

## LEA Options for Responding to TEA 2023-2024 Preliminary Compliance Reviews for IDEA-B LEA MOE

### **Option 1: Accept Results**

If your internal MOE compliance calculations match TEA’s preliminary compliance review, *and* you have no allowable statutory exceptions and/or voluntary reduction, *and* you accept TEA’s preliminary compliance review, then *no further action or response is required*. TEA’s preliminary compliance review for your LEA will become the final compliance review.

### **Option 2: Submit Allowable Exceptions and/or Voluntary Reduction**

If your internal MOE compliance calculations match TEA’s preliminary compliance review, *and* your LEA has failed at least one of the four compliance tests, *but* you have allowable statutory exceptions and/or voluntary reduction to submit for TEA to consider before releasing the final compliance review, you must submit *all* of the following to GFFC Reports and Data Collections by the deadline date of **April 4, 2025**:

- IDEA-B LEA MOE Certification Form, signed by the superintendent.
- IDEA-B LEA MOE Exceptions Workbook.
- Supporting documentation to justify the amounts reported in in the workbook for any of the allowable exceptions.

Instructions for submitting required documentation are given below.

### **Option 3: Request a Recalculation**

If your internal MOE compliance calculations do not match TEA’s preliminary compliance review, please review your data sources and documentation and repeat your calculations.

If your calculations still do not match TEA’s preliminary compliance review, please notify TEA about the discrepancy by sending an email to [compliance@tea.texas.gov](mailto:compliance@tea.texas.gov). TEA will contact you regarding further required action.

### **Option 4: Submit an Alternate Local Methodology**

If your LEA established an alternate local methodology to determine if your LEA passed any of the four MOE compliance tests, your results will not match TEA’s preliminary compliance review. Please send an email to [compliance@tea.texas.gov](mailto:compliance@tea.texas.gov) to notify TEA that you intend to submit an alternate local methodology, along with supporting documentation, for TEA to consider before releasing the final compliance review. TEA will contact you regarding further required action.

### **Instructions for Submitting Exceptions and/or Voluntary Reduction for Option 2**

You must use the IDEA-B LEA MOE Exceptions Workbook to submit documentation to TEA. The workbook is accessible in GFFC Reports and Data Collections, under the “Download Forms” menu, and also on the [IDEA-B LEA MOE page](#) of the TEA website. The first tab of the IDEA-B LEA MOE Exceptions Workbook is the IDEA-B LEA MOE Certification Form, which must be signed by your superintendent and submitted to TEA. Please do the following to **prepare** the certification form:

1. Enter the name of your LEA.
2. Enter the county-district number of your LEA.
3. Enter the name of the LEA official who is signing the form.
4. Enter the official’s title.
5. Print the certification tab.

6. Have the superintendent sign and date the printed page.
7. Scan the signed and dated page.
8. Upload the page via GFFC Reports and Data Collections, as instructed below, to the IDEA-B LEA MOE Certification folder.

To **submit** all documents, including the signed certification form, the IDEA-B LEA MOE Exceptions Workbook, and supporting documentation, to GFFC Reports and Data Collections, please follow these steps:

1. Log on to the TEA Login ([TEAL](#)).
2. Select “GFFC Reports and Data Collections.”
3. Select “Upload Response Documents.”
4. Select the applicable response document title from the pull-down menu:
  - IDEA-B LEA MOE Certification
  - IDEA-B LEA MOE Exceptions Workbook
  - IDEA-B LEA MOE Support Documents
5. Select the “**2023–2024**” school year.
6. Select Response Doc type “Response Document.”
7. Select “Upload Document.”
8. **Important:** *Repeat steps 4–7 to upload each of the three required documents.*