



# Do Not Hire Registry (DNHR) and SEMARC Process Guide

For school district, charter school, and private school entity  
users

(Includes TEAL account setup for new users)

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This guide is designed to help school district, charter school, and private school users understand and navigate the processes associated with the Do Not Hire Registry (DNHR), the Search Engine for Multi-Agency Reportable Conduct (SEMARC), and Texas Education Agency Login (TEAL) account setup. It provides an overview of the statutory framework, key terms, system access steps, upload procedures, and interpretation of results so that authorized users can carry out required screening responsibilities accurately and efficiently. By consolidating this information in one place, the guide is intended to support compliance with state law, promote consistent practices across entities, and strengthen safeguards for student safety.



## Relevant Statutes

This section provides an overview of the key statutes that establish the legal framework for the **Do Not Hire Registry (DNHR)** and the **Search Engine for Multi-Agency Reportable Conduct (SEMARC)**. These laws outline mandatory reporting requirements, reportable conduct sharing obligations, and safeguards designed to protect students across Texas educational settings. We strongly encourage all districts to read these bills and their associated statutes in full to ensure complete understanding and compliance.

### House Bill 3 (HB 3)

House Bill 3 (2019) created the **Do Not Hire Registry (DNHR)**, an online, searchable list maintained by TEA to prevent individuals with serious misconduct against students from being hired in public schools. HB 3 requires all Texas school districts and charter schools to check the registry before hiring and it also strengthened reporting to ensure TEA gets timely information for DNHR decisions.

### Senate Bill 1849 (SB 1849)

Senate Bill 1849 (2023) created the statewide Interagency Reportable Conduct Search Engine, now known as **SEMARC**. It requires TEA, DFPS, HHSC, and TJJD to share reportable-conduct information on individuals, which strengthens background check screening and prevents individuals with reportable conduct from moving between agencies undetected. SB 1849 strengthens background checks and periodic rechecks for school employees, contractors, and others working with children.

### Senate Bill 571 (SB 571)

Senate Bill 571 (2025) expands educator-misconduct reporting and strengthens safeguards to prevent individuals with substantiated misconduct from moving between schools. It broadens the definition of misconduct, shortens reporting timelines—suspected child abuse to 24 hours to DFPS— and misconduct to 48 hours to TEA—and requires all school personnel including contractors to be checked through the Do Not Hire Registry. SB 571 also allows certain temporary DNHR placements during investigations.



## Glossary of Terms

**Texas Education Agency Login (TEAL)** - Secure login portal for TEA applications including DNHR.

**Do Not Hire Registry (DNHR)** - An online list of individuals who are not eligible for employment in a Texas public school based on misconduct or criminal history.

**Search Engine for Multi-Agency Reportable Conduct (SEMARC)** - Centralized search across multiple state agencies returning reportable conduct information.

**Not Eligible for Hire** – An individual who is not eligible for employment in a public school and therefore may not be hired in any role.

**Under Investigation** – This individual is currently under review by the TEA Educator Investigations Division (EID). This notation means that an allegation of misconduct is currently being investigated by TEA, and the individual's employability status has not been determined.

**None Found (DNHR Column)** – The individual does not appear in the Registry of Persons not eligible for employment (Do Not Hire Registry).

**Temporary DNHR Inclusion** - Indicates a temporary “Not Eligible for Hire” status and the individual is not eligible for hire until a final disposition of the matter has been made.

**None Found (SEMARC Column)** - No reportable conduct records matched this individual. No SEMARC-related follow-up is required.

**Potential Match, Under Review** - SEMARC found possible conduct records. TEA EID must review to confirm accuracy. Upon completion of the review, the educational entity will be provided with a TEA SEMARC Determination status.

**Match Found, Under Review** - SEMARC identified a likely or confirmed conduct record. TEA EID conducts a detailed review. Upon completion of the review, the educational entity will be provided with a TEA SEMARC Determination status.

**Cleared** - TEA reviewed the SEMARC match and determined the individual will **NOT** be placed on the DNHR.

**Formal Investigation Opened** – TEA EID has opened an investigation based on the SEMARC record. Employment eligibility is pending and TEA EID will contact the educational entity should the reported misconduct warrant action by the educational entity.



## Useful Links

### TEA Fingerprinting & Registry Webpage

<https://tea.texas.gov/educators/investigations/fingerprinting/fingerprinting-employees-applicants-and-contractors>

### TEA Educator Misconduct & Investigations

<https://tea.texas.gov/educators/investigations/educator-misconduct-investigations>

### TEAL Login

<https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>

### TEA Help Desk

<https://helpdesk.tea.texas.gov/>



## Texas Education Agency Login (TEAL)

The Texas Education Agency Login (TEAL) is a login portal for many TEA applications, including the Misconduct Reporting Portal (MRP). TEAL protects access to student records, educator records, school financial data, and other information that must be kept secure from unauthorized access.

### Organization Approver setup

An Organization Approver has the responsibility for reviewing and approving requests for access to the Misconduct Reporting Portal. **Before requesting setup as an Organization Approver in TEAL, please be certain you have Legal Authority granted by your institution to approve access to this data.**

There are several levels of Organization Approver status:

- **Primary Approvers** have the primary responsibility for approving requests for an organization. Only one Primary Approver can be designated per organization. For private schools, the Legal Authority is the Primary Organization Approver and must be listed as the principal in the [TEPSAC online directory](#). If you are not a TEPSAC approved private school, please submit a [Help Desk](#) ticket for further instructions.
- **Alternate Approvers** must be designated by the school's Legal Authority, and documentation verifying this designation must be submitted to TEA. The Alternate Approver is a designee that is given authority to approve requests for TEAL applications for the organization. For further details on the documentation required for the Alternate Approver, please submit a help desk ticket at the above link.

When requesting Organization Approver authority, a user must have first successfully requested and set up a TEAL account. Be aware that changing the temporary password to a permanent password and selecting the security challenge are only the first steps in successfully setting up a TEAL account.

## New TEAL account setup

- TEAL should be used with Google Chrome as the web browser.
- Open a web browser and go to the [TEAL Login](#).
- Click **Request New User Account**. (See Figure 1)

**TEA**  
Texas Education Agency

**TEAL Login (TEAL)**

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. You could lose data.

Don't have an account? [Request New User Account](#)

Username:

Password:  [Show Password](#)

[Login](#)

[Forgot your password?](#)  
[Forgot your username?](#)

[TEAL Login Application Help](#) | [Help for Educator Account Setup](#)  
[Help with Password Reset](#)

**WARNING:** Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

Figure 1

- The User and Access Management page appears.

The following fields are required: **First Name**, **Last Name**, **Email Address**, **Verify Email**, **Birth Month**, **Birth Day**, and **Organization Type**. If you are an educator, **Birth Year** is required as well.

Use the Tab key to move from one box to the next.

