



Misconduct Reporting Portal (MRP) 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 intended to support school district, charter school, and private school users in understanding and navigating the requirements for reporting educator misconduct through the Misconduct Reporting Portal (MRP). It provides an overview of relevant legal requirements, key reporting timelines, TEAL account setup and access instructions, and step-by-step guidance for submitting reports. Because timely and accurate reporting is essential to student safety and legal compliance, this guide is designed to help entities meet their obligations clearly, efficiently, and in accordance with Texas law.



Relevant Statutes

We strongly encourage all school districts, charter schools, and private school entities to carefully review the [Texas Education Code \(TEC\) Chapter 22A](#), which governs educator misconduct reporting requirements. Understanding these statutes is essential for ensuring compliance and protecting students. Below are a few of the key statutes most relevant to this process.

Senate Bill 571

On June 20, 2025, Governor Greg Abbott signed Senate Bill (SB) 571 into law. This new law updates how schools in Texas must report child abuse and misconduct. SB 571 also creates a new section - Chapter 22A - in the Texas Education Code (TEC) which broadens the definition of misconduct and shortens reporting timelines of misconduct by school employees and service providers and requires misconduct reports to be submitted through the Misconduct Reporting Portal (MRP).

Texas Education Code Chapter 22A

§22A.051 & §22A.052 - Superintendent and Principal Reporting Requirements

A principal must report allegations of the following types of misconduct by SBEC-certified or non-certified employees or service providers to a superintendent within 48 hours of becoming aware of the evidence of misconduct. The superintendent must then report to TEA/SBEC within 48 hours. Misconduct includes:

- Unlawful acts with a student or minor—including physical mistreatment or threats of violence not justified under Chapter 9, Texas Penal Code,
- Involvement in, or solicitation of, a romantic relationship or sexual contact with a student or minor,
- Inappropriate communications
- Failure to maintain appropriate boundaries

Texas Family Code

§261.001 & §261.101 – Requirement to Report Abuse to DFPS and Law Enforcement Agencies

- Professionals must report suspected child abuse to DFPS or law enforcement within 24 hours of having reasonable cause.
- Abuse now includes “sexual conduct harmful to a child’s welfare,” such as an improper educator-student relationship under Texas Penal Code §21.12.
- Law enforcement agencies include state and local departments but exclude police departments of educational entities.



Glossary of Terms

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

Misconduct Reporting Portal (MRP)– A secure and required method for school personnel to submit reports of educator misconduct. The MRP is a secure application within TEAL that you request access to.

State Board for Educator Certification (SBEC) – Texas state agency responsible for certifying educators, setting standards for educator preparation, and overseeing investigations and disciplinary actions related to educator misconduct.

Department of Family and Protective Services (DFPS) - Texas state agency responsible for protecting children, the elderly, and people with disabilities from abuse, neglect, and exploitation. DFPS is the agency where suspected child abuse must be reported, as required by Texas law.

Department of Public Safety (DPS) - Texas state agency responsible for law enforcement and public safety services. DPS is one of the law enforcement agencies to which suspected child abuse may be reported.

Administrative Penalty – An imposed monetary penalty by the SBEC against a superintendent, director, or principal for failure to report as required under 19 Texas Administrative Code (TAC) §249.14. This action is pursuant to TAC §249.15(a)(6).

Service Providers - A service provider is any non-employee - such as a contractor, tutor, or staffing agency worker - who provides services to a school and has direct contact with students.



Useful Links

Administrators' Responsibilities

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

Child Abuse Prevention Overview

<https://tea.texas.gov/texas-schools/health-safety-discipline/child-abuse-prevention/child-abuse-prevention-overview>

Texas School Leaders Guide to Child Abuse, Neglect, Misconduct and Human Trafficking

<https://tea.texas.gov/educators/investigations/capa-checklist-and-guidance-updated.pdf>

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](#)

[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)

The screenshot shows a web interface with a tabbed header containing 'Applications' and 'Edit My User Information'. Below the header is a paragraph of text: 'Approver status allows one to approve accounts and other requests submitted by users. If an expected status does not show in the list below, please check that your request is not...'. Underneath is a 'User ID:' label. The main content area is titled 'Current Approver Status' and contains three buttons: 'Request Approver Status' (circled in red), 'Revoke Selected Status', and 'Refresh Status List'. Below the buttons is a dropdown menu labeled 'Approver Type'.

