

September 2026 Reminders

Superintendent's Office

- Review TEA Superintendent Resources and Guidance
- 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 the Board training calendar
- Prepare Trustee training report prior to November elections with postings as required – Publicly report October Board Meeting
- Recommend technology and instructional materials allotment (TIMA) selections
- Submit Board approved SB 12 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

- Verify web posting requirements
- Prepare for annual governance report; Refer to TEA Charter School Governance website for timeline to submit
- Charter School Waitlist snapshot date – last Friday in September
- Utilize the All-In-One-Form to update AskTED

Federal and State Programs

- September 3rd - 2026-2027 ESSA Consolidated Application due if submitting without 12-month grant funded employees

***Requires Board action/approval**

- *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
- Identify participation with TEA's Substitute System of Time and Effort Reporting. This is applicable to federally funded employees who work on multiple cost objectives and are on a regular, fixed schedule.

Finance

- September 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
- September 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 school system's Final FIRST Ratings/Charter FIRST (TAA generally released in August). Prepare working calendar to schedule the publication and public hearing
- 2nd Friday of September- 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
- *September 29th - Last day to adopt tax rate (or before 60 days after appraisal roll certification if that's later)
- September 30th - Deadline to submit authorized but unissued bond report to Bond Review Board

Texas Student Data System/PEIMS

- UID Enrollment: Beginning of school year cumulative enrollment event file due September 11th
- PEIMS Attendance Submission: 1st Six Weeks ready for users to complete, approve, and accept submission on September 14th

***Requires Board action/approval**

- PEIMS Summer Submission: Summer data available to customers on September 17th (2025-2026)
- PEIMS Extended Year Submission: Resubmission due for school systems on September 24th (2025-2026)
- PEIMS Extended Year Submission: Request to retire Unique IDs due at TEA for PEIMS Extended Year Resubmission on September 25th (2025-2026)
- Charter School Waitlist Collection: Ready for users to complete on September 25th
- Charter School Waitlist Collection: Snapshot date – last Friday in September on September 25th
- PEIMS Fall Enrollment Submission: Close of school start window – last Friday in September 25th

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)
- 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 school systems review window opens.
- Review PEIMS data for all program areas prior to snapshot date
- Performance Reporting will continue to use the PEIMS Fall Snapshot associated with the traditional Fall submission, which is the last Friday in October

Career and Technical Education

- 2026-2027 SC5003 Formula Grant Consolidated Schedule (one 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 collection of Career Prep and Practicum training plans where applicable

***Requires Board action/approval**

- Review Practicum training plans (15-day requirement) and signed training agreement from Career Prep and Practicum teachers
- Monitor student IBC testing schedules and credential tracking setup
- Ensure that CIPS and DIPS align with CLNA goals

Leadership and Instructional Foundations for Texas (LIFT)

- Attend Monthly LIFT Step-back Meetings/Beginning of Year 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 and Application (Required for all Nonpublic Day School and Nonpublic Residential placements by school systems) 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

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

School Safety

- 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 and Annexes – Email with information regarding EOP documents for the 2026-2027 review cycle will be sent to superintendents