- Type your first and last name.
- Type your e-mail address. This address will receive all notification e-mails, including the user access information that you need to log in.
- Retype your e-mail address to verify that the address is correct.

- Type your birth month and day. This information is used internally to help distinguish you from other users with the same first and last name and is not used for any other purpose.
- Type your birth year.
- Select the organization type that most closely matches yours from the list. If your organization type does not appear, select **Other**.

Depending upon your organization type, you may be asked to select your manager's name or **Employing Organization**. If you are a TEA contractor, you must supply the **Employing Organization** before you can submit the form. In this case, your request is routed to the approver for your employing organization for approval before it can be implemented by TEA.

- Type your job title.
- Type your phone number, including area code.
- Type your mailing address.
- Check the information you provided to make sure it is correct.
- Click **Submit**.

After clicking submit to create your login username, you are then redirected to the Create Your Password Page, with your Username displayed. Follow the instructions and click **Submit**.

A page of assurances appears. You must acknowledge these assurances to continue. The same assurances will appear at login every 30 days.

- Read the assurances and click I Agree to continue. If you do not wish to agree, click Cancel. However, you will be unable to access TEA applications that use TEAL.
- Next, you are prompted to select and supply the answers to three security questions.

TEAL software uses three security questions to verify your access if you forget your password or username. Each person must select three security questions and provide the answers to those questions. The answers to these questions are confidential, and a person will not be reviewing your request when you ask for your password. Be sure to note the exact form you use to answer them, because the computer needs the exact response. For example, suppose you use the question **In what city did you meet your spouse/significant other?** and type the answer *Ft. Davis, Texas*. If, when you forget your password, you type the answer *Fort Davis, Texas*, or *Ft. Davis, TX*, the computer will not recognize that answer as correct.

To complete each security question, do the following:

Select a question from the list.

- Type the answer in the box, exactly as you mean to provide it. You must select and answer all three questions.
- Once you are logged in, you can request access to an application such as Educator Certification Online, the **Do Not Hire Registry** or the Misconduct Reporting Portal.

## Requesting Primary Approver Status

**IMPORTANT: You must be the Superintendent or Head of School and have Legal Authority to approve access requests for your district or school. Do not request Primary Approver status if you do not have Legal Authority.**

- Log into your [TEAL account](#) with your username and password.
- Once logged in, click **Edit My User Information**. (See Figure 2)



Figure 2

- Click on **Manage Approver Status**. (See Figure 3)

**Applications** | **Edit My User Information** x

First Name:   
 Middle Name:   
 Last Name:   
 Suffix:

Uniq-ID: There is no Uniq-ID currently associated with this user! [Click here](#) to find it.

\* Primary Email Address:  All notifications will be sent to this address.  
 \* Verify Primary Email Address:   
 Secondary Email Address:  If the primary email address becomes invalid, the security-code can be sent to your secondary email address to reset your password.

\* Birth Month:  The month of birth (1-12)  
 \* Birth Day:  The day of the month of birth (1-31)  
 Birth Year:  YYYY

\* Organization Type:  The user's organization type.  
[Click here for Organization Type descriptions](#)

Job Title:

Phone Number:  Must include area code.  
 Cell Phone Number:  Must include area code. Standard data/messaging rates may apply. Cell phone number can be used for password resets.

Street Address:   
 City:   
 Country:   
 State:   
 Zip or Postal Code:

**Manage Approver Status** | [Service Account Manager Status](#)

Figure 3

- Click on **Request Approver Status**. (See Figure 4)

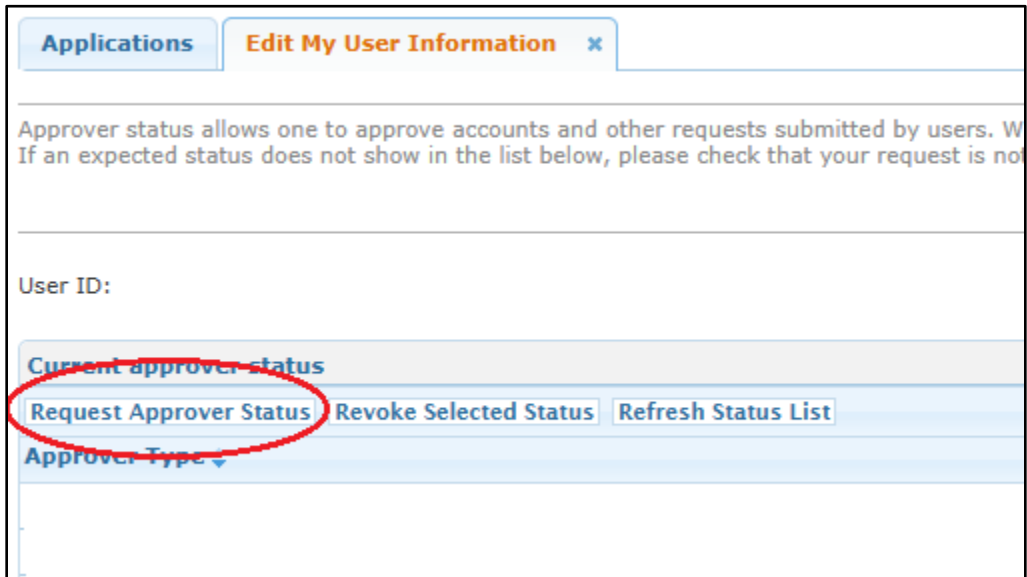


Figure 4

- For Approver Type, select **Primary Approver** as the level of Approver Authority. Enter the Organization name. Select your organization and click the **Add** button. (See Figure 5)