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)

The screenshot shows a dialog box titled 'Approver Status Details'. It has a close button in the top right corner. The 'Approver Type' dropdown is set to 'Primary Approver'. Below it are two fields: 'Organizations whose users' requests you will approve' and 'Selected Organizations'. An 'Add >>' button is between these fields, and a 'Remove' button is below the 'Selected Organizations' list. A 'Comments' text area is located below the organization fields. At the bottom of the dialog, there is a 'Submit' button and a 'Cancel' button. Below the dialog, there is a section titled 'By clicking Submit, you accept the following terms:' followed by three numbered terms.

- As an approver, I accept responsibility for revoking a user's access to applications when access is no longer needed, such as when a user leaves the organization or changes roles.
- I understand that failure to do so may result in unauthorized access to network resources and sensitive information. The consequences of any breach in confidential information because of my failure to revoke access when needed may include but are not limited to possible revocation of my access approval authority and/or sanctions against my employing organization.
- Note: Alternate Approvers for Independent School Districts(ISD) must send school board meeting minutes that authorize delegation of Primary Approver authority to TEA's Computer Access team.

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 Complaints and Inquiries 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.

Misconduct Reporting Portal (MRP)

Adding MRP access to an Existing TEAL Account

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

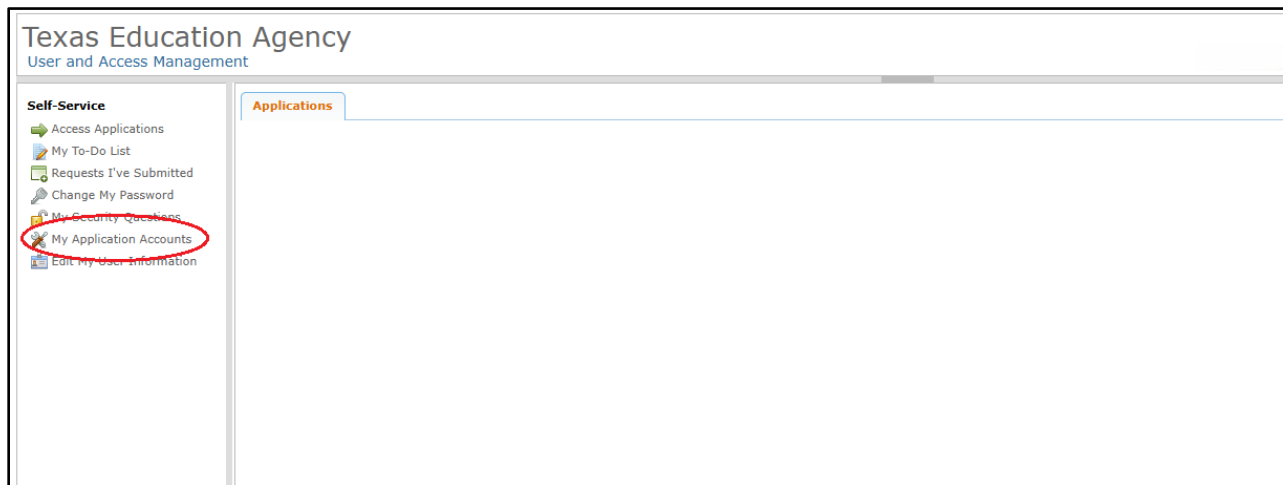


Figure 6

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

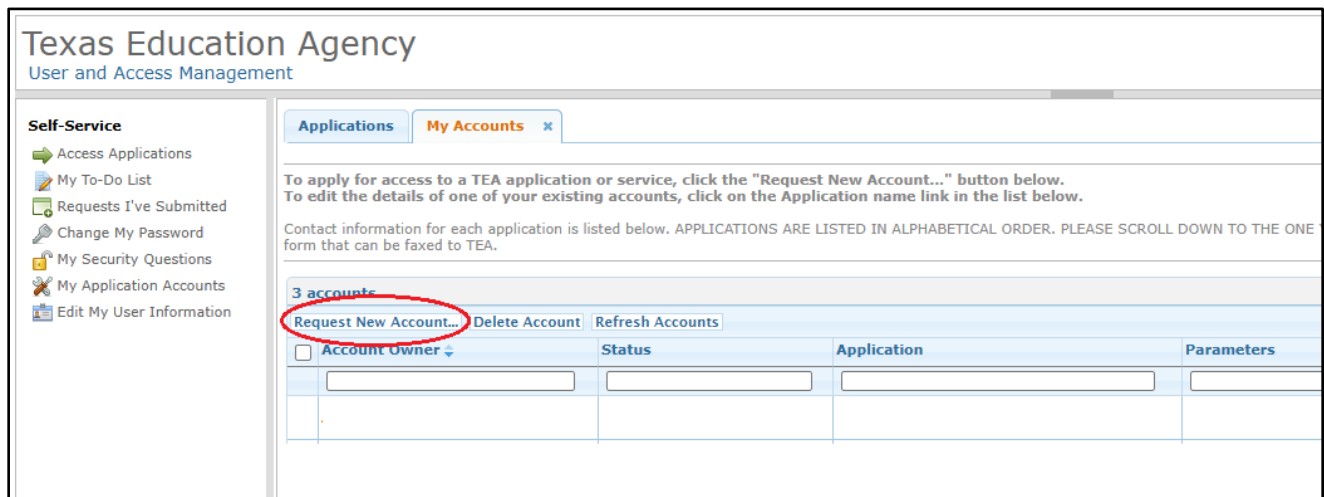


Figure 7

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

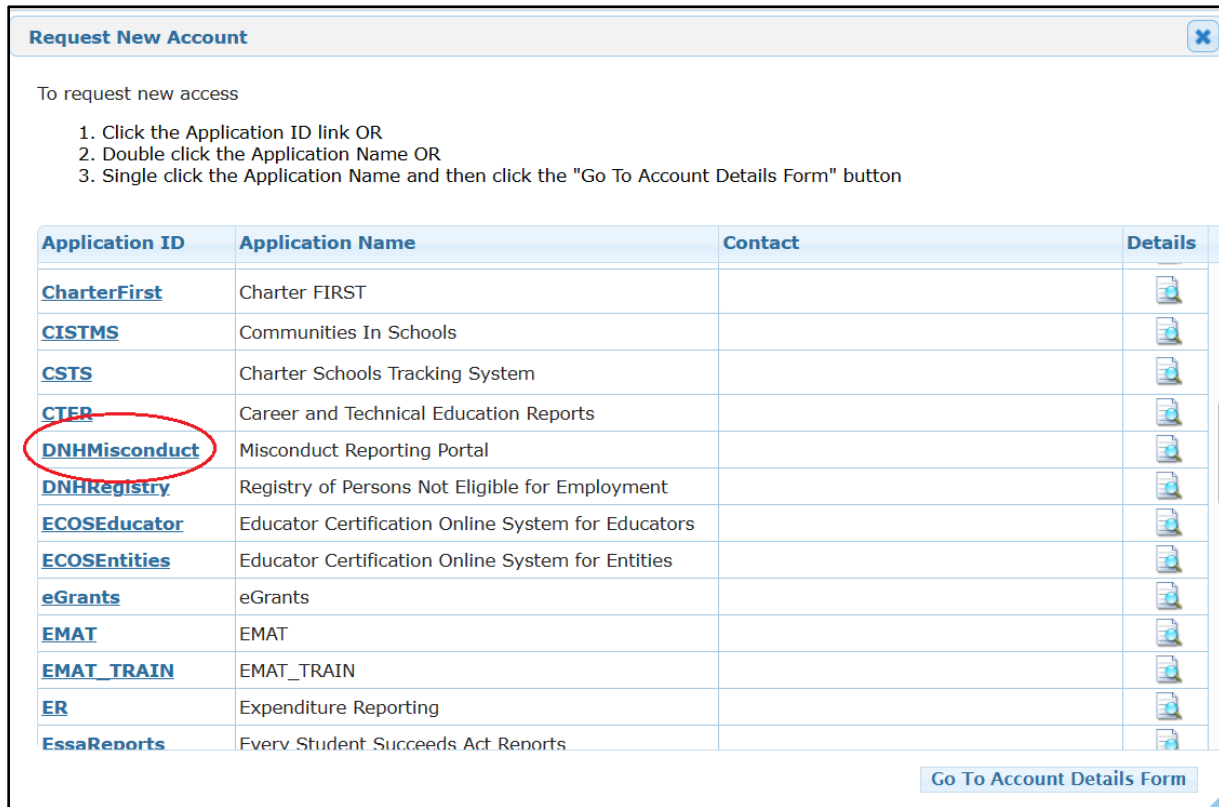


Figure 8

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

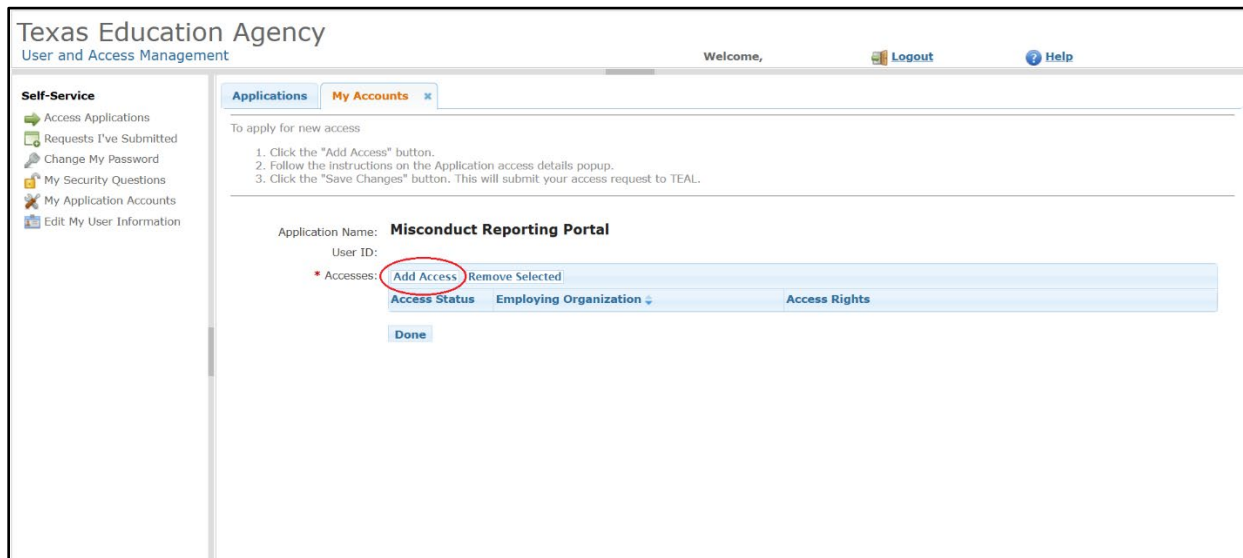


Figure 9

- 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)

