

November 2026 Reminders

Superintendent's Office

- Review TEA Superintendent Resources & Guidance
- 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 2 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 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

- Mid-November- All school systems receiving Title I, Part A dollars must complete and submit the Comparability Assurance Document. Non-exempt school systems must also complete and submit the Comparability Computation Form. Title I Comparability is a fiscal requirement to ensure comparable services are being provided across a school system's Title I-served campuses in comparison to their non-served campuses. For more information, visit TEA's Comparability of Services Requirement webpage
- Mid-November 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)
- 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

Finance

- November 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
- November 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
- November 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

Texas Student Data System/PEIMS

- PEIMS Fall Submission: Ready for users to complete, approve, and accept submissions on November 2nd
- ECDS-KG Collection: Ready for users to complete on November 9th
- PEIMS Attendance Submission: 3rd Six Weeks ready for users to complete, approve, and accept submission on November 9th
- Charter School Waitlist Collection: Data available to customers on November 12th

Transportation

- Transportation Operations Report due December 1st

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

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 (November 30th - December 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 2 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 school systems) due to TEA early November
- 2026-2027 Excess Cost Preliminary Calculation, based on final unaudited 2025-2026 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

- Submit the mandatory TEA Fingerprinting Certification and Statement of Compliance to verify total district-wide compliance
- Review the TRS Employment After Retirement report to identify any applicable surcharges due for retirees working more than half-time
- Reconcile State Personal and Local Sick leave balances following the completion of the first 90 days of the school year
- Audit the status of all teachers on Intern or Probationary certificates to ensure they maintain active status and have not been de-certified by their Alternative Certification Program (ACP)

- Review educator certifications to monitor expirations and track ongoing credential compliance
- Begin collecting preliminary data on projected staffing needs and enrollment numbers for the upcoming school year