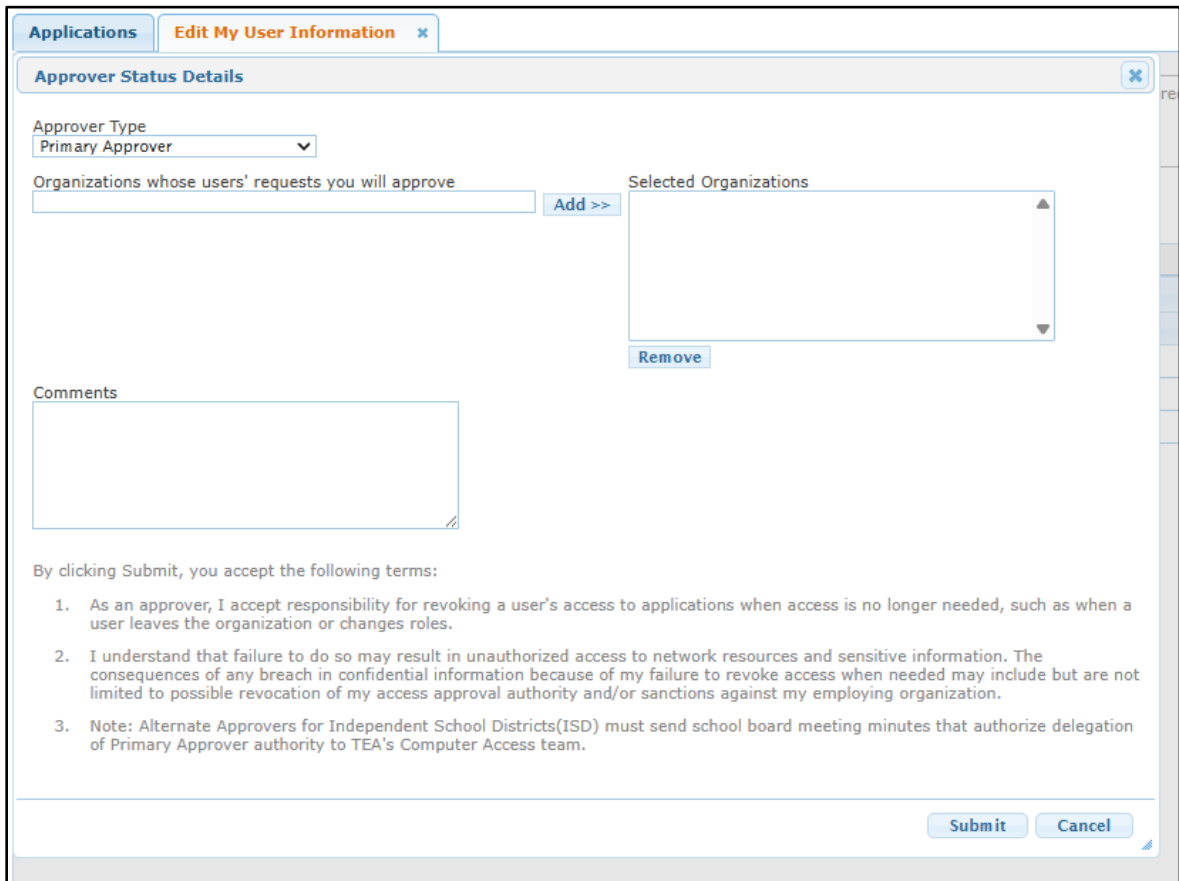


Figure 5

- Once the correct organization has been selected, read the disclaimer and click Submit. All requests for access will be reviewed by the TEAL Administration division as well as the Educator Investigations division. The TEA approval usually takes one to three days to be completed. A TEAL system email will be sent when TEA has approved the request.



## Do Not Hire Registry (DNHR)

The **Do Not Hire Registry (DNHR)** is a statewide, legally mandated database that identifies individuals who are prohibited from working in Texas public schools due to misconduct or criminal history. It was created to ensure districts screen all employees, contractors, and applicants before hiring and protects students by preventing individuals with substantiated misconduct from moving between schools. When an LEA uploads a file, the DNHR checks whether each individual appears on the registry and returns their current employability status—such as Not Eligible for Hire, Under Investigation, or None Found.

### Adding DNHR access to an Existing TEAL Account

- Log into your TEAL account at [TEAL login](#) using your username and password. TEAL and DNHR should be used with Google Chrome as the web browser.
- Click on **My Application Accounts** in the Self-Service Menu. (See Figure 6)

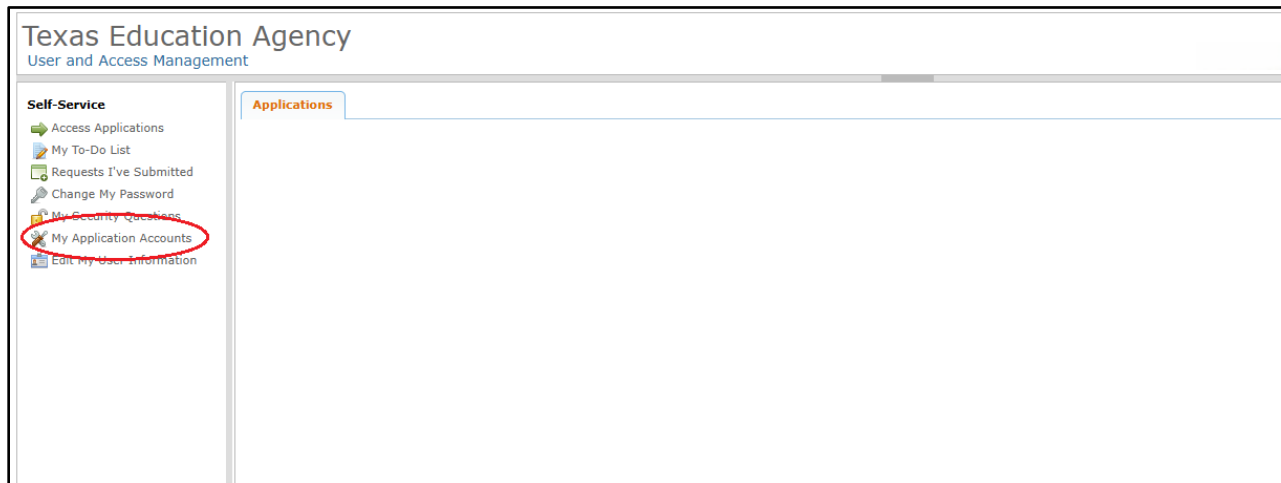


Figure 6

- Click on **Request New Account**. (See Figure 7)

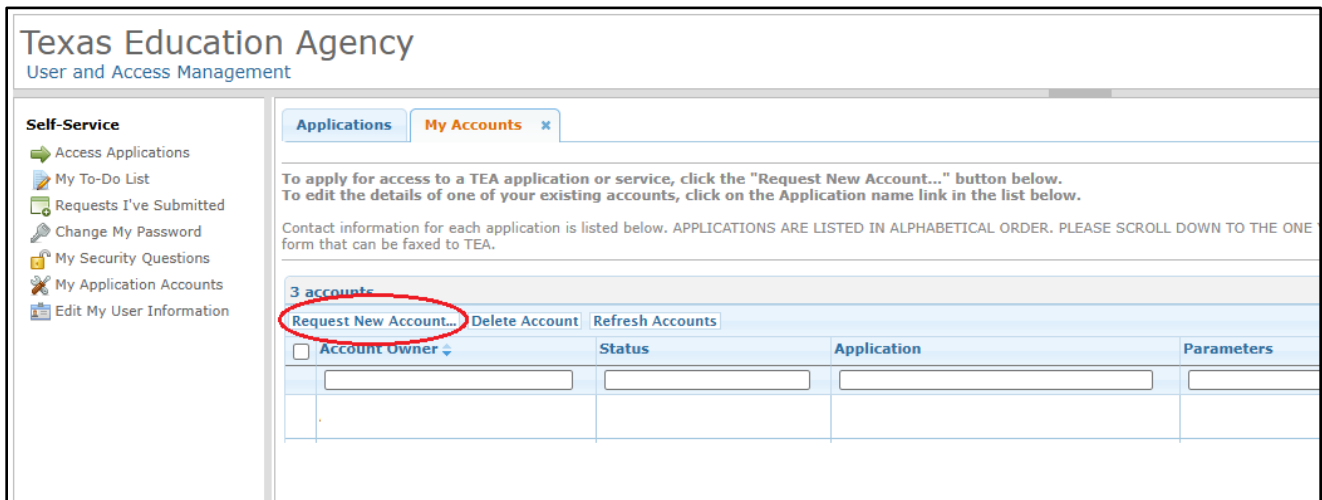


Figure 7

- Click on **DNHRegistry**. (See Figure 8)