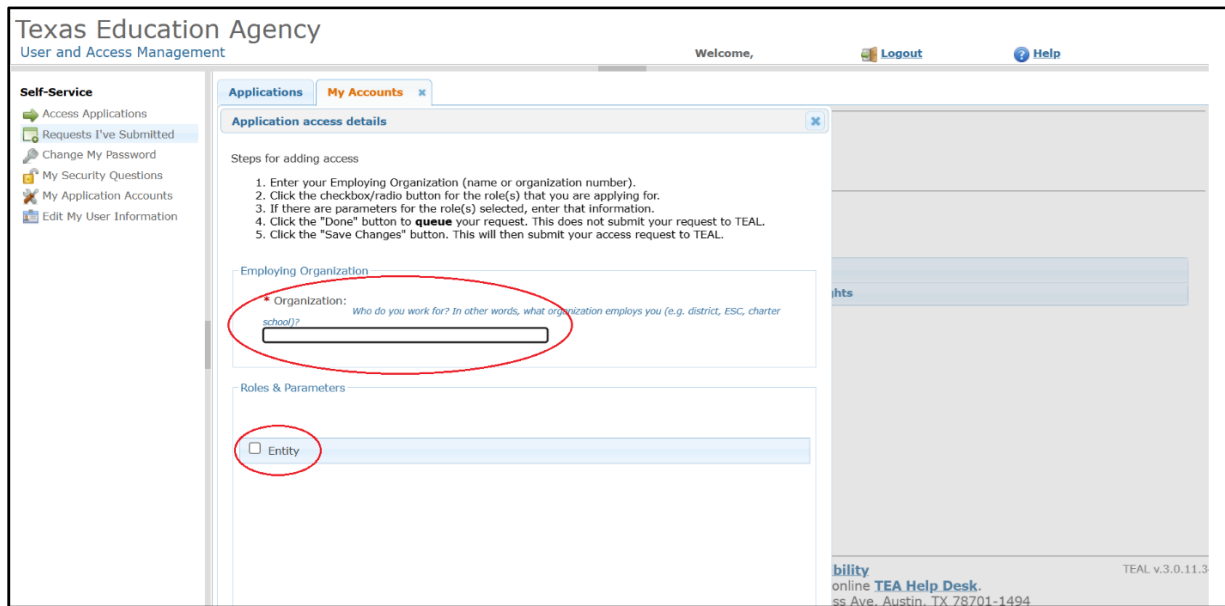


Figure 10

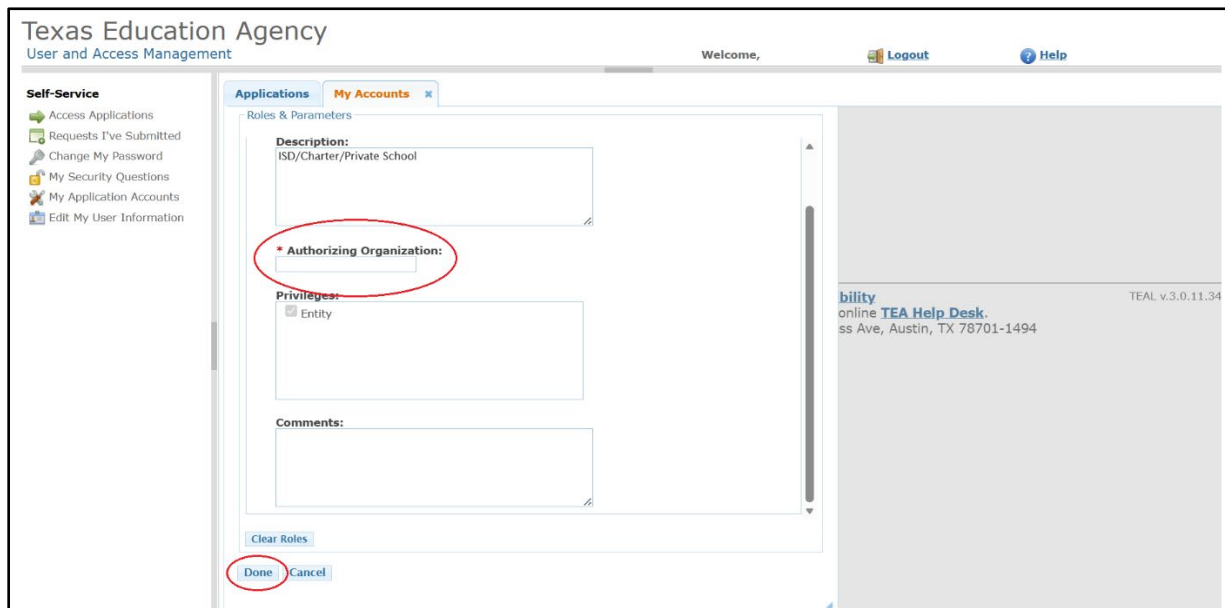


Figure 11

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

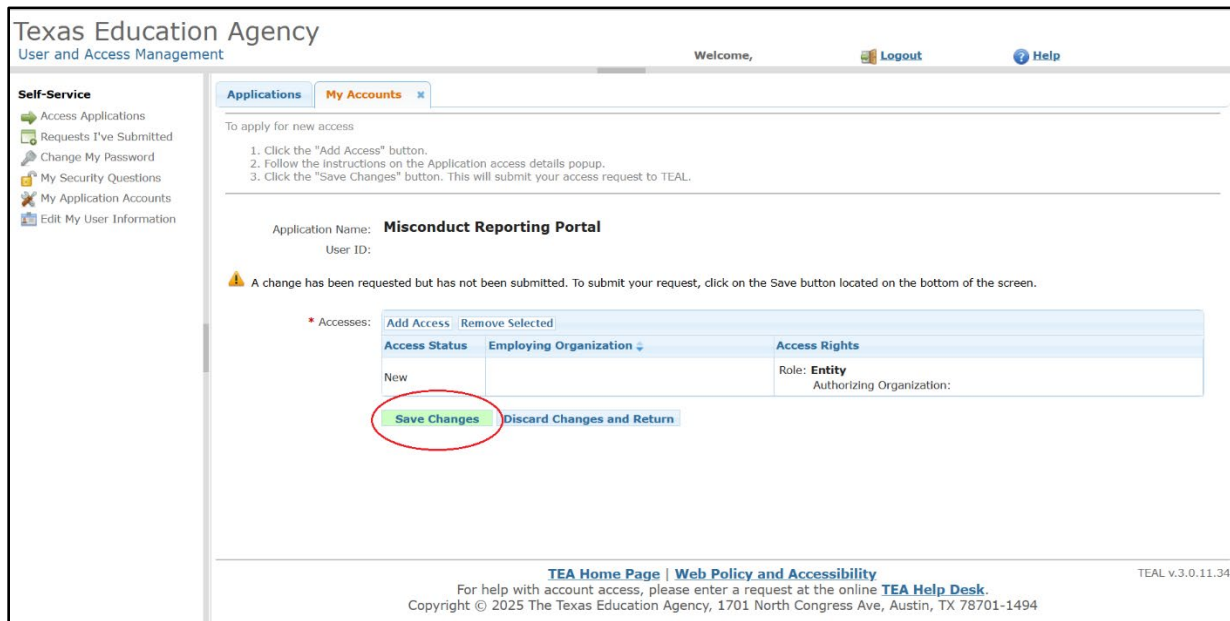


Figure 12

- 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 MRP through TEAL

- The MRP 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 Misconduct Reporting Portal application. (See Figure 13)

