheets for all compliance activities.
- Update AskTED to reflect any campus changes
- Schedule/conduct program compliance evaluations for ESSA programs and State Compensatory Education
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Review LEA contacts and roles for TEA Secure applications, i.e. eGrants, ISAM, Accountability, etc.

Finance -

- April 1st - SHARS Cost Control Report due - submit thru STEPS (State of Texas Electronic Provider System)
- Review preliminary estimate of CAD Value (typically released Mid-April)
- April 15th - Recapture payment due to TEA for districts selecting the monthly payment option
- April 15th - Chapter 49 districts : Districts selecting monthly payment option, the third payment for current year is due from districts with excess local revenue to the state (Option 3) and/or to the partner district(s) for districts exercising Option 4
- Review spending by special program using allotments from updated SOF ensure minimum spending requirements are met
- TSDS PEIMS actual audited financial data from TSDS PEIMS Record 032 for the applicable fiscal years is extracted by FFCR to determine LEA's compliance with the ESSA LEA MOE requirement
- Continue budget process for next year
- Update AskTED to reflect any campus changes
- Schedule/conduct program compliance evaluations for ESSA programs and State Compensatory Education
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Review LEA contacts and roles for TEA Login applications, i.e. eGrants, ISAM, Accountability, etc.
- April 30th - Employer's Quarterly Federal Tax Return- (Form 941) due for Q1: Jan. 1st - March 31st

Food and Nutrition –

- Child Nutrition Food Service Management Company Contract selections sent to TDA for approval prior to award
- Direct Certification monthly upload/download and verify commodity monthly usage
- Summer meal program (SSO or SFSP) applications due to TDA, including applicable Meal Pattern waiver requests

Accountability and Assessment –

- STAAR Alternate 2 window closes April 16th
- Spring STAAR window opens
 - △ April 5th – RLA
 - △ April 12th – Science/Social Studies
 - △ April 19th – Math
- Campus Pairing Registration window opens (TEAL)
- Alternative Education Accountability (AEA) Campus registration window closes & Final lists of AEA campuses is posted (public web)
- CCMR Tracker Part 1 (TEAL)

Career and Technical Education –

- Close Federal (Perkins) Expenditures
- Close local/state expenditures
- Conduct equipment inventories
- Input IBC's into PEIMS, review
- Provide input in District (DIP) and Campus Improvement Plans (CIP)

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Special Education –

- Respond to TEA with 2025-2026 Exceptions Workbook for failed tests, if applicable, due early April
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Human Resources/Human Capital Services –

- Monitor T-TESS and T-PESS completion rates, ensuring all formal observations, walkthroughs, and documentation are finalized by campus leaders.
- Submit final teacher and professional contract recommendations to the Board of Trustees for official approval.
- Review teacher certifications to monitor expirations and ensure pending spring grads/hires are on track.
- Review all Title I and Grant-Funded job descriptions to ensure strict compliance with federal time-and-effort reporting requirements.
- Draft new district-wide salary schedules, stipends, and pay raise proposals for executive leadership review.
- Finalize the HR department's preliminary budget recommendations and submit them to the Chief Financial Officer/Finance team.
- Post all known vacancies resulting from early resignations, retirements, or growth, and launch high-volume interviewing cycles.
- Issue Reasonable Assurance letters to all applicable staff working less than 12 months (e.g., paraprofessionals, bus drivers, child nutrition staff) to mitigate unemployment claims over the summer months.

Superintendent and School Boards –

Superintendent ‘s Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- Establish and post summer Central Office hours
- Evaluate district’s decision-making and planning policies procedures every two years
- Update AskTED

School Board/Governing Board

- May Elections (BBB Legal)
 - Δ *Canvass Trustee election results
 - Δ *Reorganize Board of Trustees
 - Δ Local orientation for new Trustees
 - Δ Update AskTED with changes in Board membership
 - Δ Train new Trustees in the superintendent evaluation instrument and process
 - Δ Statement of Office and Oath of Office for all new Trustees
- *Review/amend Student Code of Conduct
- Discuss preliminary budget/budget workshops
- *Board discussion of property values and funding lag for July 1st FY

Charter Specific

- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

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Memorial Day

MAY 2027

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

			1
			2
5	6	7	8
			9
			Mother's Day
12	13	14	15
			16
TASA / TACS Study Group	5th Six Weeks Attendance TEA Due for LEAs		
19	20	21	22
			23
26	27	28	29
			30

Federal and State Programs –

- Mid-May- LEAs should review, approve, and certify their Indirect Cost Rate Proposal data in GFFC Reports in TEAL
- TEA posts ESSA LEA MOE Compliance Reports in GFFC Reports and Data Collections
- Complete local evaluations for Federal Programs and State Comp Ed
- Continue budget process
- Review current year ESSA Consolidated application
- Parent Engagement review processes for Title I, Part A required activities: PFE policies/ School-Parent Compacts
- Update AskTED to reflect any campus changes
- Districts begin outreach to private schools for equitable services participation in 2027-2028
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- 2027-2028 SC5003 Formula Grants Consolidated Schedule opens (one schedule applicable to ESSA, Perkins, & IDEA-B).
- Complete application for 27-28 SRSA (fund 270) funding, if applicable.
- Collect substitute time and effort documentation, including staff signatures, at the end of the second semester.
- Provide opportunity for Public Comment for 27-28 Use of Federal Funds
- Complete 26-27 Guns Free Report in eGrants

Finance -

- May 1st - Complete prework form and survey for Certification of Provision of Instructional Materials. Completion of the Certification Process is required to gain access to allotment funds when EMAT is open for submissions
- May 14th - Fifth PEIMS Attendance submission (5th six weeks attendance) due. Calculate State Aid using end of fifth-six-weeks student data and compare against prior year and budget projections
- May 15th - Submit tax information for Tax Increment Reinvestment Zones (Chapter 311), if applicable
- May 15th - Recapture payment due for districts selecting the monthly payment option
- May 15th - Annual facility usage data collection due to TEA via Smartsheets Survey
- Check ESC Commitment System to select all services
- Mid-May- LEAs should review, approve, and certify their Indirect Cost Rate Proposal data in GFFC Reports in TEAL
- Print and review TEA SOF and Payment Ledgers for Current and Prior school years
- By End of month for 10-month employees- Collect and review time and effort certifications each month for staff required to complete Periodic Activity Report - Finance should post adjusting journal entries (as appropriate)
- If July 1st FY, hold board discussion of property values and funding prior to budget adoption to comply with School FIRST Indicator – recommend including an agenda item in June to document discussion was held
- Chapter 49 districts - TEA notifies districts that are delinquent in recapture payments for a prior year as the result of updates to Cost of Recapture Report made at final settle-up of the balance due. Check date balance due must be paid by May 31st. For districts selecting monthly payment option, the fourth payment is due from districts with excess local revenue to the state (Option 3) and/or to the partner district(s) for districts exercising Option 4. Balances are due for recapture payments owed by districts for a prior year based on notices provided to districts on May 1st. Balances are due for recapture payments owed by districts with local revenue in excess of entitlement for the current year based on the notices provided to districts on May 15th
- May 31st - Balances are due for recapture payments owed by districts for the prior 25-26 school year based on the notices provided to districts on May 1st
- May 31st - Submit request for Additional State Aid for Ad Valorem Tax Credit each year for which the tax credit is due (Chapter 313), if applicable
- By May 31st - Bank Depository Bid and/or Extension to Contract; determine if contract can be extended (only 3 two-year extensions are allowed) or if bids/proposals will be solicited; contact the Depository Bank to determine if they are offering an extension to the contract; may be exempt if addressed in your DOI Plan; (<https://tea.texas.gov/finance-and-grants/financial-compliance/depository-contracts-for-school-districts>) for TEA guidance & required forms

Food and Nutrition –

- Direct Certification monthly upload/download and verify commodity monthly usage
- Register Child Nutrition staff for annual summer conference at Region 17 ESC
- Advertise summer meal program available (either at district or other nearby location)

Texas Student Data System –

- PEIMS 5th Six Weeks attendance TEA due date on May 13th

Curriculum, Instruction and Assessment**General Curriculum**

- EOY full-day Prekindergarten for eligible 4-year-old students data collection using an instrument from the Commissioner's List of Approved Prekindergarten Progress Monitoring Instruments (19 Texas Administrative Code §102.1003(c)(1))
- Review, set, and communicate credit by examination dates
- Certification of Provisions of Instructional Materials (TEC§31.1011)

Accountability and Assessment –

- Campus Pairing Registration window closes (TEAL)
- Final Lists of Paired Campuses available on the TEA website
- Review CCMR Verifier Report (May/June)
- Annual Graduates CCMR Outcome Bonus Counts by District released on TEAL, TPRS, and the TEA website

*Requires Board action/approval

Career and Technical Education –

- Career Preparation and Practicum record retention
- Review final FTE report for estimated funding
- Review district assessment data specific for CTE students
- Input IBC's into PEIMS for Accountability and TEA Reporting
- Collect and review information needed for Summer PEIMS submission
- Monitor Preliminary CCMR Data
- Check graduation codes for students graduating workforce ready

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Special Education –

- FY26 MOE (Maintenance of Effort) Final Compliance Review released by TEA
- 2026-2027 HCF Eligibility Application (Optional fund source) due to TEA early May
- 2027-2028 SC5003 Formula Grants Consolidated Schedule opens (one schedule application to ESSA, Perkins, & IDEA-B); (must be submitted for the 2027-2028 Special Education Consolidated Grant Application (Federal) to be accessible)
- 2027-2028 Special Education Consolidated Applicant Designation Form (ADC) (Federal) opens (must be submitted for the 2027-2028 Special Education Consolidated Grant Application (Federal) to be accessible)
- Begin discussions with Private non-profit locations for proportionate share services and confirm written affirmation of consultation
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance
- 2026-2027 Special Education Language Acquisition (SELA) ready for users to complete May 17th
- 2026-2027 Special Education Data System (SPEDS) Summer ready for users to complete May 17th
- 2026-2027 SPEDS Video Camera Request submission ready for users to complete May 17th

Health and Safety –**School Health -**

- TEA School Health Survey | TEC§38.0141
 - △ Report is due annually on or about the last Friday in May. TEC§38.0141, requires all school districts & open-enrollment charter schools to provide the TEA information relating to school health and physical activity.
- Automated External Defibrillators (AEDs) | TEC§22.902; DMA(LEGAL) requires
 - △ CPR & AED instruction must be made available to employees as frequently as required by local policy
 - △ Monthly - Check AED and CPR certification is up to date for every school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer.
- State-Funded FitnessGram Registration Deadline: Last day to register for the free, state-funded FitnessGram site license provided by Greenlight Fitness.
 - △ Deadline: May 29th (date based on 2025-2026 deadline)
 - △ Purpose: Ensures the district secures an approved data-submission portal to fulfill the annual TEA physical fitness assessment reporting mandate.

