

December 2026 Reminders

Superintendent's Office

- Evaluate State Compensatory Education
- UIL dues Deadline January 1st Annually to State UIL Office (CCR D10)
- Review DFBB (LEGAL and 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 and terms on website
- Post Trustee training hours (Military Districts Only)
- *Complete Board Self-Evaluation (recommended)

Charter Specific

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

Federal and State Programs

- December 1st - Substitute System of Federal Time-and-Effort Reporting due (optional system): LEA Management Certification due (to be effective retroactive to July 1st of the same year will remain in effect for 1 year, to June 30th. If submitted after December 1st, effective on the date of submission and remain in effect for 1 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)

*Requires Board action/approval

- School systems 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
- December 29th - 2025-2026 ESSA Consolidated Grant Federal Final and Revised Final Expenditures report due

Finance

- December 1st - Student Transportation Operations Report due
- December 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 Board Meeting Minutes showing a canvass of election results
- December 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 and 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-December - Review, update and submit Attendance Projections in the FSP system within TEAL (even years)
- December 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 and 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

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Food and Nutrition

- Food Service Management Company Request for Proposal for new contracts deadline is December 1st

Texas Student Data System/PEIMS

- PEIMS Attendance Submission: 2nd Six Weeks Attendance closes on December 3rd
- PEIMS Fall Submission: Requests to retire Unique IDs closes on December 4th
- PEIMS Fall Submission: First submission closes for school systems and ESCs on December 10th
- RFT Collection: All RF Tracker data up to this point must be promoted, validated, and fatal free on December 11th
- PEIMS Mid-Year Submission: Ready for users to complete, approve, and accept submissions on December 21st
- PEIMS Attendance Submission: 2nd Six Weeks Attendance data available to customers on December 31st

Transportation

- Transportation Operations Report due electronically by December 1st

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 school systems Board hold a public hearing to discuss the school systems annual report within 90 calendar days of receiving the PDF TAPR. Winter breaks do not count towards the 90 days. Within 2 weeks following the public meeting, each district must widely publish its annual report, including posting it on the LEA 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

*Requires Board action/approval

- School Report Card released (send home within 6 weeks)
- Federal Report Card released (distributed to campuses, parents, and the public)
- STAAR EOC window opens (November 30th - December 11th)

Career and Technical Education

- Mid-year review of CCMR and IBC progress
- Review and compare the 3rd 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 prep and practicum training plans – job changes, new training plans

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 1st 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
- All RF Tracker data up to this point must be promoted, validated, and fatal free due by December 11th
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

School Health

- Automated External Defibrillators (AEDs) | TEC§22.902; DMA(LEGAL) requires
 - CPR and 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.
 - The staff who maintain immunization records should complete the ARIS for the district.

Note: These dates have been predicted based on the 2025-2026 calendar

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Human Resource/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 TASPA Personnel Law Conference for critical legal and legislative updates
- Participate in the TASPA Winter Conference to network and collaborate on upcoming spring hiring strategies