

Step-by-Step Guide to Campus Designation Spreadsheet

Optional Flexible School Day Program (OFSDP) - Campus Designation Spreadsheet														School Year 2026-2027		Possible errors to consider before submission	
Step 1 Insert 6-Digit District Number		Eligibility Designation					School Year Period of Agreement				Summer Period of Agreement						
Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4		1 = TEC §29.081 At-Risk Students 2 = TEC §25.092 Minimum Attendance 3 = TEC §29.908 Early College High School 4 = TEC §39A.107 Campus Turnaround Plan 5 = Credit Recovery** 6 = TEC §29.081(e-1) Campus-Based Dropout Recovery Program 7 = TEC §29.081(e-2) Remote/Hybrid Dropout Recovery Program					Reported in TSDS PEIMS Summer Collection 3 Program start date must be 30 days after application submission. Program end date must not exceed the last day of the regular school calendar.				Reported in TSDS PEIMS Extended Collection 4 **Credit Recovery - Designation 5 Summer period of agreement should not exceed 30 days or extend past July 31st.						
9-Digit District and Campus Number		Campus Name					Program Start Date	Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWTWFS	Minutes Offered Per Day	Step 7		
Step 2 000000000		1	2	3	4	5	6	7	Estimated Students Participating	Step 5				Step 6			
000000000		Step 3					Step 4										

Step 1: Enter the 6-digit District Number. If entered correctly, the district name will automatically populate in the cell directly to the right of the number entered.

Step 2: Enter the 9-digit District and Campus Number without hyphens or additional characters. If entered correctly, the campus name will automatically populate in the cell directly to the right of the number entered.

Step 3: Choose all student eligibility designations that apply to students participating in OFSDP.

- 1 At-Risk Students – The student is at risk of dropping out of school, as defined by the [Texas Education Code \(TEC\), §29.081](#).
- 2 Minimum Attendance – Students that do not meet the attendance requirements under the [TEC, §25.092](#), will be denied credit for one or more classes in which the student has been enrolled without retaking the class. Funding for attendance is limited to that which is necessary for the student to recover class credit.
- 3 Early College High School – The student is attending a campus that has been designated by the Texas Education Agency (TEA) as an Early College High School (ECHS), as defined by the [TEC, §29.908](#), Pathways in Technology Early College High School (P-TECH), as defined by the [TEC, §29.553](#), or Industry Cluster Innovative Academy (ICIA).
- 4 Campus Turnaround Plan – The student is attending a campus implementing an approved innovative campus plan, as defined by [TEC, §39A.107](#).
- 5 Credit Recovery – Credit recovery classes may be offered during the summer recess for students who have not earned a full ADA during the regular school year. For an eligible OFSDP student attending summer OFSDP classes for credit recovery, funding for attendance is limited to that which is necessary for the student to recover class credit. The Summer Period of Agreement (Credit Recovery) section should only include dates after the regular school year, should not exceed 30 days, and may not extend past July 31st. A student cannot earn more than the equivalent of one ADA in a year.

- 6 Campus Dropout Recovery – The student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081 \(e-1\)](#), in which courses are offered on-campus 100% of the time. To be eligible for this designation, the campus will be designated by TEA as an Alternative Education Campus (AEC) of Choice - Dropout Recovery School. More information can be found on the [Performance Reporting Division website](#).
- 7 Remote/Hybrid Dropout Recovery – The student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081 \(e-2\)](#). A dropout recovery program can be offered for students to work in a remote or hybrid setting, only if the campus is designated by TEA as an Alternative Education Campus (AEC) of Choice - Dropout Recovery School and meets the requirements of [TEC, §29.081 \(e-2\)](#). More information can be found on the [Performance Reporting Division website](#).

Step 4: Enter the estimated number of students that will participate in OFSPD.

Step 5: Enter the School Year Period of Agreement information.

- Enter the program start date. This should be at least 30 days after application submission to allow for application review by TEA.
- Enter the program end date. This should not exceed the last school day on the district calendar.
- Enter the days of the week OFSPD will be offered to students.
- Enter the number of minutes per day that will be offered to OFSPD students. If the campus is an AEC of Choice – Dropout Recovery School, at least 240 minutes per day must be offered.

Step 6: If the district plans to offer OFSPD to give students an opportunity to recover credit lost on courses that were not successfully completed during the regular school year, then enter information in the Summer Period of Agreement section.

- Enter the summer program start date. This should be after the last day of school on the district calendar.
- Enter the summer program end date. This should not extend past July 31st and should not exceed 30 days.
- Enter the days of the week OFSPD will be offered to students.
- Enter the number of minutes per day that will be offered to OFSPD students. If your campus is an AEC of Choice – Dropout Recovery School, at least 240 minutes per day must be offered.

Step 7: This area is used to indicate possible errors that could impact application approval. After entering all campus information, possible errors will appear in these cells. If this area is blank after entering all information, then the campus designation spreadsheet has most likely been completed correctly.