Planned Use of Data:
The data will be used in support of ensuring the fiscal and academic accountability of open-enrollment charter schools.

Authority for Data Collection:

- **Texas Education Code (TEC) §12.119(b)**
- **19 Texas Administrative Code (TAC) §100.1007 and §100.1013**

Getting Access to TEAL:

- You must have a TEAL account to gain access to CSTS
- TEAL login page: Go to [https://pryor.tea.state.tx.us/](https://pryor.tea.state.tx.us/) and click on “Request New User Account.”
- TEAL help documentation: [https://pryor.tea.state.tx.us/WebHelp/IAM.htm](https://pryor.tea.state.tx.us/WebHelp/IAM.htm)
- TEAL online user training: [https://pryor.tea.state.tx.us/EndUserTraining/](https://pryor.tea.state.tx.us/EndUserTraining/)

Guidelines:

- Please note that electronic forms must be submitted through the automated Charter School Tracking System (CSTS). Each charter school is required to establish a CSTS account through the Texas Education Agency Login (TEAL), with a Charter Approver role for the superintendent to submit the forms to the Texas Education Agency (TEA). The charter may also have a person with the Charter Data Entry User role complete the data entry.
- One automated form must be completed for EACH individual board member and school officer for the charter, and printed paper copies of all governance reporting forms must be signed and dated by each individual for whom a form is submitted.
- Paper copies of all signed and dated forms must be maintained in the state of Texas, onsite at the charter school or the charter central office, as required by 19 Texas Administrative Code §100.1203(a)(3), at all times; all forms must be made available immediately to any TEA employee who, during a visit, requests to view them onsite; and/or signed and dated forms will be sent to the TEA for review within three business days upon request by the TEA staff.
- Additionally, current fingerprinting and criminal record checks must be available for all employees, including contract employees and volunteers who indicated in writing their intention to serve, in compliance with TEC §§12.1059, 22.0832-22.0835; and, in compliance with TEC §12.120, no individual, including any board member, may serve in any capacity if he or she has been convicted of a misdemeanor involving moral turpitude, a felony, an offense listed in TEC §37.007(a), or an offense listed in Article 62.001(5) Code of Criminal Procedures, unless the individual is eligible to be employed in a position in a school district under TEC 12.120 (a-1).
- Records documenting the completion of training requirements for board members and school officers, as authorized in TEC §12.123 and outlined in 19 TAC §100.1102-100.1105, also must be maintained for TEA staff review and/or submission to the agency.
- In order to ensure that each annual submission of charter holder board member information submitted to the TEA matches the information currently registered with the Secretary of State (SOS) and to ensure that this information reflects the correct current composition of the charter holder board, please review the management information on file with the SOS. You can locate this information by entering the SOSDirect website at [http://www.sos.state.tx.us/corp/sosda/index.shtml](http://www.sos.state.tx.us/corp/sosda/index.shtml), creating an account, clicking on the heading
labeled Business Organizations, entering the charter holder name under Find Entity, and reviewing the names under the section titled Management.

The individual with superintendent authority at the charter school must certify final approval of all completed forms and send the charter’s governance reporting submission to the TEA via the CSTS no later than Monday, December 3, 2018.

### Helpful Hints:

- Review applicable charter school laws and commissioner’s rules noted above.
- Review the definitions provided on the following page. Additional definitions and further detail are provided in TEC §12.1012 and 19 TAC §100.1001.
- Review the help files in the CSTS application.
- Designate one contact person to collect information for governance reporting from board members and school officers and to disseminate the completed forms and obtain original signatures. These signed forms must remain on file at all times.
- To prevent any delays in future renewals and amendments, or an adverse Charter School Performance Framework (CSPF) rating, please submit all required forms by the December 3, 2018 due date. Note that under the Public Information Act, as required by TEC §12.119(c), the information collected is releasable to the general public.

### Definitions (See TEC §12.1012 and 19 TAC §100.1007):

- **Charter holder**: the entity to which a charter is granted under TEC, Chapter 12, Subchapters D and E
- **Governing body of a charter holder**: the board of directors, board of trustees, or other governing body of a charter holder/sponsoring entity
- **Governing body of a charter school**: the board of directors, board of trustees, or other governing body of a charter school; this applies only if the charter school has a secondary board that reports to the governing body of the charter holder/sponsoring entity
- **Officer of an open-enrollment charter school**: the chief operating officer (i.e. superintendent), assistant superintendent, principal, assistant principal, and the person charged with managing the finances of an open-enrollment charter school
- **Compensation**: all compensation, remuneration, and benefits received by the individual in any capacity from the charter holder or the charter school, or from any contractor or management company doing business with the charter holder or charter school; the amount should be the total received for all charters

### Deadline:

Electronic forms are to be submitted to the TEA through the automated CSTS, and are due no later than December 3, 2018. Please note that forms must be submitted via the automated system, and paper copies will not be accepted.

For questions, contact the Division of Charter School Administration by phone at (512) 463-9575 or by email at charterschools@tea.texas.gov.
Required Information for Data Entry of Automated Forms

### Contact Information Section:

- Title
- First Name
- Initial
- Last Name
- Any aliases, nicknames, or names formerly used by the individual, including maiden name
- Work (daytime) phone #
- Alternate (home/cell) phone #
- Email Address
- Mailing Address
- Primary Residence Address (if member of governing body)

### Roles Section:

Submit only one form per person, check all boxes that apply, and specify all role(s) for the individual.