Human Resources/Human Capital Services –

- Ensure all T-TESS/T-PESS end-of-year conferences and reports are finalized, strictly adhering to the state deadline requiring completion at least 15 days before the last day of instruction.
- Verify that all final Summative Evaluation conferences are held and officially signed by the district deadline.
- Follow up on issued Chapter 21 renewed contracts that have not yet been returned to the HR department.
- Review educator certifications to monitor expirations and ensure all credentials remain active heading into the summer months.
- Distribute official non-renewal and termination notices, ensuring the physical distribution date meets the strict statutory 10 day notice requirement prior to the last day of instruction.
- Complete Teacher Retirement System Form TRS-7 (Notice of Final Contribution) for all retiring staff members to ensure timely pension processing.
- Collect all completed employee appraisals and updated, signed job descriptions for personnel files.
- Begin loading and validating personnel data to prepare for the extensive PEIMS Summer Submission.
- Issue Letters of Reasonable Assurance to any remaining paraprofessionals, auxiliary staff, and bus drivers to protect the district from summer unemployment claims.
- Host the annual district retirement banquet or recognition event to celebrate and honor departing staff.

JUNE 2027

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards –

Superintendent 's Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- Annual report to Commissioner on expulsions and AEP placements
- TEA submission: Gun-free schools report
- Review policy on benefits & holidays for non-contract staff
- Teacher/Staff Service Records annual update
- Submit ESC-17 Commitment forms
- Update AskTED

School Board/Governing Board

- Update Trustees' contact information & terms on website
- Review preliminary staff compensation package
- Budget workshops for new FY
- *Recommend student insurance carrier
- *Review and amend Student Code of Conduct
- *Adopt budget/public hearing for July 1st FY

Charter Specific

- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

Notes

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TEPSA Summer
Conference
Round Rock

14

15

TIA Conference
Houston

TASBO Summer Solutions
Conference Dallas

txedFest 2027
San Antonio

txedFest 2027
San Antonio

21

22

TREA Annual Conference
Round Rock

TREA Annual Conference
Round Rock

28

29

JUNE 2027

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

2	3	4	5
	Summer PEIMS First Submissions ESC Due for LEAs		CEN Rural Empowerment Conference Grapevine
	CEN Rural Empowerment Conference Grapevine	CEN Rural Empowerment Conference Grapevine	6
9	10	11	12
TEPSA Summer Conference Round Rock	TEPSA Summer Conference Round Rock		13
16	17	18	19
TIA Conference Houston	TIA Conference Houston		Juneteenth
TASB Summer Leadership Conference San Antonio	TASB Summer Leadership Conference San Antonio	TASB Summer Leadership Conference San Antonio	TASB Summer Leadership Conference San Antonio
TASBO Summer Solutions Conference Dallas	TASBO Summer Solutions Conference Dallas		20
txedFest 2027 San Antonio	Summer PEIMS First Submission TEA Due for LEAs		Father's Day
23	24	25	26
TASB Summer Leadership Conference Grapevine	SELA TSDS Due for LEAs	TASB Summer Leadership Conference Grapevine	TASB Summer Leadership Conference Grapevine
TREA Annual Conference Round Rock	ESCDS Prekindergarten TSDS Due for LEAs		27
30			

Federal and State Programs –

- Early June- 2026-2027 ESSA Consolidated Grant Application amendment deadline. early June
- June 30th - Prepare a summary of 2027-2028 federal program estimated allocations and intended uses; follow LEA procedures for eliciting public comment (for a July 1 submission)
- June 30th - 2027-2028 ESSA Consolidated Application due if district has 12-month grant-funded employees
- June 30th - Gun Free Schools Report (PR6000) Due in eGrants
- ISDs finalize private school proportionate share for ESSA application submission if private schools participate in services
- Ongoing data collection for compliance reports
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Prepare a summary of 2027-2028 federal program estimated allocations and intended uses; follow public comment procedures for eliciting public comment

Finance -

- June 1st - TEA Tax Information survey opens. Due Aug. 31st
- June 15th - Chapter 49 districts - The fifth payment for 2026-2027 is due from a Chapter 49 district to the state (Option 3) and/or to the partner district(s) (Option 4) if your district chose the option to make seven equal payments
- June 15th - Check Depository Contract status. Award depository contract and approve agreement, if applicable
- Around June 15th - Publish notice of public meeting to discuss budget & proposed tax rate (publish 10 days before meeting)
- June 17th - 1st through 6th six weeks PEIMS Attendance submission (Summer submission) due. Calculate State Aid using end of 6th six weeks student data and compare against prior year and budget projections
- Around June 22nd - Post meeting to discuss budget and proposed tax rate (3 business day posting requirement)
- Prepare for annual financial audit
- Run district estimate of state aid for next school year with preliminary tax roll figures
- Update all fiscal manuals: Activity Funds, Fiscal, Federal Grants, etc.
- Book revenue due to or due from state based on SOF Template run using final ADA
- TEA sends email notification to applicable home districts to submit reimbursement documentation to TuitionAllotment@tea.texas.gov
- June 30th - Resolution or action item to Commit Fund Balance must be done prior to the close of the fiscal year and must be approved by the Board - Amount may be determined after year end
- June 30th - Deadline for Budget Adoption for July 1st FY
- June 30th - Final amendment to current year (2026-2027) budget must be done prior to close & must be approved by the Board (July 1st FY)
- June 30th - Confirm district is meeting IDEA-B MOE, ESSA MOE and spending by special allotment/PIC before submitting file to auditor (July 1st FY)
- June 30th - Fiscal Year Change. Submit form FIN-003 to TEA to change the district's fiscal year. Notification must be 1 year prior to effective date of change
- Post proposed adopted tax rate that will raise more taxes for maintenance and operations than last year's tax rate, if applicable
- Post on school website a summary of the proposed budget and a link to the budget adopted by the Board of Trustees for the previous 3 years
- Transportation Route Service Report due July 1st
- By End of month for 12-month employees- Collect and review time and effort certifications each month for staff required to complete Periodic Activity Report - Finance should post adjusting journal entries (as appropriate)

Food and Nutrition –

- Submit Child Nutrition Program Application Agreement renewal
- Community Eligibility Program (CEP) for the Food and Nutrition Program Application deadline is June 30th
- Food Service Management Company – new and renewal contract must be signed and submitted to TDA
- Direct Certification monthly upload/download and verify commodity monthly usage

Technology –

- E-RATE - Funding Year 2026 (FY2026) ends June 30th

Texas Student Data System/PEIMS –

- PEIMS Summer First submission ESC due date for LEAs on June 3rd
- PEIMS Summer First submission TEA due date for LEAs on June 17th
- ECDS-PK TSDS Collection due date for LEAs on June 24th
- Special Education Language Acquisition TSDS Collection due date for LEAs on June 24th

Transportation –

- Bus Collision Reporting

Curriculum, Instruction and Assessment – General Curriculum

June 2027

- Raw BOY and EOY data for eligible 4-year-old prekindergarten student submitted in the Prekindergarten Early Childhood Data System by June 24, 2027

Accountability and Assessment –

- Review the College, Career, and Military Readiness (CCMR) Verifier (TEAL) (May/June)
- CCMR Verifier window closes in TEAL (late June)
- Review Longitudinal graduation and annual dropout lists and rate data (TEAL)
- STAAR EOC window opens June 14th
- Campus Comparison Groups available on the TEA website

Career and Technical Education –

- Review and compare the sixth six weeks principals and superintendents FTE report to in-house report
- Recruit and hire new teachers as needed
- Complete and submit Perkins Grant Application Designation and Certificate (ADC)
- Begin working on the Perkins Application in eGrants
- Close Federal (Perkins) Expenditures
- Close state/local expenditures
- Input IBC's into PEIMS; Review Final FTE report for estimated funding
- Collect and review information needed for Summer PEIMS Submission – Critical for state funding
- Monitor preliminary CCMR data
- Meet with ESC for any CCMR related questions

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Special Education –

- 2026-2027 Special Education Consolidated Grant Application (Federal) amendment deadline early June
- 2027-2028 Special Education Consolidated Grant Application (Federal) opens in May or June
- RDSPD revised contracts must be submitted to TEA by June 1st
- 2026-2027 SC5100 Coordinated Early Intervening Services (CEIS) Data Collection Form (applicable to certain LEAs) due to TEA early June via eGrants
- EOY payment request email sent to applicable LEAs mid-June regarding IDEA-B Discretionary Residential Reimbursement for expenditures
- 2026-2027 SELA submission due June 24th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Health and Safety –

School Health –

- Diabetes risk assessment report due June 6th through the reporting site: TRAT2DC RFES Login
- Vision, hearing, and spinal screening (VHSS) reports are annually due June 30th through the Texas DSHS Child Reporting System, CHRS Login
- Submit Physical Fitness Assessment results to TEA through FitnessGram or Physical Fitness Assessment Initiative (PFAI). Data submission is due on the second Friday in June. See more here: [Physical Fitness Assessment Initiative | Texas Education Agency](#). All Texas schools will use the PFAI application in TEAL to upload data to TEA.
- Automated External Defibrillators (AEDs) | TEC§22.902; DMA(LEGAL) requires
 - △ CPR & AED instruction must be made available to employees as frequently as required by local policy
 - △ Monthly - Check AED and CPR certification is up to date for every school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other employee specified by the commissioner, and each student who serves as an athletic trainer

School Safety –

- Safety & Security Committee meets once during each academic semester & once during the summer (TEC§37.109)
- Safe and Supportive School Program (SSSP) Threat Assessment baseline data submitted to TEA through Sentinel;
 - △ Survey opens June 1st, and is due to TEA by June 30th
- Gun Free School District (PR6000) and Campus (PR6100) Reports due late June

Human Resources/Human Capital Services –

- Submit the official PEIMS Summer (Submission 3) data to the Region ESC and TEA.
- Submit the EPP Principal Survey via ECOS/TEAL prior to the mid-June state deadline.
- Mark and monitor the exact date 45 days before the first day of instruction, which serves as the strict statutory deadline for a Chapter 21 educator to resign without penalty or board approval.
- Review educator certifications to monitor expirations and track renewals ahead of the July crunch.
- Present next year's new salary schedules, stipends, and pay raise proposals to the Board of Trustees for official adoption.
- Finalize the HR department's annual budget for the upcoming fiscal year.
- Obtain formal Board approval for the upcoming school year's T-TESS/appraisal calendar and the certified appraiser list.
- Update all Texas G-1 Teacher Service Records to officially reflect the current year's creditable experience and accumulated state/local leave balances.
- Confirm total appraisal completion and verify that all updated, signed job descriptions are secured in personnel files.
- Finalize all internal staff transfers and reassignments for the upcoming school year.
- Run a comprehensive Vacancy vs. Hires audit to establish the priority tracking list for the July onboarding and orientation cycles.
- Review and update HR department operating procedures, workflows, and standard onboarding forms.
- Order updated, mandatory federal and state labor law posters for distribution to all district sites and campuses.