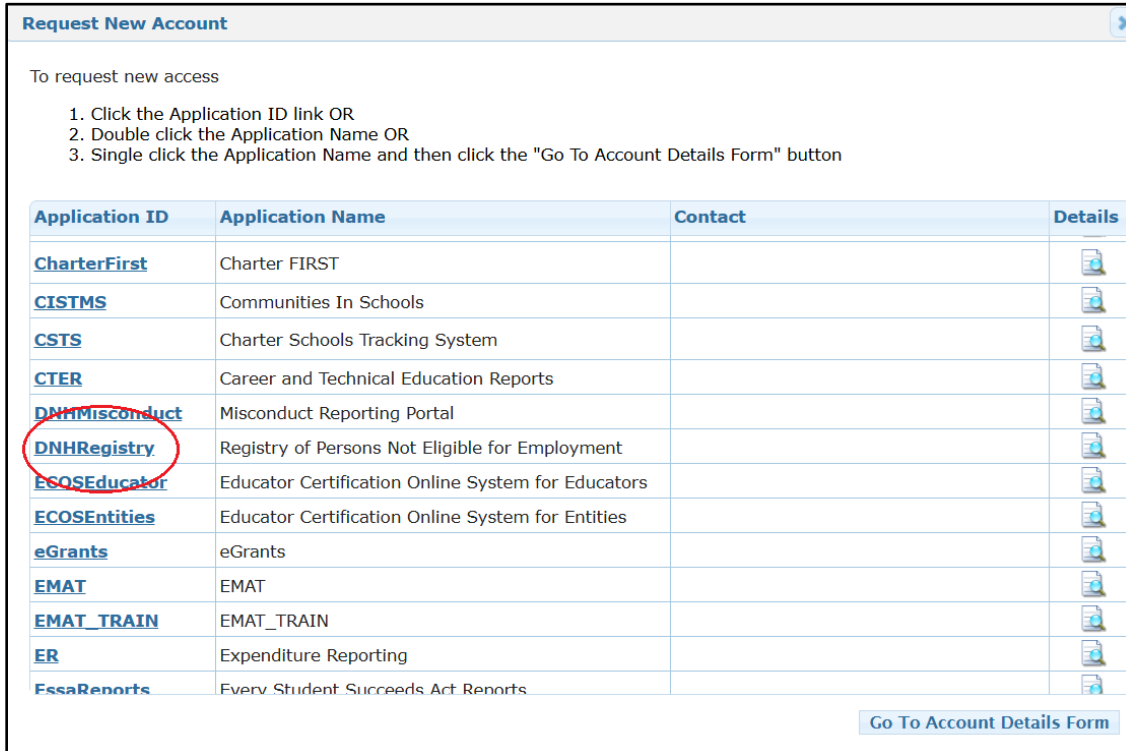


Figure 8

- Click on **Add Access**. (See Figure 9)

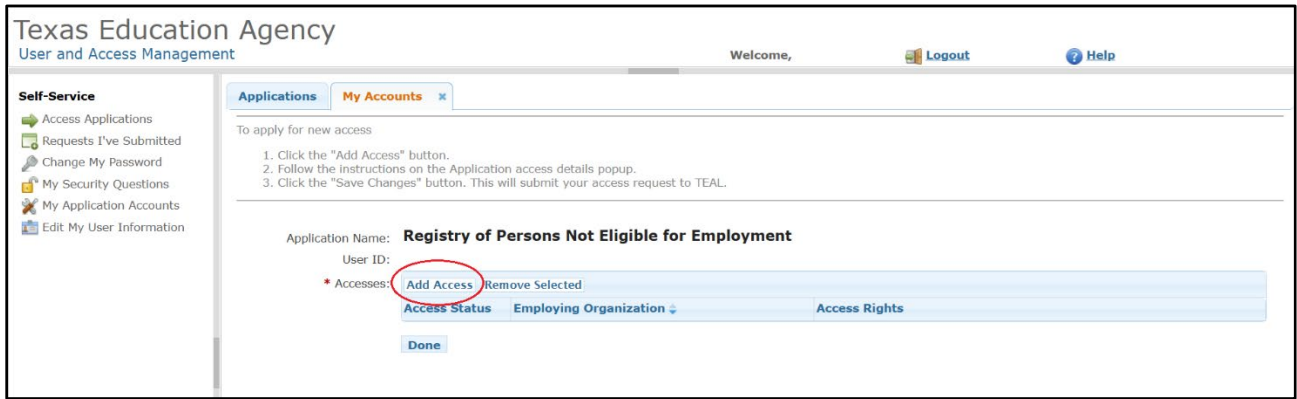


Figure 9

- Enter the **Employing Organization** name or county/district number. Select your organization. Check the Entity box under Roles & Parameters. Enter the **Authorizing Organization** again under the Entity drop down box. Click **Done**. (See Figures 10 and 11)