- **Member of the governing body of the charter holder/sponsoring entity:**
  - Position held on charter holder board
  - The specific powers and duties that the governing body of the charter holder or charter school has delegated to the individual, as described by the powers and duties listed in the charter. Additional sheets should be attached to the file copy of the governance form, if needed. These additional pages do NOT need to be submitted to the Texas Education Agency (TEA), unless requested by the agency.

- **Member of the governing body of the charter school:** (PLEASE NOTE: Not all charters have a secondary board. This is applicable only if the charter has a secondary board that reports to the governing body of the charter holder/sponsoring entity.)
  - Position held on charter school board
  - The specific powers and duties that the governing body of the charter holder or charter school has delegated to the individual, as described by the powers and duties listed in the charter. Additional sheets should be attached to the file copy of the governance form, if needed. These additional pages do NOT need to be submitted to the TEA, unless requested by the agency.

- **School officer:** (PLEASE NOTE: An officer of an open-enrollment charter school includes the superintendent/CEO or other chief operating officer, assistant superintendent, principal, assistant principal, and the person charged with managing the finances of an open-enrollment charter school.)
  - Job title
  - The specific powers and duties that the governing body of the charter holder or charter school has delegated to the individual, as described by the powers and duties listed in the charter. Additional sheets should be attached to the file copy of the governance form, if needed. These additional pages do NOT need to be submitted to the TEA, unless requested by the agency.

### Compensation Section:

Amount of annual compensation (if any) to be received during the 2018-2019 school year from the charter holder, charter school, or contractor/management company doing business with the charter holder or charter school. If the charter holder operates multiple charters, include the total annual compensation to be received during the school year from all charters.

1. salary and bonus(es)
2. benefits or other compensation
3. all compensation received for goods or services under contract, agreement, informal arrangement, or otherwise
4. all payment of, or reimbursement for, personal expenses
5. all credit extended to the individual by the charter holder or charter school
6. the fair market value of all personal use of property paid for by the charter holder or charter school
7. all compensation for goods or services provided to the charter holder through transactions unrelated to the charter school
8. all other forms of compensation or remuneration received by the individual from the charter holder or charter school, either directly or indirectly, including any amount that has not previously been reported

### Compliance Section:

- Is any relative within the third degree of consanguinity (i.e., your parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) or within the third degree of affinity (i.e., your spouse or your spouse's parent, grandparent, great-grandparent, child, grandchild, great-grandchild, sibling, aunt, uncle, niece, nephew) a member of the governing body of the sponsoring entity or of the governing body of the charter school? **Answer Yes or No.**
- Will any relative(s) within the third degree of consanguinity or affinity (see definitions above) be employed by or receive any compensation or remuneration from the sponsoring entity, charter school, or the management company of the charter school? **Answer Yes or No.**
- If you answered **yes** to either of the previous two questions, please give the following details:
  - Name of Relative
  - Relationship
  - Position Held
  - Hire Date
  - Amount of Annual Compensation
- Are you a registered voter? **Answer Yes or No.** If yes, identify the state in which you are registered to vote.
- Have you ever been convicted of a misdemeanor involving moral turpitude, a felony, an offense listed in TEC §37.007(a), or an offense listed in Article 62.001(5) Code of Criminal Procedures? **Answer Yes or No.**
- I am current in my training requirements as authorized in TEC §12.123 and outlined in 19 TAC §§100.1102-100.1105. **Answer Yes or No.**
- If you answered **no** to the previous question, please indicate a reason:
  - I am an official at a new charter school. I must complete the required training within one calendar year from the date the charter contract was signed.
  - I am a new official at an existing charter school. I have one calendar year from taking office to complete the training.
  - I am an official at an existing charter school and have not completed the required training.
- In accordance with the requirements of TEC §12.1211, an open-enrollment charter school shall list the names of the members of the governing body on the home page of the school's internet website. Provide the homepage address where the names of the members of the governing body are listed.
- In accordance with the requirements of TEC §12.136, an open-enrollment charter school shall post the salary of the school's superintendent or CEO on the school's internet website. Provide the exact web address where the superintendent's salary is posted.
- In accordance with Local Government Code §140.006, an open-enrollment charter school shall post continuously on the school's internet website the daily financials of the school. Provide the exact web address where the daily financial statements of the charter school are continuously posted.
- In accordance with the requirements of TEC §§37.001 and 37.105, a school district and each campus thereof shall post on its Internet website a student code of conduct and notice setting forth the circumstances under which a person may be refused entry to or ejected from a school district's property. If the charter school elects to follow these provisions, please provide the exact web address where this information is posted. (Optional)
### Signature Section:

Each governing board member and school officer for whom a form is submitted must **sign and date** a paper copy of his or her form. In addition, be aware that the individual with superintendent authority must certify to the TEA and provide the following assurances:

- All governing board members and school officers submitting forms have signed and dated corresponding paper copies of their forms;
- Signed and dated forms are maintained in the state of Texas, onsite at the charter school or the charter district office, as required by 19 Texas Administrative Code §100.1203(a)(3), at all times;
- Signed and dated forms will be made available immediately to any TEA employee or agent of the TEA who, during a visit, requests to view them onsite, and/or signed forms will be sent to the TEA for review within three business days upon request by TEA staff;
- All current fingerprinting and criminal record checks are completed and available for all employees, including contract employees and volunteers who indicated in writing their intention to serve, in compliance with Texas Education Code (TEC) §§12.1059, 22.0832-22.0835; and
- In compliance with TEC §12.120, no individual, including any board member, is serving in any capacity if he or she has been convicted of a misdemeanor involving moral turpitude, a felony, an offense listed in TEC §37.007(a), or an offense listed in Article 62.001(5) Code of Criminal Procedures, unless the individual is eligible to be employed in a position in a school district under TEC 12.120(a-1).