JULY 2027

MONTHLY REMINDERS

MONDAY

TUESDAY

Superintendent and School Boards –
Superintendent ‘s Office

- Review TEA Superintendent Resources & Guidance and ESC-17 Superintendent Resources
- Develop teacher appraisal calendar and designate second appraiser(s)
- Review administrator appraisal calendar
- *Review student and staff handbooks
- Update AskTED

School Board/Governing Board

- Discuss preliminary budget/budget workshops for September 1st FY
- Review Truth & Taxation Handbook for Texas Comptroller's Office with business manager
- Schedule Board budget meeting(s) for September 1st FY
- *Recommend student insurance carrier
- *Board discussion of property values and funding lag for July 1st FY
- *Approve ESC-17 Commitment forms

Charter Specific

- Utilize the All-In-One-Form to update AskTED

*Requires Board action/approval

Notes

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JULY 2027

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

	1	2	3
			4 Independence Day
7	8 Summer PEIMS Resubmission ESC Due for LEAs	9	10
			11
14	15 RF Tracker TSDS Due for the LEAs PEIMS Summer Resubmission TEA Due for LEAs	16	17
			18
21	22 Special Education Data System Video Camera Request TSDS Collection Due for LEAs (NEW)	23	24
			25
28	29 SPED TSDS Collection Due for LEAs	30	31

Business and Finance –

Federal and State Programs –

- Review/update/train district policies and procedures per EDGAR as applicable
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Review / implement Parent & Family Engagement policies/compact/overall programs based on spring evaluation
- Confirm all programmatic documentation is in place for Title I, Part A program and activities from the 26-27 school year.

Finance –

- July 1st - Transportation Route Service Report due
- July 1st - Unclaimed Property Report & Payment Due. For more information, visit the Comptroller website
- July 15th - Recapture payment due for districts selecting the monthly payment option
- Mid-July- Tuition Allotment for Districts not offering all grade levels (Qualtrics Survey)
- Mid-July- Local Property Value Survey opens. Due to TEA by Aug. 1st
- Prepare for annual financial audit (July 1st FY)
- Certified Taxable Values due from CAD(s)
- Run district estimate of state aid for next school year with certified tax roll
- TEA Tax Information survey due Aug. 31st
- Register for Investment Officer training (TEC §45.209)
- Set up next year's federal programs budgets; match finance budgets to grant budget worksheet
- July 31st - Employer's Quarterly Federal Tax Return- (Form 941) due for Q2: April 1st - June 30th

Food and Nutrition –

- Direct Certification monthly upload/download and verify commodity monthly usage
- Attend summer conference at Region 17 ESC
- Procurement training completed by all district staff involved in Child Nutrition purchasing

Technology –

- E-RATE: Funding year 2027 (FY 2027) begins July 1st

Texas Student Data System/PEIMS –

- PEIMS Summer Resubmission ESC due date for LEAs on July 9th
- PEIMS Summer Resubmission TEA due date for LEAs on July 15th
- RFT TSDS Collection due date for LEAs on July 15th
- SPEDS – Data system Video Camera Request TSDS collection due date for LEAs on July 22nd (NEW)
- SPEDS TSDS Collection due date for LEAs on July 29th

Transportation –

- Bus Collision Reporting

Curriculum, Instruction and Assessment –

Accountability and Assessment –

- Local Accountability System (LAS) data submission due
- Deadline to update campus profile information (address, phone number, principal name) on AskTED
- CCMR Tracker Part II available in TEAL (late July)

Career and Technical Education –

- Perkins Grant Window
- NIFA Application Window
- Meet with Counselors: Endorsements, schedule changes for CTE students, 4-year plans, concentrators/completers
- Create/Edit CCMR Tracker
- Attend ESC-17 New and Experienced Admin Training

Leadership & Instructional Foundations for Texas (LIFT) –

- Attend Monthly LIFT Step-back Meetings
- Review Student Data and Classroom Observation Data to monitor and adjust instructional practices as needed

Curriculum, Instruction and Assessment

Special Education –

- 2027-2028 Special Education Consolidated Grant Application (Federal) due July 1st for July 1st effective date (if not submitted by July 1st, effective date will be date of submittal)
- 2026-2027 Nonpublic Placement Notification & Application closes early July for Nonpublic Residential placements by LEAs
- Deadline for eligible LEAs to submit EOY Payment Request for IDEA-B Discretionary Residential Reimbursement (Optional fund source) – Typically mid-July
- 2026-2027 SPEDS Video Camera Request submission due July 22nd
- 2026-2027 SPEDS Summer submission due July 29th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

Human Resources/Human Capital Services –

- Audit educator certifications via the TEA Login (TEAL/ECOS) portal to identify expired, expiring, or deficient credentials; notify impacted staff to ensure 100% compliance prior to day one.
- Clear all summer hire files for fingerprint compliance using the TEA Educator Search/Fact Clearinghouse system.
- Verify that all issued Chapter 21 professional contracts for the upcoming school year have been signed and returned.
- Finalize and submit the PEIMS Extended Year (Submission 4) data for the previous year's summer school programs.
- Execute pay rollover for 11-month employees.
- Obtain Board of Trustees approval for the T-TESS appraiser list and the T-TESS appraisal calendar prior to district-wide distribution, as applicable.
- Update the Employee Handbook with new legislative mandates, TASB localized updates, and local board policy changes, then publish to the district website.
- Launch TRS-ActiveCare open enrollment and ensure any new hires or staff with qualifying life events are provided updated benefits and enrollment information.
- Refresh and update the HR webpage with current forms, schedules, and resources for the upcoming school year.
- Complete the Texas Superintendent Salary Survey (if requested/applicable).
- Continue the hiring and onboarding of professional staff to fill remaining vacancies (running through August).
- Initiate the interviewing, vetting, and onboarding of new substitute teachers for the sub pool.
- Clean out, purge, and archive old personnel files in accordance with the Texas state record retention schedules.
- Send New Employee Orientation (NEO) invitations, agendas, and logistics to all incoming staff.
- Finalize and distribute beginning-of-year (BOY) packets, compliance documents, and mandatory onboarding materials.
- Prepare mandatory training modules (e.g., Sexual Harassment Awareness, Texas Educator Code of Ethics, and Mandatory Reporting Requirements) for returning staff and coordinate targeted presentations for specific departments (Athletics, Fine Arts, Club Sponsors, etc.).
- Attend the TASPA Summer Law Conference & Summer Conference (typically mid-July).
- Participate in the District Leadership Summit and administrative team training.

AUGUST 2027

MONTHLY REMINDERS

MONDAY

TUESDAY

Texas Student Data System/PEIMS –

- PEIMS Extended Year First Submission ESC due date for LEAs (2026-2027 on August 12th

- PEIMS Extended Year First Submission TEA due date for LEAs (2026-2027) on August 26

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AUGUST 2027

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY / SUNDAY

			1
4	5	6	7
			8
11	12	13	14
	PEIMS Extended Year First Submission ESC Due for LEAs		15
18	19	20	21
			22
25	26	27	28
	PEIMS Extended Year Resubmission TEA Due for LEAs (2026-2027)		29

Financial Audit Calendar

Item	Due Date	Submission Format	Additional Information
Annual Financial Report - ISD & ESC	January 28th (or November 27th, if June 30th fiscal year end)	Paper Copy, PDF & GASB text file (PDF & GASB files submitted through a TEASE Audit account)	Financial Accountability System Resource Guide, version 13 (FASRG,v.13) §7.3.6.1 - Data Collection & Reporting module
Annual Financial Report - Charter School	January 28th (or November 27th, if June 30th fiscal year end)	Paper Copy & PDF (PDF submitted through a TEASE Audit account)	FASRG, v.13 §7.3.6.1 - Data Collection & Reporting module and Nonprofit Charter School Supplement
Depository Contract - ISD	June 15th (two year term, may be extended twice)	Three completed and signed original depository contracts, data sheet & accepted bid/RFP form (or original board resolution to extend)	FASRG, v.13 §1.2.1.5 - FAR module, Texas Administrative Code (TAC) §109.51-2 and Texas Education Code(TEC) §45.201-9
Depository Contract - Charter School	December 1st (every year)	Completed and signed Depository Contract for Funds of Open-Enrollment Charter Schools (or if no changes, provide a statement to this effect)	TAC §100.101(d), §100.1043(b) and TEC §12.107
Fiscal Year Change	June 30th (of the year preceding start date change)	Form FIN-003 (include copy of board minutes if submitted after June 30th)	FASRG, v.13 §1.1.12 - FAR module
SCE District & Campus Plans and Local Evaluation	150 days after PEIMS Mid-Year submission (typically, the latter part of July)	PDF file submitted through TEASE Audit account	FASRG, v.13 §9.1.2 - State Compensatory Education module
Superintendent Buyout	60 days following payment(s) or agreement to make payment(s), whichever is sooner	Form AUD001R01, settlement agreement & employment contract (does not apply to charter schools)	TAC §105.1021-3 and TEC §11.201