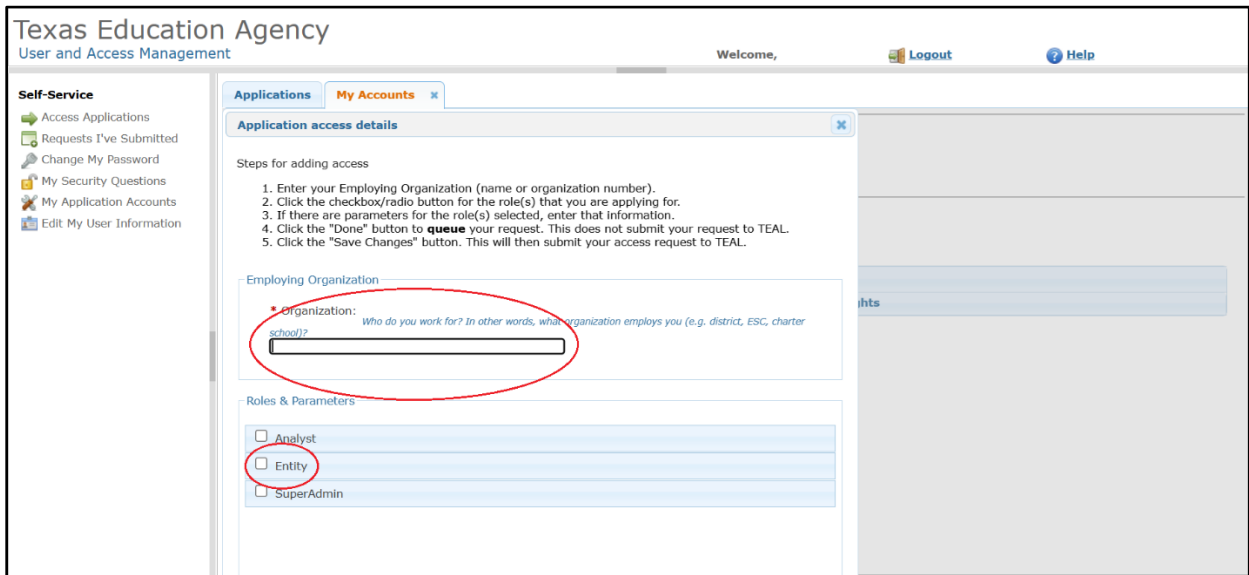


Figure 10

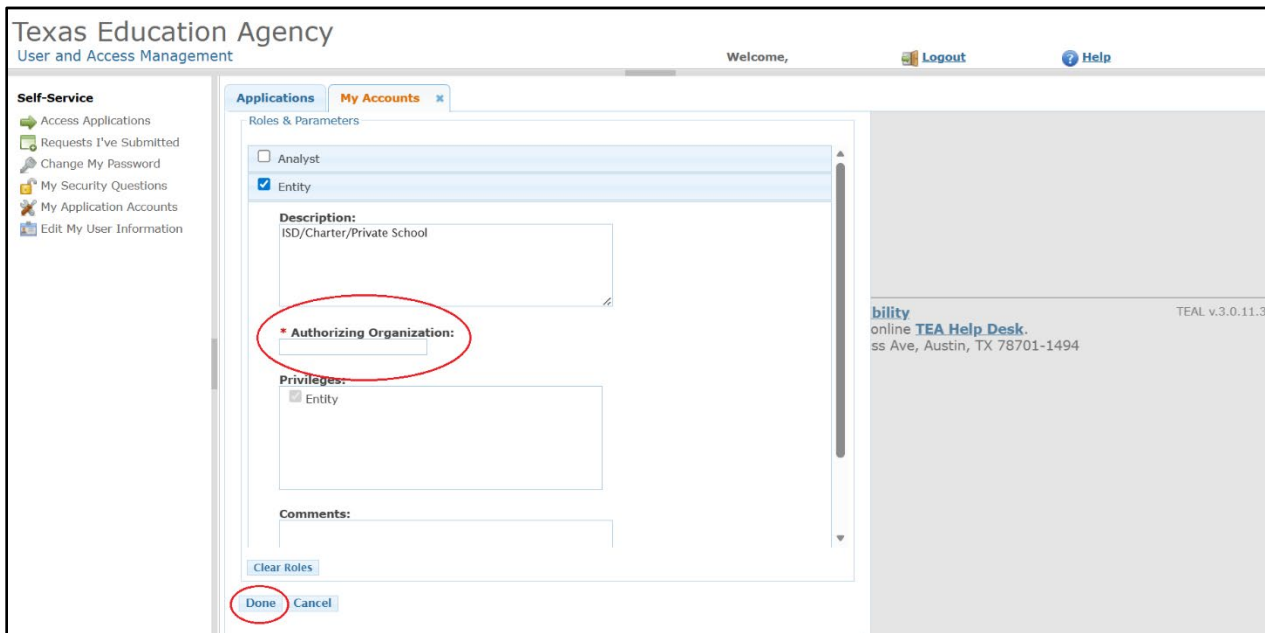


Figure 11

- Click **Save Changes**. (See Figure 12)

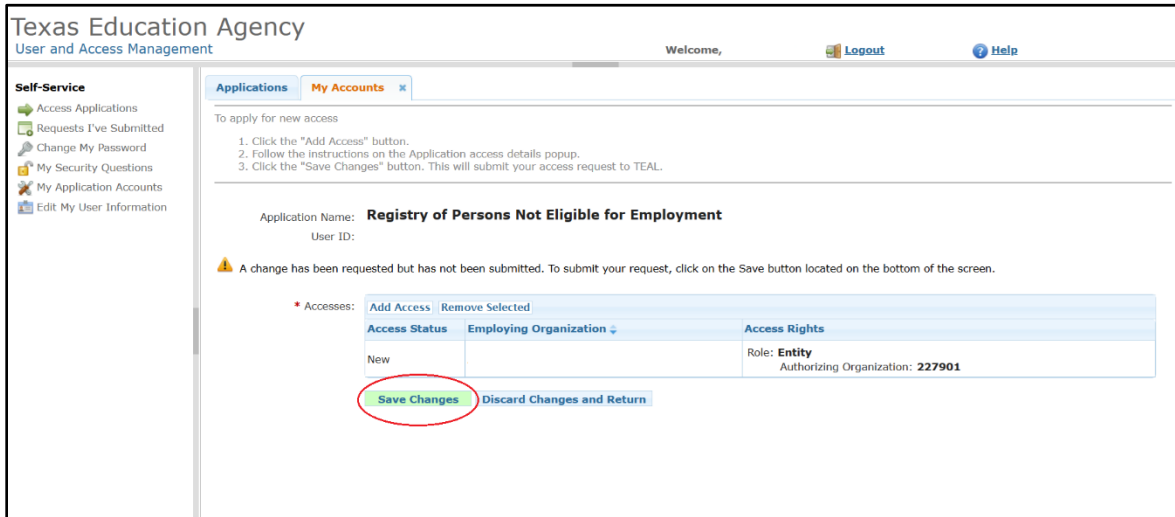


Figure 12

- The screen will display a message that the request was successfully submitted. Access will need to be approved by the Primary or Alternate approver of the district, and then by TEA staff. Please note that approval can take up to 10 days.

