Texas Education Agency
Division of Financial Compliance

Notification of Intent to Change the Fiscal Year Start Date

In accordance with Texas Education Code, Section 44.0011, the board of trustees of the district determines whether the fiscal year of a school district begins on July 1 or September 1 of each year.

Instructions:
• Please provide the indicated information and signatures where indicated.
• This form should be filed no later than June 30th, one year before the district’s change in fiscal year start date.
• If the district decides NOT TO CHANGE (after submission of this form) or decides to CHANGE BACK to a September 1st start date, please submit a new form to the Division of Financial Compliance.
• Special Note: Charter Schools must amended their charter prior to submission of this form

Change Start Date to (check one): ☐ July 1st ☐ September 1st

Start Date of New Fiscal Year (e.g. July 1, 2015):
___________________________________________

Name of District: ___________________________________________________________________

County-District Number: _______________________________________________________________

Regional Service Center Number: _______________________________________________________

☐ Approved Copy Of School District Board of Trustees Minutes Approving Change In Fiscal Year Start Date (Required).

➢ Type Name of Superintendent: _______________________________________________________

Signature of Superintendent: ___________________________ Date: __________

➢ Type Name of School Board President: _______________________________________________

Signature of Board President: ___________________________ Date: __________

Please email, fax or mail this form and a copy of board minutes to one of the addresses listed below.

Email: schoolaudits@tea.texas.gov
Fax: (512) 463-1777
Mail: Texas Education Agency
Division of Financial Compliance
1701 North Congress Avenue
Austin, Texas 78701-1494

Questions concerning this form may be forwarded to Elsa Dominguez in the Division of Financial Compliance at (512) 463-9095.

August 2016

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