NOTES

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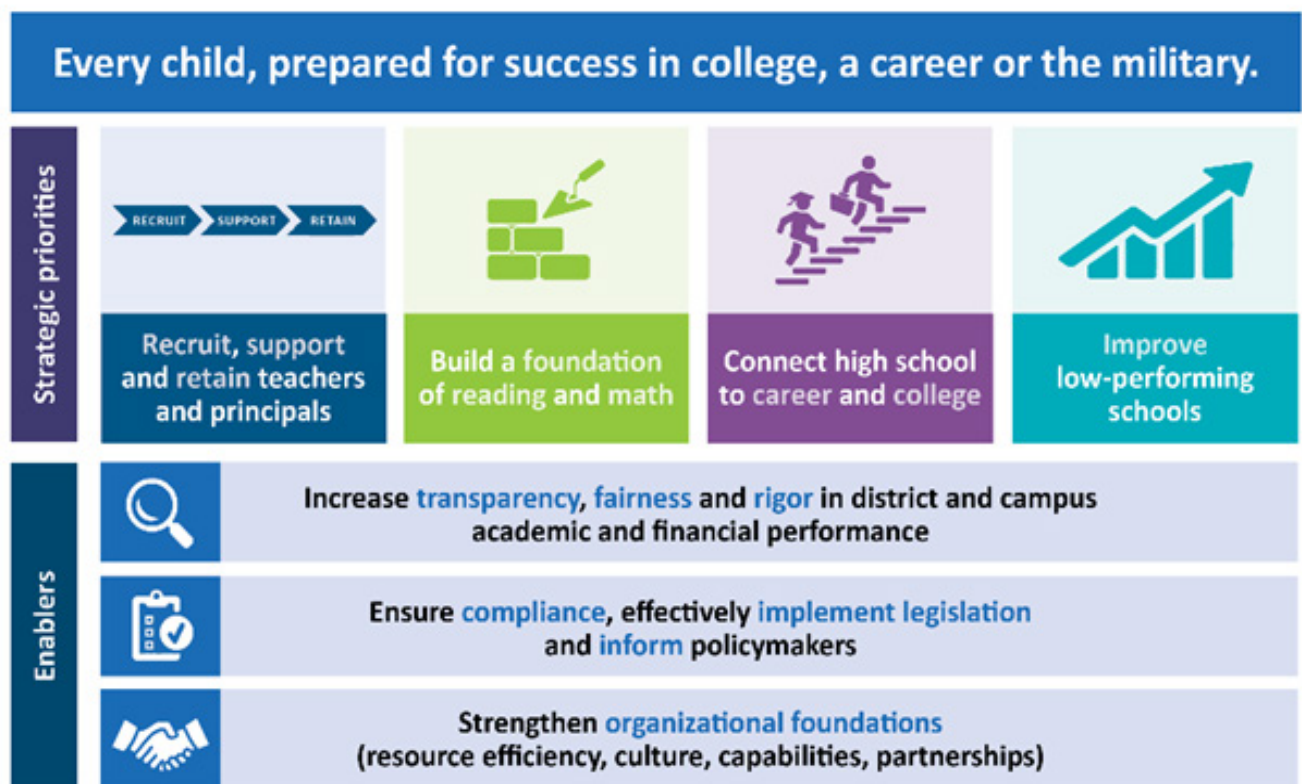
This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2026-2027 District Holidays

District	1st day	Sep.	Oct.	nov.	dec	jan.	feb.	march	april	may	l a s t day	STAFF / PROFESSIONAL DEVELOPMENT
Abernathy	12	7		23-27	21-31	1,18	15	15- 19,26,29			5/20	8/3-11,10/12,1/4,5/21
Amherst	12	7	12	23-27	21-31	1,18	15	15-19,				7/31, 8/3-10, 11/2
Anton	12	7	9,12	25-27	21-31	1,18	15	15-19, 26	19	3	5/20	8/3-11, 9/21, 11/4, 1/5, 2/8, 4/5
Borden County	12	4,7		20-27	21-31	1-8,18	15	12,15- 19,26,29	23,30	7,14	5/21	8/3-11,9/25,10/12,11/2,12/4,2/12
Brownfield	12	7	9,12	23-27	21-31	1,18	15	15-19,29	19	31	5/20	8/3-11, 9/4, 11/9, 1/4-5, 2/12
Cotton Center	11	7	9,12	24-27	18-31	1,4,18	22	15-19,29		31	5/13	8/3-10,10/21, 11/2, 1/5,,2/15
Crosbyton	12	7	12	23-27	18-31	1,18	15	15-19,26			5/13	8/3-11,9/21,11/2,1/4,5/14
Dawson	11	7	26	23-27	21-31	1	15	15- 19,26,29			5/7	8/4-10,9/21,10/12,11/2,1/4,5/10-11
Denver City	12	7		23-27	18-31	1-4	15	15-19,26		7	5/20	8/4-6,10-11,12/4,1/5,5/10
Floydada	12	7	12	23-30	21-31	1-5	8	15-19,26	19	18,19	5/14	8/3-11,9/21,11/2,1/6,19,4/9,5/17
Frenship	19	7		23-27	21-31	1,18		15-19,26		31	5/26	8/10-18,9/18,10/12,30,11/9,23-24,1/4-5,2/15,3/26,4/30
Guthrie	12	7	12	26-27	21-31			15-19			5/13	8/3-11, 12/4, 1/4, 2/12, 4/2, 5/14-21
Hale Center	12	7	12	2,23- 27	21-31	1,18	1,15	15-19 ,26,29	19		5/13	8/3-11,1/4,5,3/12
Idalou	12	7	12	23-27	21-31	1	12, 15	15-19,26	5	14	5/13	8/4-11,9/21,11/2,1/4,18,2/15,4/5
Jayton-Girard	13	7	12	23-27	21-31	1,8	19,26	12,15- 19,26,29	23,30	7,14	20	8/4-11,9/21,11/2,1/4,18,2/15,4/2
Klondike		7	2,5,12	23-27	16-31	1-3,8,18	15	12,15- 19,26,29	16,23,30	7,14	5/18	8/3-7,5/19-20
Lamesa	11	7		23-27	21-31	1,4		15-19,26		21,28	5/27	8/3-10,10/2,1/8,2/5,3/5
Levelland	19	7	16	26-27	31-31	1		15-19,26		24	5/20	8/10-18,9/21,11/30,1/18,2/12,3/29,5/21
Littlefield	19	7	12	23-27	21-31	1,18	15	15- 19,26,29	30	20	5/20	8/10-18,12/18,5/20
Lockney	12	7	7,	11,224- 25	21-31	1,4		15-19,26			5/20	8/4-11, 9/21, 10/19, 1/5, 2/15
Loop	11	7		23-27	21-31	1-3		15- 19,26,29			5/14	8/3-7,10,5/17-21
Lorenzo	12	7	12	23-27	21-31	1, 18	15	15-19,26		31	5/27	8/3-11, 12/18, 1/4, 5/28
Lubbock	12	7	12	26-27	18-31	1-4, 18	15	15- 19,26,29	29-30		28	8/3-11,9/28,11/23-25,1/5,2/12,3/12,5/3,28
Lubbock-Cooper	12	7,28	12	9,10,23- 27	21-31	1-4,18	12, 15	15- 19,26,29	30	3,21	5/20	8/3-11,9/28,1/4,2/12,4/30,5/21
Meadow	11	7		25-30	21-31	1-5,15		15-19,26		10	5/20	8/3-7,1/4,2/22,5/21
Morton	3	7		23-27	21-31	1, 18	19	15-19, 29			5/27	7/27-30, 9/18, 101/30, 2/19, 4/16,
Motley County	11	7		25-27	21-31	1		15-19,26	23	7	5/20	8/3-7,9/21,11/2,12/18,1/4,2/19,4/9,5/21
Muleshoe	20	7	12	23-27	21-31	1,22	15	15- 19,26,29	12	7,14	5/19	8/13-19,10/7,2/24,5/20
New Deal	12	7	12,19	23-27	21-31	1,4,18	8	15-19 26	23	7	5/20	8/3-11,9/21,11/2,1/5,2/15,3/29,5/21
New Home	19	7	12	23-27	21-31	1,15,18		15-19,26			5/21	8/14,17-18,10/9,11/23-25,1/4,2/19,5/24-28,6/1-2
O'Donnell	11			23-27	18-31	1-4		15-19, 26	12	10	5/20	8/4-7
Olton	12	7	23	23-27	21-31	1	15	15-19,26	30	1,31	5/20	8/5-11,10/12,11/9,1/5,14,3/22,5/21
Paducah	12	7	12	23-27	21-31	1,8,18		15-19,26			5/20	8/4-11, 9/28, 1/4, 5/21
Patton Springs	11			25-27	21-31	1		15-19,26			5/13	8/3-7,
Petersburg	12	7		23-30	21-31	4,18	15	15-19		3	5/13	8/3-11,9/12,11/2,1/5,5/14
Plains	12	2		24-27	11,18- 31	1,22	15	12-19,26			5/20	8/3-11,10-11,9/18,21,10/19,30,1/4,2/12,4/2,5/21
Plainview	12	7	5-9	23-27	21-31	1,4	8-12	15-19		10,17	5/27	8/3-6,10,9/18,10/30,1/5,2/15,5/3
Post	10	7	9-12	20,23-27	18,23- 31	1,15-18	12-15	15-19 29,29	2,9,16,23,30	7,14	5/20	8/3-7
Ralls	12	7	12	23-27	21-31	1,18	15	15-19, 26,29		31	20	8/3-11, 9/21, 11/2, 1/4-5, 5/21