## Logging in to DNHR through TEAL

- The DNHR should be used with Google Chrome as the web browser.
- Log into your TEAL account at [TEAL login](#) using your username and password.
- On the TEAL User and Access Management page, click on the blue **Entity** link above the district name and below the Registry of Persons Not Eligible for Employment application. (See Figure 13)

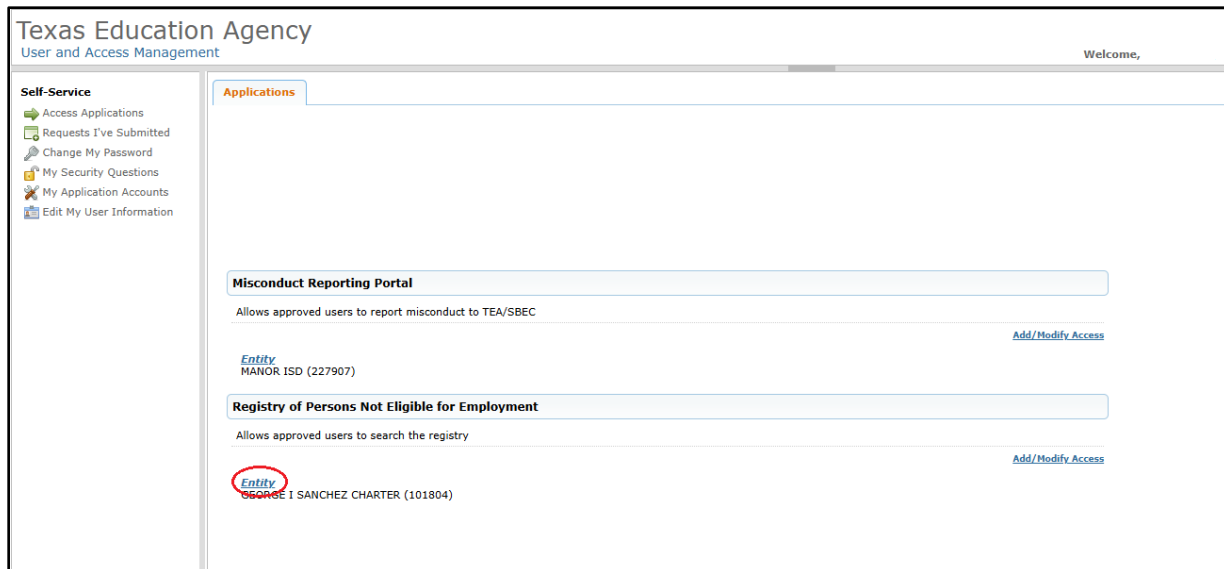


Figure 13

## Entity Registry Upload

To check individuals against the DNHR, entities must first create an Excel spreadsheet containing the required identifying information (Last Name, First Name, SSN, and Date of Birth) and save it as a **.csv file** for upload. Once the file is uploaded into the DNHR system, the Registry returns results indicating whether any individual appears on the DNHR. Importantly, **uploading a file does *not* place anyone on the Do Not Hire Registry**; it only checks the existing registry and reports the current status of each person listed in the file.

### Creating the upload file:

- To create a file to upload, populate the following column headings into line 1 of an Excel spreadsheet (*See Figure 14*). Column headings must be present on the spreadsheet.
  - Column A – Last Name
  - Column B – First Name
  - Column C – Middle Name
  - Column D – Social Security Number (SSN)
  - Column E – Date of Birth

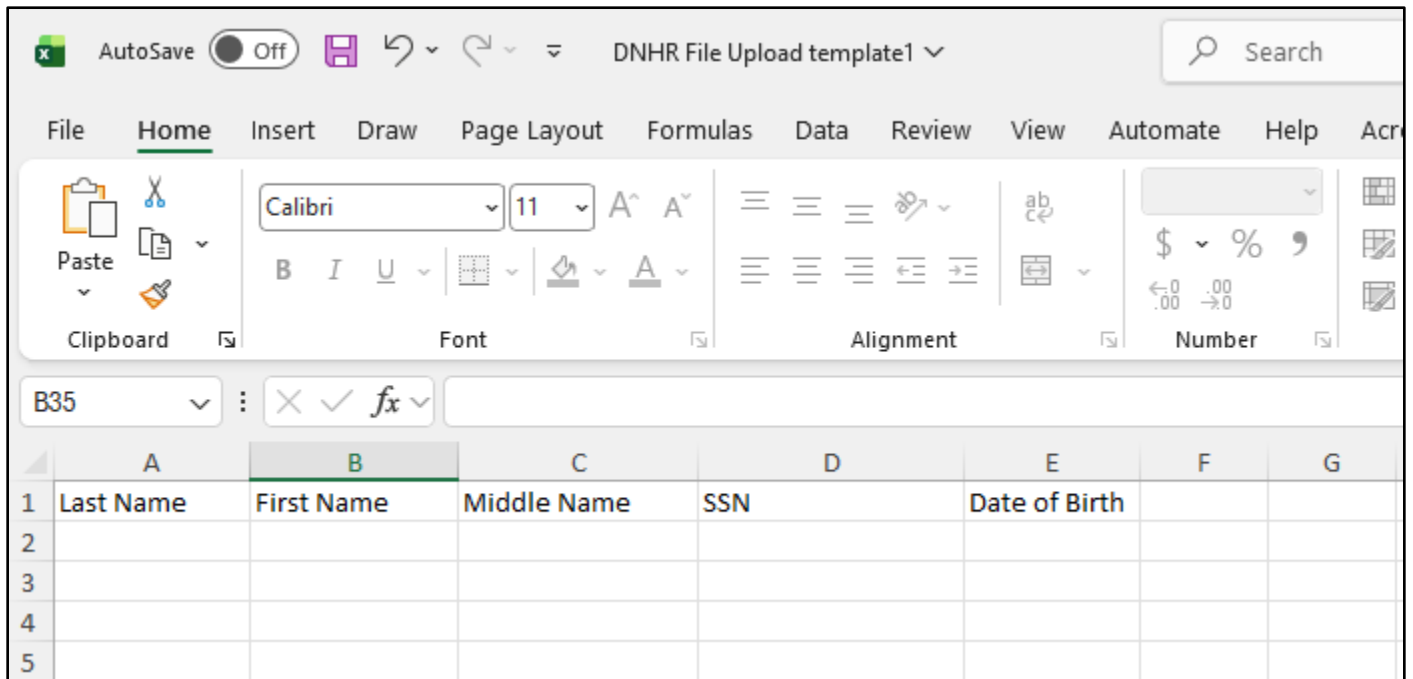


Figure 14

- Beginning with line 2, populate information into the appropriate columns for each individual who needs to be uploaded. A maximum of 2,500 individuals can be uploaded at a time.
- Follow the file layout format below when entering information on the spreadsheet:
  - Column A - Last Name, **REQUIRED** field, 25 maximum characters, **no special characters**
  - Column B - First Name, **REQUIRED** field, 25 maximum characters, **no special characters**
  - Column C - Middle Name, Optional field, 15 maximum characters
  - Column D - Social Security Number, **REQUIRED** field, 9 digits, all numeric, no hyphens, include leading zeros
  - Column E – Date of Birth, **REQUIRED** field, DOB formats may include or exclude a leading zero in month and day format, MM/DD/YYYY or M/D/YYYY, ex: 01/01/1990 or 1/1/1990
- If you enter an SSN that begins with a zero (0), format the SSN column to accept leading zeros in the Social Security number. To do this, right click at the top of the SSN column, choose 'Format Cells', followed by 'Text', and then 'OK'.
- Save the file as .csv (comma delimited) file prior to uploading. Be advised that the Registry **will not accept** a file in .xlsx format. The file must be in the **.csv format**.

