

Reporting a Locally Developed Course/Activity

In accordance with the [Texas Education Code \(TEC\), §28.002\(g-2\)](#), each school district or open enrollment charter school must report annually to the Texas Education Agency (TEA) the names of the courses, programs, institutions of higher education, and internships in which the district's students have enrolled under [TEC, §28.002\(g-1\)](#).

Instructions for district personnel reporting locally developed courses/activities developed and provided under TEC, §28.002(g-1):

1. Prior to submission of the report form to the Texas Education Agency (TEA), certify that the course/program/activity satisfies the requirements under TEC, §28.002(g-1).
2. Complete the "Locally Developed Course/Activity District Report Form." NOTE: One form must be submitted for each course provided under TEC, §28.002(g-1).
3. Submit the report form electronically as an email addressed to curriculum@tea.state.tx.us. The subject line should read "Locally Developed Course/Activity District Report Form." You will receive an electronic reply within five working days verifying that your report form was received.