2026-2027 District Holidays

District	1st day	Sep.	Oct.	nov.	dec.	jan.	feb.	march	april	may	l a s t day	STAFF / PROFESSIONAL DEVELOPMENT
Roosevelt	19	7		25-27	21-31	1	15	15-19,26		31	5/21	8/5-18, 11/23-24, 12/10, 1/4, 18, 4/5, 5/21
Ropes	12	7	2,12	23-27	21-31	1,18	15	15-19,26	9,23	7,31	5/13	8/4-11,11/2,1/4,2/12,5/14
Sands	17	7	2,12	23-27	21-31	1	15	12-19,26			5/19	8/3-14, 1/4, 5/20
Seagraves	20	7		23-27	21-31	1,18	15	15-19,26			5/21	8/10-19,11/9,1/4,4/5,5/3
Seminole	12	7	9,12	23-27	21-31	1,4	8	15-19,26,29		31	5/21	7/31,8/3-11,9/14,11/2,1/5,18,2/15,4/23
Shallowater	12	7		2,23-27	21-31	1,18	15	15-19,26,29			5/19	8/3-11,9/21,10/12,30,11/30,1/4,2/12,4/26
Slaton	11			23-27	18-31	1		15-19,26		21	5/19	8/3-10,9/21,10/12,11/16,1/4,2/1,3/22,5/17,20
Smyer	12	7	2,5	23-27	21-31	1-4,18	15	15-19,26,29	30	7,14	5/20	8/4-11, 9/21, 11/2, 1/5, 2/16, 4/5
Southland	12	7	12	23-27	18-31	1,18	15	15-19,26			5/14	8/3-11,10/12,1/4,3/12,5/3
Springlake-Earth	12			23-27	21-31	1,8		15-19,26		3	5/20	8/4-11,9/22,11/3,1/5,2/16,4/13
Spur	11			25-27	18-31	1,8		15-19,26			5/20	8/3-10,9/21,11/2,1/4,2/15,4/12,5/21
Sudan	11	7	12	23-27	21-31	1,4,18	15-19,26				5/20	6/1,2,7/31,8/3-7,9/21,12/17,2/15,5/21
Sundown	11	7		9,23-27	21-31	1		15-19,26			5/14	7/29,8/3-10,10/12,11/23-25,12/19,1/4,5/15
Tahoka	17	7		23-27	21-31	1		15-19		31	5/20	8/12-14,9/18,1/4,2/19,4/30
Wellman-Union	11	7		20-30	18-31	1		12,15-19,26,29			5/13	8/3-10,9/21,10/19,11/2,1/4,2/15,3/1
Whiteface	12	7		23-27	21-31	1,18		15-19,26,29			5/13	8/5-11,9/21,11/2,1/4,2/12
Whitharral	19	7	16	23-27	21-31	1-4	12	15-19,26,29	30		5/21	8/10-14,17,18,10/19,11/19,1/4,2/15
Wilson	11			24-27	18-31			12-19, 26		3,10,17	5/21	8/3-10



2026–2027 STUDENT ASSESSMENT TESTING CALENDAR

2026 Assessments

Testing Window	State of Texas Assessments of Academic Readiness (STAAR®)	Reporting Time Frames*
Nov 30–Dec 11	Algebra I English I English II Biology U.S. History	Friday, Dec 11, 2026, is the last day to complete make-up tests. Assessment Results: 4 weeks Reports for Data Verification: 5–6 weeks Final Reports for Accountability: 15 weeks

2027 Assessments

Testing Window	National Assessment of Educational Progress (NAEP)
Late Jan–Mid Mar	Grade 8 science pilot

Testing Window	Student Success Tool (SST) Stand-Alone Field Test
Feb 1–5	Grades 3–8 Mathematics Grades 3–8 Reading Language Arts Elementary and Middle School Science Grade 8 Social Studies Algebra I, English I, Biology, U.S. History

NOTE: Actual selection of subjects for field testing will depend on availability of items in the SST item banks and will be announced in August 2026.

Testing Window	Texas English Language Proficiency Assessment System (TELPAS)	Reporting Time Frames*
Feb 15–Mar 26	Grades K–1 Listening, Speaking, Reading, and Writing Grades 2–12 Listening and Speaking Grades 2–12 Reading and Writing	Assessment Results: 8 weeks Reports for Data Verification: 10–11 weeks Final Reports for Accountability: 17–18 weeks

Testing Window	TELPAS Alternate	Reporting Time Frames*
Feb 15–Mar 26	Grades 2–12 Listening, Speaking, Reading, and Writing	Assessment Results: 2 weeks Reports for Data Verification: 4–5 weeks Final Reports for Accountability: 7–8 weeks

Testing Window	STAAR Alternate 2	Reporting Time Frames*
Mar 15–Apr 16	Grades 3–8 and EOC Assessments	Assessment Results: 8 weeks Reports for Data Verification: 9–10 weeks Final Reports for Accountability: 13–14 weeks

NOTE: Test administrators may preview (not administer) STAAR Alternate 2 assessments during the two weeks before the assessment window opens, from Mar 1–15. Assessments may also be previewed anytime during the assessment window.

Testing Window	STAAR	Reporting Time Frames*
Apr 5–Apr 16	Grades 3–8 Reading Language Arts English I English II	Friday, Apr 16, 2027, is the last day to complete make-up tests. Grades 3–8 Assessments: Assessment Results: 4–5 weeks Reports for Data Verification: 6–7 weeks Final Reports for Accountability: 12 weeks
Apr 12–Apr 23	Grade 5 Science Grade 8 Science Grade 8 Social Studies Biology U.S. History	Friday, Apr 23, 2027, is the last day to complete make-up tests. EOC Assessments: Assessment Results: 2–3 weeks Reports for Data Verification: 4–5 weeks Final Reports for Accountability: 9–10 weeks
Apr 19–Apr 30	Grades 3–8 Mathematics Algebra I	Friday, Apr 30, 2027, is the last day to complete make-up tests.

Testing Window	STAAR	Reporting Time Frames*
Jun 14–Jun 25	Algebra I English I English II Biology U.S. History	Friday, Jun 25, 2027, is the last day to complete make-up tests. Assessment Results: 4 weeks Reports for Data Verification: 5 weeks Final Reports for Accountability: 9–10 weeks

*Time frames are after testing window closes. Assessment results are for student-level decisions; data verification and final reports are for accountability.

Internet Postings Required for School Districts

Adapted from Texas Association of School Business Officials. This document is provided for information use only and does not constitute legal advice.

ACCOUNTABILITY

Campus Improvement Plans, District Improvement Plans & Evaluation of State Compensatory Education (7.3.7 State Compensatory Education Audit)

- Update 14 Financial Accountability System Resource Guide

Check Register & Aggregate Payroll Amount

- **OPTIONAL:** This is one of the requirements for the Texas Comptroller of Public Accounts' transparency award program. This was previously linked to one of the indicators in School FIRST.

Conflict Disclosure Statements & Questionnaire (Local Government Code, §176.009)

Graduation Plans (Texas Education Code, §28.02121(b))

- Notice is to include information provided by the TEA on benefits of various graduation plans, levels of achievement and endorsements. Published information is to be in language(s) parents or legal guardians are most proficient for language(s) that at least 20 students in a grade level primarily speak.

Local Innovation Plan and Campus Intervention Team (Texas Education Code, §12A.005)

- The final version of the proposed local innovation plan is to be posted on the district's website for at least 30 days prior to the public meeting of the board to adopt the plan. Notice of a campus intervention team public meeting must be posted on the campus website. HB 1842 84th Legislature

Notice of Accreditation-Warned or Accreditation-Probation Status (Texas Education Code, §39.054)

- This notice is to be posted no later than 30 days after receiving Accredited-Warned, Accredited-Probation or Not Accredited-Revoked status, and is to remain on the district's website until the rating is raised to "Accredited" status. The notice is to explain the implications of the status and steps to be taken to address the deficiencies identified by the TEA.

Notice of Corrective Action (Title 20 United States Code §6313(c)(10))

- Post any notice of corrective action as required by agency correspondence.

Superintendent's Contract (Title 19 Administrative Code, §109.1005(b)(2)(A))

- The school district is to provide a copy of the superintendent's contract EITHER as a disclosure in the financial management report provided to the attendees at the Schools FIRST hearing OR by posting the contract on the district's website.

Texas Academic Performance Report (TAPR) (Texas Education Code §39.362)

- Performance Rating of the District
- Definitions & Explanations of each Performance Rating
- Campus Report Card (Texas Education Code, §39.0544)

Targeted Improvement Plan (Texas Education Code, §39.106(e-1) (2))

- Post Prior to Board hearing on targeted improvement plan.

Targeted Improvement Plan for Low-Performing Campuses Hearing (Texas Education Code, §39.106, §39.107)

- Board to conduct a public hearing on improvement plan for low performing campuses and post the improvement plan on the district's website.

FINANCIAL

Adopted Budget (Texas Education Code, §44.0051)

- Required to maintain the adopted budget on the district's website until the third anniversary of the date the budget was adopted.

Annual Financial & Compliance Report (7.3.6.1 Submission Requirements)

- Update 14 Financial Accountability System Resource Guide

Cost & Metered Amounts for Electricity, Water & Natural Gas for Districts (Government Code, §226.5001(b))

Federal Grant Award (Federal Funding Accountability and Transparency Act (FFATA))

- LEAs that are awarded a federal grant or federal contract on or after October 1, 2010 are required to report certain information on sub awards greater than or equal to \$25,000 and subcontracts greater than or equal to \$30,000. This information includes a description of the award and, in some instances, must include the total compensation and names of the top five executives of the awardee. Reports are due by the end of the month following the month in which the LEA awards any sub award or subcontract.
- The reporting requirements do not apply to federal awards the LEA may receive from TEA (because TEA is covering this reporting effort for federal funds that pass through TEA). LEAs are responsible for initiating their own process to ensure compliance with the FFATA reporting requirements by following instructions provided by grantor agencies other than TEA.
- For more information, LEAs may review the FFATA legislation and the reporting requirements at www.fsrs.gov.

Financial Transparency (Local Government Code, §140.008)

- A political subdivision, including a school district, is to post an annual report that discloses information on outstanding debt and for each debt obligation, in addition to other specified fiscal information. The district is also required to disclose per capital debt information. The district's credit rating is to be reported in addition to any other information considered to be relevant or necessary to explain the amounts disclosed by the district. Section 140.008, Local Government Code, is specific about what debt and fiscal related information is required to be disclosed. Also, the Comptroller of Public Accounts is authorized to implement rules relating to select statutory provisions. HB 1378, 84th Legislative Session

Financial Transparency (Government Code §1201.0245)

- When proposing to issue capital appreciate bonds, a political subdivision, including a school district, must post certain information about the proposed debt. The information must be updated periodically to ensure it is current and accurate. HB 114, 84th Legislative Session

Proposed Maintenance & Operations Tax Rate (Tax Code, §26.05(b))

- Required if tax rate will raise more taxes than prior year if a tax rate exceeds effective maintenance and operations tax rate Summary of Proposed Budget (Texas Education Code, §44.0041)

Summary of Proposed Budget (Texas Education Code, §44.0041)

Tax Rate Trend Information (Tax Code, §26.16)

- School districts are to provide tax rate information to the County Tax Assessor Collector for the most recent five tax years beginning with the 2013 tax year. The information to be posted by the County Tax Assessor Collector is the following: adopted tax rate, maintenance and operations rate, debt rate, effective tax rate, effective maintenance and operations rate, and rollback rate. This allows taxpayers to go to a single website to view tax rate information for all taxing entities.