#### Uploading the file:

- To upload a Registry file, access the Registry of Persons Not Eligible for Employment (Do Not Hire Registry) through TEAL.
- The upload screen displays file layout information and example file data. Before uploading, click the check box to affirm the information being uploaded is true. Select the file to be uploaded by clicking the 'Choose File' button. (See Figure 15)

**TEA**  
Texas Education Agency

Registered in as: \_\_\_\_\_

## Registry of Persons Not Eligible for Employment

Upload files to search Registry

I, \_\_\_\_\_, acting on behalf of \_\_\_\_\_, hereby affirm that the information provided is submitted in compliance with Texas Education Code §22A.151.

Please check here to indicate you affirm.

Select file to upload

Choose File No file chosen Upload

### Search Instructions

File Format: Please upload a .txt or .csv (Windows) file.

The File Layout should consist of:

1. Last Name (required, 25 maximum characters)  
Allowed characters: A-Z, a-z, apostrophe ('), dash (-), and space.
2. First Name (required, 20 maximum characters)  
Allowed characters: A-Z, a-z, apostrophe ('), dash (-), and space.
3. Middle Name (optional, 15 maximum characters)  
Allowed characters: A-Z, a-z, apostrophe ('), dash (-), and space.
4. SSN (required, 9-digit numbers without hyphens, include leading zeros)
5. Birth Date (required, format MM/DD/YYYY, ex: 01/01/1990)

The upload limit is 2500 records.

Figure 15

- The name of the file will display next to “Choose File.” Click ‘Upload’ to upload the file. (See Figure 16)

**TEA**  
Texas Education Agency

Registered in as: \_\_\_\_\_

## Registry of Persons Not Eligible for Employment

Upload files to search Registry

I, \_\_\_\_\_, acting on behalf of \_\_\_\_\_, hereby affirm that the information provided is submitted in compliance with Texas Education Code §22A.151.

Please check here to indicate you affirm.

Select file to upload

Choose File DNH Template.csv Upload

### Search Instructions

File Format: Please upload a .txt or .csv (Windows) file.

The File Layout should consist of:

1. Last Name (required, 25 maximum characters)  
Allowed characters: A-Z, a-z, apostrophe ('), dash (-), and space.
2. First Name (required, 20 maximum characters)  
Allowed characters: A-Z, a-z, apostrophe ('), dash (-), and space.
3. Middle Name (optional, 15 maximum characters)  
Allowed characters: A-Z, a-z, apostrophe ('), dash (-), and space.
4. SSN (required, 9-digit numbers without hyphens, include leading zeros)
5. Birth Date (required, format MM/DD/YYYY, ex: 01/01/1990)

The upload limit is 2500 records.

Figure 16

- A message on the screen will indicate that the file was uploaded successfully and that results are available below.

## Review of Registry Upload Results

After your district uploads a DNHR file, you can monitor the progress and view results at the bottom of the screen. Each uploaded file displays a **File Status** that indicates where it is in the review process and whether all results have been returned.

### File Status Types

- **Processing** - This status appears after upload and remains until **all** results are received.
- **Complete** - This means TEA has received all required results for every record in your file. Once your file is complete, you will receive an email notification and will have 14 days to view your results. After 14 days pass, the “View Results” link will expire. A “Complete” file includes:
  - DNH Registry Status
  - SEMARC Status
  - TEA SEMARC Determination
- **Complete w/SEMARC Errors** - This appears when one or more records did not return a SEMARC result.

To view your results, please click the **View Results** link at the bottom of the page (See Figure 17).

Please note, you may click **View Results** at **any time** while a file is processing. DNHR results will be ready to view immediately, while SEMARC results will take a minimum of 24 hours.

**TEA**  
Texas Education Agency

Registry of Persons Not Eligible for Employment

Logged in as: ADMIN | UPLOAD REGISTRY SEARCH | FAQ/HELP DESK | EXIT

Upload files to search Registry

Select file to upload

Choose File | No file chosen | Upload

**Search Instructions**

File Format: Please upload a .txt or .csv (Windows) file.  
The File Layout should consist of:

- Last Name (required, 25 maximum characters)  
Allowed characters: A-Z, a-z, apostrophe ('), dash (-), and space.
- First Name (required, 20 maximum characters)  
Allowed characters: A-Z, a-z, apostrophe ('), dash (-), and space.
- Middle Name (optional, 15 maximum characters)  
Allowed characters: A-Z, a-z, apostrophe ('), dash (-), and space.
- SSN (required, 9-digit numbers without hyphens, include leading zeros)
- Birth Date (required, format MM/DD/YYYY, ex: 01/01/1990)

The upload limit is 2500 records.

Example:  
Smith,John,C,123456789,01/06/1985  
Doe,Jane,,321654987,12/07/1990

Click here for a copy of upload file template.

**\*\*The Result File will be available for download for 14 days after the File Status is marked as "Complete" or "Complete w/ SEMARC Errors." After this period, the file will no longer be accessible.**

**You may view the Result File while it is still processing; however, please note that the file is not considered final until the File Status reflects "Complete" or "Complete w/ SEMARC Errors". An automated email will be sent upon completion of the results.**

Note (Effective September 2025): The Search Engine for Multi-Agency Reportable Conduct (SEMARC) currently includes reportable misconduct data from the Texas Health and Human Services Commission (HHSC) and the Texas Juvenile Justice Department (TJJD). The Texas Department of Family and Protective Services (DFPS) is scheduled to be integrated in Fall 2026.

Search all columns...

Uploaded By	Upload Date/Time	Uploaded File	File Results	File Complete Date	File Status
ashley.pillay	01/27/2026 09:30:03 AM	1.22.2026 TEA Uploads.csv	<a href="#">View Results</a>	1/27/2026	Complete

Figure 17

On the results screen, DNHR results (See Figure 18) will show

- **Registry Status**
  - **Not Eligible for Hire:** The individual is not eligible for employment in a public school and may not be hired in any role based on misconduct or criminal history.
  - **Under Investigation:** Pursuant to TEC §22A.101, this individual is under formal review by the TEA EID. This notation indicates that an allegation of misconduct is currently being investigated by TEA EID, and the individual's employability status has not been determined.
  - **None Found:** The individual does not appear in the Registry of Persons not eligible for employment (Do Not Hire Registry) based on the SSN/DOB provided within the request.
- **Date on Registry-** The Date on Registry indicates the date the individual was placed as not eligible for employment.
- **Registry End Date** - The Registry End Date indicates the date the individual may be removed from the Do Not Hire Registry. \*If the individual's End Date has lapsed but the individual remains on the Registry as Not Eligible for Hire, then the individual remains not eligible for employment.
- **Temporary DNHR Inclusion** - A 'Yes' displayed in the Temporary DNHR Inclusion column indicates the individual is Not Eligible for Hire until a final disposition of the matter has been made.
- **Sanction Status** - Indicates an educator's certificate has been sanctioned.