Internet Postings Required for School Districts

Adapted from Texas Association of School Business Officials. This document is provided for information use only and does not constitute legal advice.

GOVERNANCE

Audio & Video Recordings of Open Meetings (Government Code §551.128)

- School districts with an enrollment of 10,000 or more are to post a video and audio recording of each regularly scheduled open meeting that is not a work session or a special called meeting. The recording is to be posted not later than seven days after the recording of the meeting and is to remain on the district's Internet site for not less than two years after the recording was first made available. HB 283, 84th Legislative Session

Bill of Rights for Property Owners (Government Code, §402.031 House Bill 1495, 80th Legislature, Regular Session)

- For property owners whose property may be acquired by governmental or private entities through the use of eminent domain authority.

Campaign Finance Reports (Election Code, §254.01011)

- Required of members of board of trustees and candidates for the office of school board trustee for school districts located either wholly or partly in a city with a population of 500,000 or more, and with a student enrollment of more than 15,000. The campaign finance reports must be posted online not later than the fifth business day after the date the report is filed with the school district. The posting provisions apply to campaign finance reports that are required to be filed on or after January 1, 2012, under House Bill 336, 82nd Legislature.

Main Office Contact Info (Local Government Code, §140.008(f)(2))

- Contact info for main office, including physical address, mailing address, main telephone number and email address.

Agenda for a Board Meeting (Government Code, §551.056)

Audio & Video Recordings of Open Meetings (Government Code §551.128)

- School districts with an enrollment of 10,000 or more are to post a video and audio recording of each regularly scheduled open meeting that is not a work session or a special called meeting. The recording is to be posted not later than seven days after the recording of the meeting and is to remain on the district's Internet site for not less than two years after the recording was first made available. HB 283, 84th Legislative Session

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Main Office Contact Info (Local Government Code, §140.008(f)(2))

- Contact info for main office, including physical address, mailing address, main telephone number and email address.

Agenda for a Board Meeting (Government Code, §551.056)

- Required if the board meeting notice does not include agenda & the district contains all or part of the area within the corporate boundaries of municipality with population 48,000 or more.

Public Information Request (Texas Education Code, §11.1512(d))

- Required when members of board of trustees requests 200 or more pages of materials in a 90-day period. The number of requests and total costs to the school district during the preceding school year in responding to the requests is to be reported.

Online Message Board (Government Code, §551.006)

- Required if implemented by public school.

Notice of School Board Meeting (Government Code, §551.056(b)(3))

HEALTH

Immunization Awareness (Texas Education Code, §38.019)

- Post in English and Spanish: a list of immunization requirements and recommendations, a list of health clinics in the district that offer influenza vaccine and a link to the Department of State Health Service internet website providing procedures for claiming an exemption from requirements in Section 38.001, Education Code.

Statement for Public Inspection by School Health Advisory Council (BDF Legal)

PERSONNEL

Board's Employment Policies (Texas Education Code, §21.203 (a)-(d))

Group Health Coverage Report and Plan (Texas Education Code, §22.004(d))

- The annual report submitted to TRS and a copy of the group health coverage plan.

Posting of Vacancies (Texas Education Code, §11.1513(d) (1) (B))

- Post vacant position for which a certificate or license is required or post the position at certain physical locations in the district.

Vacancy Posting (Texas Education Code, §11.1513(d) (1) (B))

- Ten day notice of vacant position requiring a certificate of license.

PURCHASING

Reverse Auction Scheduled Internet Location (Government Code, §2155.062(d))

STUDENTS

Bullying Reporting Procedures (Texas Education Code, §37.0832(e))

- Post the procedure for reporting bullying established by the district's bullying policy

College Credit Programs (Texas Education Code, §28.010 (b))

- Availability of college credit courses

Home Schooled Student Testing (Texas Education Code, §29.916)

- Dates PSAT/NMSQT and any college advanced placement tests will be administered and provide instructions for participation by a home-schooled pupil. House Bill 1844, 80th Legislature, Regular Session

Local Programs and Services Available for Homeless Students (Texas Education Code, §33.906)

- Districts are to post information regarding local programs and services, including charitable programs and services, available to assist homeless students. This requirement applies to school district that has an enrollment of 3,000 or more and is primarily located within a county with a population of 50,000 or more. HB 1559, 84th Legislative Session

Physical Activity Policies (Texas Education Code, §28.004(k)(1-3))

- Physical activity policy by campus level, health advisory council information, notification to parents that child's physical fitness assessment results available on request, vending machine and food service guidelines, and penalties for tobacco product use.

Transition and Employment Guide for Special Education Students (Texas Education Code, §29.0112(e)(1))

- Districts are to post the employment and transition guide developed by TEA in collaboration with HHS.

Internet Postings Required for Charter Schools

Adapted from Texas Association of School Business Officials. This document is provided for information use only and does not constitute legal advice.

ACCOUNTABILITY

Conflict Disclosure Statements and Questionnaire (Local Government Code, §176.009)

Notice of Accreditation-Warned or Accreditation-Probation Status (Texas Administrative Code, §97.1055(f))

- This notice is to remain on the charter's website until the rating is raised to "Accredited" status. The notice is to explain the implications of the status and steps to be taken to address the deficiencies identified by the TEA.

TAPR Report, Performance Rating of the District, Definitions and Explanations of each Performance Rating, and School Report Card as described by (Texas Education Code, §39.306) (Texas Administrative Code, §61.1022)

Targeted Improvement Plan (Texas Education Code, §39A.056)

- Post Prior to Board hearing on targeted improvement plan.

Targeted Improvement Plan for Low-Performing Campuses Hearing (Texas Education Code, §39A.055)

- Board to conduct a public hearing on improvement plan for low performing campuses and post the improvement plan on the district's website.

FINANCIAL

Approved Budget (Texas Administrative Code, §100.1032(2)(j)(iii)) (Texas Education Code, §44.0051)

Disclosure of Financial Information (Texas Administrative Code, §100.1050)

- The Salary of the school's superintendent or, as applicable, the administrator serving and the educational leader and chief executive officer. Due by December 1st (Texas Education Code §12.136, Texas Administrative Code §100.1007(d))
- The school's annual financial statement. (Texas Administrative Code §100.1050, Local Government Code §140.006(c))

Federal Grant Award (Federal Funding Accountability and Transparency Act (FFATA))

- LEAs that are awarded a federal grant or federal contract on or after October 1, 2010 are required to report certain information on sub awards greater than or equal to \$25,000 and subcontracts greater than or equal to \$30,000. This information includes a description of the award and, in some instances, must include the total compensation and names of the top five executives of the awardee. Reports are due by the end of the month following the month in which the LEA awards any sub award or subcontract.
- The reporting requirements do not apply to federal awards the LEA may receive from TEA (because TEA is covering this reporting effort for federal funds that pass through TEA). LEAs are responsible for initiating their own process to ensure compliance with the FFATA reporting requirements by following instructions provided by grantor agencies other than TEA.
- For more information, LEAs may review the FFATA legislation and the reporting requirements at www.fsrs.gov.

Most Current Annual Financial Report (AFR) (Texas Administrative Code, §100.1032(2)(k)), (Texas Education Code §44.008)

GOVERNANCE

Online Message Board (Government Code, §551.006(b))

- Required if implemented by public school.

Names of Governing Body (Texas Administrative Code, §100.1007(d)), (Texas Education Code §12.1211)

- A screenshot of the names of the governing body as listed on the home page of the school's internet website, along with a screen shot of the posting of the school's superintendent salary or, as applicable, the administrator serving as educational leader or chief executive officer. Due by December 1st

Notice of School Board Meeting (Government Code, §551.056(a),(b)(3))

Agenda of School Board Meeting (Government Code, §551.056(c)(3))

Archived Recordings of Board Meetings (Texas Government Code §551.128(b-1)(1-2))

- If enrollment is 10,000 or more, the Charter shall post archived recordings of regularly scheduled open meeting. See statute for more details.

HEALTH

Immunization Awareness (Texas Education Code, §38.019(a))

- Post in English and Spanish: a list of immunization requirements and recommendations, a list of health clinics in the district that offer influenza vaccine and a link to the Department of State Health Service internet website providing procedures for claiming an exemption from requirements in Section 38001, Education Code.

Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis

- Post a summary of TEA's "Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis".

STUDENTS

Bullying Reporting Procedures (if adopted Chapter 37)(Texas Education Code, §37.0832(e)), (Texas Education Code §12.104(b)(2)(P))

- Post the procedure for reporting bullying established by the district's bullying policy.

Physical Activity Policies (Texas Education Code, §28.004(k)(1-3))

- Physical activity policy by campus level, health advisory council information, notification to parents that child's physical fitness assessment results available on request, vending machine and food service guidelines, and penalties for tobacco product use.

Transition and Employment Guide for Special Education Students (Texas Education Code, §29.0112(e)(1))

- Charters are to post the employment and transition guide developed by TEA in collaboration with HHS.

[illegible]

A Guide to statutory professional development/training for texas public school employees

Training/Professional Development in Statute

Note: M - mandatory; E - encouraged; O - optional; N - Not Applicable to Charter, UNLESS WRITTEN IN CHARTER APPLICATION , AMENDMENT OR POLICIES

Training	Citation	Audience	Notes	M	E	O	N
Administrator appraiser training	TAC, §150.1024 (b) TAC, §150.1005 (c) (d)	Administrators	Before conducting appraisals, an appraiser must satisfactorily complete the T-TESS appraiser training and pass the examination and have completed ILT, ILD, or AEL certification training.	X			
Assessment instrument administration	TEC, §39.0304 (a), (b), (c); TAC, §101.3031 (a) (D)(ii); (c)	School district employees involved in the administration of assessment instruments administered under Section 39.023.	May include a qualifying component. Language in TEC is permissive, i.e., the Commissioner may require training. Part of the language in TAC is mandatory, i.e., the commissioner shall require training activities to ensure that testing personnel have the necessary skills and knowledge required to administer assessment instruments in a valid, standardized, and secure manner.	X		X	
Bible Course Training	TEC, §21.459 and TEC, §28.011 (f)	Teachers of elective Bible courses. A course under this section may only be taught by a teacher who has successfully completed the training outlined in TEC, §21.459.	The Commissioner shall make available training materials and other teacher training resources through access to in-service training			X	
Bleeding Control Stations	TEC, §38.030(b)(3)	School district police officer commissioned under Section 37.001 or school security personnel, school resource officer, other district or school personnel who may be reasonably expected to use a bleeding control station.	Training may not be online.	X			
Bilingual Education/ ESL	TAC, §89.1245 (d)(e)(f); TEC, §81.303	Teachers of bilingual education and ESL programs that are not fully certified.	The Commissioner of Education shall encourage school districts to cooperate with colleges and universities to provide training for teachers assigned to the bilingual education and/or ESL programs. The Texas Education Agency shall develop, in collaboration with education service centers, resources for implementing bilingual education and ESL training programs.		X		
Cardiopulmonary Resuscitation	TEC, §33.086	Head director of school marching band; head coach or chief sponsor of extracurricular athletic activity, including cheerleading.	Must maintain and submit proof of certification in first aid and cardiopulmonary resuscitation.	X			
Civil Rights Training	USDA, FNS Instruction Number 113-1, XI	Frontline food service staff and those that supervise frontline staff.	Civil rights training in compliance and complaints on an annual basis.	X			
Classroom Management	TEC, §21.055(b),(d-1)	New employees receiving a school district teaching permit	Complete 20 hours of classroom management training and comply with continuing education requirements determined by the district board of trustees.	X			
Concussion Training	TEC, §38.154 (b-1), (c)	Each member of the concussion oversight team. The school nurse may be a member of the concussion oversight team if requested by the school nurse.	Training must be from an approved provider and must include the evaluation, treatment, and oversight of concussions.	X			
Diabetes	Texas Health and Safety Code, §168.005	School employees acting as unlicensed diabetes care assistants.	Provided before the beginning of the school year. If a school nurse is assigned to a campus, the school nurse shall coordinate the training of school employees acting as unlicensed diabetes care assistants.	X			
Disciplinary Procedures	TEC, §37.0181 (a) (b)	Principal or other appropriate administrator who oversees student discipline	Training on the distinction between a discipline management technique under Section 37.002(a) and Section 37.002(b). Training must be received every three years. May be provided in coordination with ESCs through the use of distance learning.	X			
Dyslexia	TAC, §74.28(d)(e)	Teachers who screen and treat students with dyslexia and related disorders	Training on instructional strategies described in the "Dyslexia Handbook: Procedures Concerning Dyslexia and Related Disorders"	X			
English Language Proficiency Assessments	TEC, §29.056(b)	Professionals or paraprofessionals who administer English language proficiency tests.	Training required by the test publisher.	X			
Extracurricular Athletic Activity Training Program	TEC, §33.202 and TAC, §76.1003	Coaches, trainers, sponsors of extracurricular athletic activities. Director of the marching band.	Emergency action planning, cardiopulmonary resuscitation, communicating with 9-1-1, recognizing symptoms of potentially catastrophic injuries.	X			
Food Allergy Training	TEC, §38.0151; Commissioner of DSHS guidelines	Awareness training for all staff; comprehensive training for food allergy management team.	Training on anaphylaxis and emergency response to anaphylactic reactions. See https://www.dshs.texas.gov/uploadedFiles/Content/Prevention_and_Preparedness/schoolhealth/SHAC/Guidelines-Food%20Allergy-Find.pdf	X			
Gifted/Talented	TAC, §89.2	Teachers that provide instruction and services that are part of the program for gifted/talented students. Administrators and counselors who have authority for program decisions.	Minimum of 30 hours. Must be completed within one semester. Minimum of six hours annually. Must include the nature and needs of gifted/talented students, assessing student needs, and curriculum and instruction for gifted students.	X			

A Guide to statutory professional development/training for texas public school employees

Training/Professional Development in Statute

Note: M - mandatory; E - encouraged; O - optional; N - Not Applicable to Charter, UNLESS WRITTEN IN CHARTER APPLICATION , AMENDMENT OR POLICIES

Training	Citation	Audience	Notes	M	E	O	N
Hazardous chemicals	Texas Health and Safety Code, §502.009	Employees who use or handle hazardous chemicals (including science lab teachers).	Must provide an education and training program with information on interpreting labels and MSDSs, use of protective equipment, first aid.	X			
HIPAA	Texas Health and Safety Code, §181.101	Employees where information is necessary to carry out duties.	Training on state and federal law concerning protected health information.	X			
Illegal Steroid Use	TEC, §33.091 (c-1)	Each district employee who serves as an athletic coach at or above the 7th grade for an extracurricular athletic activity.	Health effects of steroid use.	X			
Implementing an Aligned Curriculum	TEC, §21.4511 (b)	Public school teachers and administrators	Training relating to implementing curriculum and instruction that is aligned with the foundation curriculum and standards and expectations for college readiness.			X	
Instruction of Students with Disabilities	TEC, §21.451 (d)(2) (e)	Educators who work primarily outside of special education and do not possess the knowledge and skills necessary to implement IEPs.	Training based on scientifically based research as defined by Section 9101, NCLB Act of 2001. May include what is permissible under law regarding prayer in public school.	X			
Investment Training	Texas Government Code, Title 10, Subtitle F, Chapter 2256, Subchapter A, §2256.008	Chief financial officer and the investment officer. If the district does not participate in investment funds methods treasurer, CFO, or investment officers are excluded.	Attend one training session containing 10 hours of instruction within 12 months after assuming duties. Must receive at least 8 hours of training not less than once in a two-year period.	X			
Language Proficiency Assessment Committee	TAC, §89.1220(a),(f)	Members of the Language Proficiency Assessment Committee(s), including parents.	District must have a policy of file that provides for the selection, appointment and training of LPAC members.	X			
Literacy Achievement Academies	TEC, §21.4552	Teachers who provide reading instruction to students in kindergarten and grades 1-3.	Training in effective and systematic instructional practices in reading, including phonemic awareness, phonics, fluency, vocabulary, and comprehension.			X	
Mathematics Achievement Academies	TEC, §21.4553	Teachers who provide mathematics instruction to students in kindergarten or grades 1-3.	Training in effective and systematic instructional practices in mathematics, including problem solving, the place value system, whole number operations, and fractions.			X	
Mentor Training	TEC, §21.458(b)(1)(2); TAC, §153.1011(b)(6) and (c)(2), (c)(3)	Administrators and mentor teachers for classroom teachers with less than two years teaching experience	Research-based mentor and induction training program. The mentoring program is optional; training is mandatory if the district assigns mentors. Administrators training in implementing the program.	X		X	
Migrant New Generation System (NGS)	PL 107-110, Title I, Part C, Section 1304; Texas Manual for the Identification and Recruitment of Migrant Students	All personnel sharing responsibility for implementing NGS activities.	Before November 15.	X			
Migrant Identification and Recruitment (ID&R)	PL 107-110, Title I, Part C, Section 1304; Texas Manual for the Identification and Recruitment of Migrant Students	All recruiters and designated SEA reviewers for the Migrant Education Program.	Training and certification offered by the Regional Education Service Centers. Must be before October 15 or before recruitment efforts begin.	X			
Multi-hazard Emergency Operations Plan	TEC, §37.108 (a)(1) and (c-2)(4)	School district employees	Training in responding to an emergency. Document type of training, number of employees trained, and person conducting the training.	X			
Nature Science Curriculum Project	TEC, §28.013 (d)	Classroom teachers and state park employees	Staff development course in implementing the curriculum provided by the T-STEM Center at Texas Tech University and the South Llano River State Park. Curriculum available over the Texas Tech website.			X	
Open-enrollment Charter Schools Board Members and Officers Training	TEC §12.123	Members of the governing board of open-enrollment charter schools and officers of open-enrollment charter schools.	Training in basic school law including school finance; health and safety issues; requirements related to the use of public funds; and, other requirements related to the public such as open meetings.	X			
Open Records Requirements	Texas Government Code, §552.012	Officer for public information.	Requirements of the law. Training not less than one hour and not more than two hours.	X			
P-TESS Orientation	TAC, §150.1025	Principals new to district or that have never been appraised with the T-PESS	Prior to or in conjunction with the pre-evaluation conference.	X			
Positive Behavior Program	TEC, Title 2, Subtitle G, Chapter 37, Subchapter A, §37.0013	All staff if the district adopts a positive behavior program.	Annually districts that develop and implement a positive behavior program as defined by TEC, §37.0013 may conduct training on the program adopted.			X	
Positive and proactive behavior management	TAC, §103.1201 (h)(2);(i)	DAEP staff	Must target prevention and intervention. Annual requirement.	X			
Reading Academy	TEC, Chapter 21, Section 21.4551 (b)(3)(c)(d)	Teachers of 6th, 7th, or 8th grade reading, math, science, or social studies at an academically unacceptable campus on the basis of student reading performance	Teachers other than those at unacceptable campuses may attend based on criteria adopted by the Commissioner.	X		X	

A Guide to statutory professional development/training for texas public school employees

Training/Professional Development in Statute

Note: M - mandatory; E - encouraged; O - optional; N - Not Applicable to Charter, UNLESS WRITTEN IN CHARTER APPLICATION , AMENDMENT OR POLICIES