Figure 18

\*Note: **SEMARC Results** and **TEA SEMARC Determination** interpretation guidance appears in the SEMARC section of this guide

To download results in an Excel file, click **Download** at bottom (See Figure 18).



# Search Engine for Multi-Agency Reportable Conduct

The **Search Engine for Multi-Agency Reportable Conduct (SEMARC)** is a statewide system created to centralize reportable conduct information across multiple state agencies. Its purpose is to ensure that individuals who have engaged in abuse, neglect, exploitation, or other forms of reportable misconduct cannot move between systems or agencies undetected. SEMARC supports safer hiring and compliance across education, child-serving programs, and regulated facilities.

Participating state agencies that contribute information to SEMARC include:

- **Texas Education Agency (TEA)**
- **Texas Department of Family and Protective Services (DFPS)**
- **Texas Health and Human Services Commission (HHSC)**
- **Texas Juvenile Justice Department (TJJD)**

These agencies submit legally validated findings of reportable conduct, which SEMARC consolidates for authorized screening.

## How SEMARC Integrates with DNHR

Districts do not log directly into SEMARC and do not need separate access. Whenever a district uploads a file to the Do Not Hire Registry (DNHR), the system automatically performs **two simultaneous checks**:

1. A DNHR search, and
2. A SEMARC search for reportable conduct findings.

SEMARC results appear as a separate **SEMARC Status** column in the same results file as the DNHR check. Because SEMARC relies on multiple external agency systems, SEMARC results may take longer than DNHR results to populate.

## SEMARC Status Types

SEMARC statuses help districts identify individuals who may require further review before being hired. The three possible SEMARC status types are:

- **None Found** - No reportable conduct records matched this individual. No SEMARC-related follow-up is required.
- **Potential Match, Under Review** - SEMARC identified information that may correspond to the individual. TEA EID must review the potential match to confirm whether it is accurate. Upon completion of the review, the educational entity will be provided with a TEA SEMARC Determination status.

- **Match Found, Under Review** - SEMARC identified a likely or confirmed reportable conduct record. TEA EID will conduct a detailed review. Upon completion of the review, the educational entity will be provided with a TEA SEMARC Determination status.

## TEA SEMARC Determination Types

After TEA EID completes its review of a Potential Match or Match Found, the district will receive one of two official determination types:

- **Cleared** - TEA has reviewed the case and determined the individual will not be placed on the DNHR.
- **Formal Investigation Opened** - TEA has opened an investigation into the individual's conduct. Employment eligibility has not yet been determined by TEA.

For individuals with a SEMARC status of **"None Found,"** no review is conducted. As a result, the SEMARC Determination field will display as **"N/A" (Not Applicable).**

## FAQs

### What is SEMARC?

**SEMARC (Search Engine for Multi-Agency Reportable Conduct)** is a statewide system created under Chapter 810 of the Texas Health and Safety Code. It allows authorized school districts, charter schools, and private schools to check whether an individual has a history of reportable conduct. These results help determine eligibility for employment, volunteering, certification, contracts, or licensure.

### Is new TEAL access needed to see SEMARC information?

No. SEMARC information appears in the DNHR upload results; as long as you have DNHR access, then **no new TEAL access requests are required.** If you do not have DNHR access, please see [page 10](#).

### Which agencies are included in SEMARC?

SEMARC includes information from DFPS, HHSC, TEA, and TJJD. It integrates the following sources:

- **HHSC Employee Misconduct Registry:** Individuals barred from long-term care settings due to abuse, neglect, exploitation, or misconduct.
- **DFPS IMPACT System:** Confirmed cases of child abuse, neglect, or exploitation in Texas.
- **TEA Do Not Hire Registry:** Individuals ineligible for hire in Texas public schools due to serious misconduct.
- **TJJD Registry:** Individuals whose juvenile justice certification was revoked or denied for misconduct, including abuse, neglect, or exploitation.

## Do Contractors need to be checked through DNHR and SEMARC?

Yes. Under HB 3 and SB 571, **all individuals** - including contractors/service providers, substitutes, tutors, and certain volunteers - must be screened through the DNHR. SEMARC results are automatically included in the DNHR upload results file.

## How often should we re-check current employees?

TEA recommends rechecking during:

- Annual audits,
- Reassignments to student-facing roles,
- When new SEMARC agencies or statutes take effect,
- There is no hard statutory schedule, but regular periodic checks help ensure compliance.

## Can we move forward in the hiring process if DNHR results are available, but SEMARC results are still processing?

No. Files are not considered processed until the **“File Status”** reflects **“Complete.”** A completed file includes all of the following:

- DNH Registry Status
- SEMARC Status
- TEA SEMARC Determination

Once complete, the uploader will receive an email confirmation.

To strengthen background check screening and increase student safety, DNHR/SEMARC results require a minimum of **24 hours** to process. Districts should allow processing to fully complete before taking any action.

## What if my district receives a SEMARC hit, do I need to notify TEA or other agencies?

No. You do not need to reach out to any agencies. For any SEMARC status results other than “None Found” (Potential Match or Match Found Under Review) the TEA EID must review the information and upon completion of the review, the educational entity will be provided with a TEA SEMARC Determination status.

For both statuses, Potential Match or Match Found, districts must pause final hiring or placement decisions while the SEMARC status remains Under Review. No employment eligibility decision should be finalized until TEA completes its review.

## What if an individual disputes a DNHR or SEMARC result?

The district cannot adjudicate disputes. The individual must contact TEA EID directly. Districts should not move forward with hiring while the dispute is open.

## Can Private Schools check DNHR & SEMARC?

Yes. Private schools are authorized to check DNHR & SEMARC results.

## What should I do if my DNHR upload fails (red error message)?

If your DNHR upload fails, review the red error message displayed on the screen to identify the cause of the issue. Follow the corrective steps outlined in the [Entity Registry Upload](#) section for formatting instructions. If you are unable to resolve the issue after reviewing the guidance, please ensure you are using Google Chrome as your browser, **clear your cache** and try submitting the upload again. If you are still experiencing issues please submit a [TEA Help Desk](#) ticket.

## Why does the SEMARC Determination field show “N/A”?

“N/A” (Not Applicable) appears when the SEMARC Status is “**None Found**”. This means no reportable conduct record was identified, and no TEA review was required.

## How long does SEMARC processing take?

SEMARC processing will take longer because it involves searching across multiple reporting agencies. The minimum processing time is approximately 24 hours, but timelines can vary depending on system processing.

Districts should allow the process to complete before taking any action. **Do not re-upload submissions while a file is still processing**, as this can cause delays and may restart the review process.

## If I have additional questions, who should I contact?

For assistance, contact the **Fingerprinting and Registry Support Unit** at **512-936-8400 opt 3**, Monday–Friday, **9:00 a.m. to 12:00 p.m.**, or submit a [TEA Help Desk](#) ticket.

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