Training	Citation	Audience	Notes	M	E	O	N
Reading-to-learn Academies	TEC, §21.4554	Teachers who provide reading comprehension instruction to students in 4th or 5th grades.	Effective instructional practices that promote student development of reading comprehension and inferential and critical thinking.			X	
Reporting Child Abuse and Neglect/Sexual Abuse of Children	TAC, §61.1051 (c) (d); TEC, §38.0041 (b) (1); §38.0041 (c) (1)	Each year as part of new employee orientation.	Copies of Board Policy must be distributed at the beginning of each school year and must address methods for increasing teacher awareness of issues regarding sexual abuse of children.	X			
School board member training and orientation	TEC, §11.159; TAC, §61.1; Human Resources Code 42.002.	Any interested person including current and prospective board members in the orientation. Board members and superintendent in team building	Training is to be offered by Regional Education Service Centers or any registered provider. Training includes orientation sessions, annual team-building session, at least 10 hours of continuing education in first year of service and at least 5 hours in subsequent years of service. Training must include three hours on evaluating student academic performance and one hour on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.	X			
School bus emergency evacuation	TEC, §34.0021(a) and (b)	Students and teachers	Districts are encouraged to conduct school bus emergency evacuation training session in the fall of the school year; a portion of the session occurs on a school bus; and, the session lasts for at least one hour.		X		
School District Peace Officer Training Curriculum	TEC, §37.0812 Occupations Code, §1701.262 and §1701.263	School district peace officers commissioned by a district with an enrollment of 30,000 or more students or school resource officers that provide law enforcement in the district.	Must complete the education and training program required by the Occupations Code within 120 days of being commissioned or placement.	X			
School Readiness	TAC, §102.1002(a)(10)(D)	Grantees of the Prekindergarten Early Start Grant Program	Joint professional development that focus on proven school readiness components.			X	
Seizure Disorders	TEC §38.033	School nurse or school district employee whose duties include regular contact with students.	A TEA approved online course of instruction regarding managing students with seizure disorders.	X			
Suicide Prevention	Health and Safety Code, §161.325 (a-1)(5); (b); (c) TEC, §21.451 (d)(3); (d-1); (d-2)	All new district and open-enrollment charter school educators annually and to existing school district and open-enrollment charter school educators on a schedule adopted by the TEA by rule.	Suicide prevention training to be selected from a list of recommended best practice-based programs and research-based practices provided by the Department of State Health Services (DSHS) in coordination with the TEA.	X			
Superintendent Continuing Education	TEC §21.054(h); Human Resources Code §42.002	Superintendents	2.5 hours every five years on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children.	X			
Teen Dating Violence	TEC, §37.0831 (b) (2)	Teachers and administrators	School districts must adopt and implement a dating violence policy which must address "training for teachers and administrators."	X			
Texas Literacy Achievement Academy	TEC §28.0062; §TEC 21.4552	Classroom teachers in grades K-3 and principals of campuses with grades K, 1, 2, and/or 3.	The Texas Literacy Achievement Academy has been around for several years but HB3 of the 86 Legislative Session mandated this training for the audience listed by 2021-2022.	X			
T-TESS orientation	TAC, §150.1006	Teachers new to the district or teachers who have never been appraised under the T-TESS	No later than the final day of the first three weeks of school and at least three weeks before the first observation.	X			
Use of an automated external defibrillator	TEC, §22.902(c)	School nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, other school employee specified by the Commissioner and student athletic trainer	Must receive and maintain certification. School districts to make training available to employees and volunteers annually.	X			
Use of restraint	TAC, §89.1053 (d)	TAC, §89.1053 (d) School employees, volunteers, independent contractors.	A core team of personnel on each campus must be trained and must contain an administrator or designee. Personnel using restraint in an emergency must receive training within 30 school days after the use of restraint.	X			
Use of time-out	TAC, §89.1053 (h)	General or special education personnel who implement time-out based on requirements in a students' IEP	Within 30 school days of being assigned the responsibility of implementing time-out.	X			

Notes:

1. TEC, Chapter 21, Section 21.451 outlines staff development requirements for school districts. Among those requirements are that the staff development must be designed to improve education in the district and must be predominantly campus-based. Several topics that may be a part of the district staff development offerings are listed including technology, conflict resolution, discipline strategies, responding to reported incidents of bullying, and digital learning. It also may include what is permissible under law including opinions of the United States Supreme Court regarding prayer in public schools. Those trainings listed in Section 21.451 that are mandatory are included in the chart above.
2. TEC, Chapter 11, Section 11.252 states that the district improvement plan must include provisions for "staff development for professional staff of the district" as a "strategy for improvement of student performance."
3. TEC, Chapter 21, Section 21.054 outlines continuing education requirements for educators, including classroom teachers, principals, and counselors. Section 21.0541 allows an educator to receive continuing education credit for completion of a course on the use of an automated external defibrillator. The 2019 Legislative session added many requirements regarding mental health issues including grief and trauma to the continuing education requirements.
4. TEC, Chapter 38, Section 38.0041 (c) requires training in sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities as part of the new employee orientation.
5. TAC, Title 19, Part 2, Chapter 97, Subchapter EE, Division 1 describes the various trainings required of campuses/districts in need of improvement.
6. Many grants require grantees to participate in specified Professional Development activities.

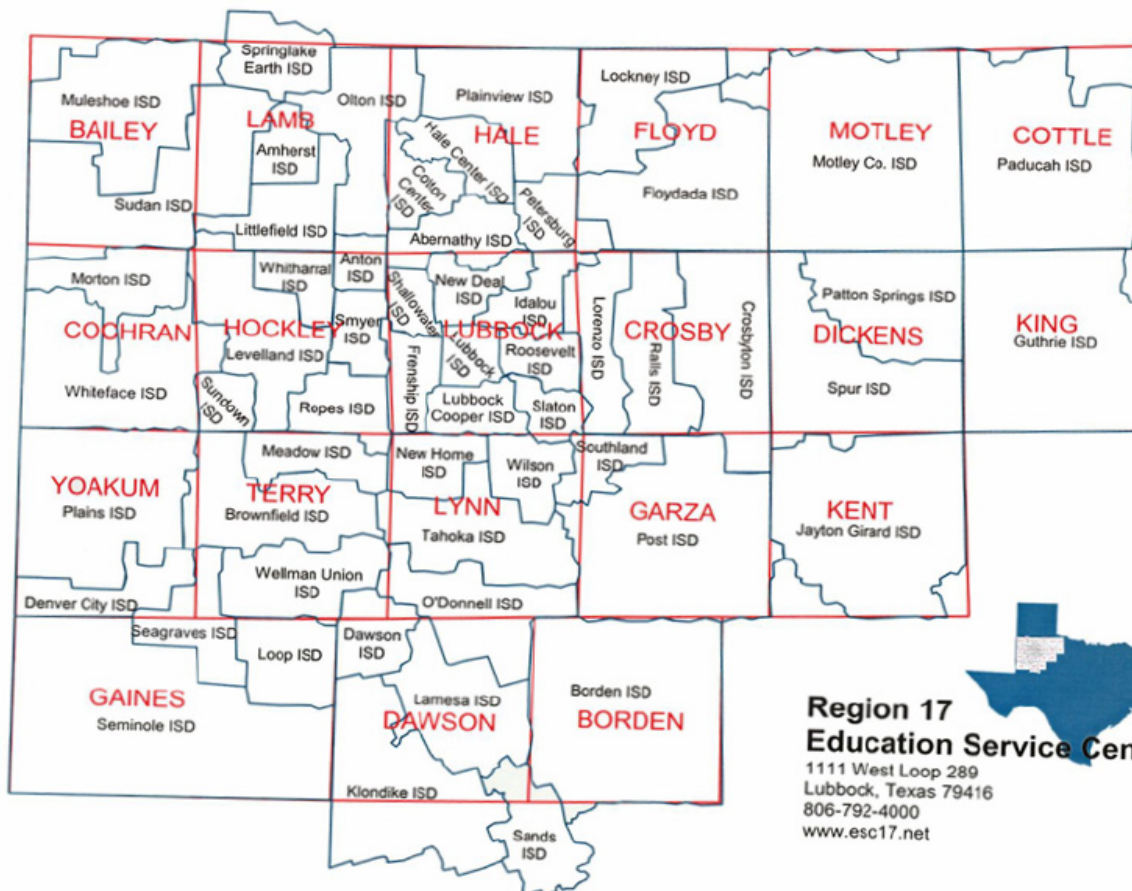
School Districts and Charter Schools Served

Abernathy ISD
Amherst ISD
Anton ISD
Borden County ISD
Brownfield ISD
Cotton Center ISD
Crosbyton Cisd
Dawson ISD
Denver City ISD
Floydada ISD
Frenship ISD
Guthrie CSD
Hale Center ISD
Idalou ISD
Jayton-Girard ISD
Klondike ISD
Lamesa ISD
Levelland ISD
Littlefield ISD
Lockney ISD
Loop ISD
Lorenzo ISD
Lubbock ISD
Lubbock-Cooper ISD
Meadow ISD

Morton ISD
Motley County ISD
Muleshoe ISD
New Deal ISD
New Home ISD
O'Donnell ISD
Olton ISD
Paducah ISD
Patton Springs ISD
Petersburg ISD
Plains ISD
Plainview ISD
Post ISD
Ralls ISD
Roosevelt ISD
Ropes ISD
Sands Cisd
Seagraves ISD
Seminole ISD
Shallowater ISD
Slaton ISD
Smyer ISD
Southland ISD
Springlake-Earth ISD
Spur ISD

Sudan ISD
Sundown ISD
Tahoka ISD
Texas Tech University K-12
Wellman-Union Cisd
Whiteface Cisd
Whitharral ISD
Wilson ISD

Betty M. Condra School
Harmony Math & Science Academy
Premier High School
Richard Milburn Academy
Rise Academy
Triumph Public High School



Region 17
Education Service Center
1111 West Loop 289
Lubbock, Texas 79416
806-792-4000
www.esc17.net

2026-2027 Products/Services Directory

ESC-17 Hours of Operation Administrative Offices: Monday - Thursday + 8:00 a.m. - 5:00 p.m. Friday 8:00 a.m. - 4:00 p.m. + (806) 792-4000

Website Address: <http://www.esc17.net> -- To view staff development offerings, click the "Workshops" link on the ESC-17 website.

ESC-17 e-mail address format: firstname.lastname@esc17.net

As of the press date, this resource was a complete guide for Center programs and related personnel. For an updated listing throughout the year, visit the ESC-17 website.

For ESC-17 meeting room rentals, please contact Liz Cowan at (806) 281-5866 or lcowan@esc17.net.

For Region 17 A to Z Index please click the link, www.esc17.net/page/admin.atoz

Region 17

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