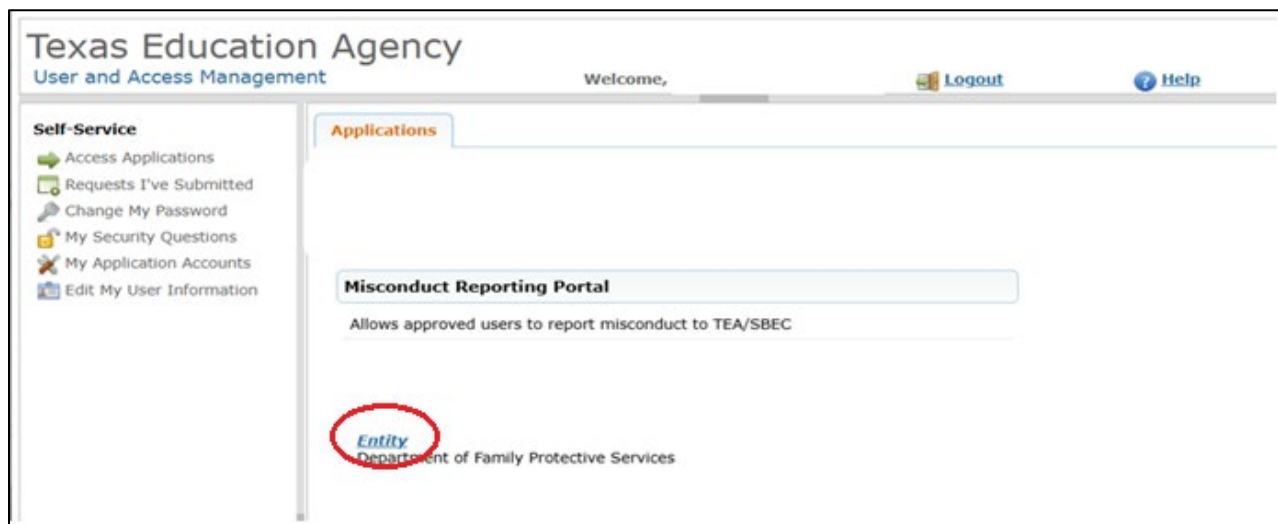


Figure 13

Submitting a Report through the MRP

Per TEC §22A.051, §22A.301, and §22A.052, reports of certain misconduct should be submitted **no later than 48 hours** after the superintendent or director becomes aware of evidence of misconduct.

Your report must be submitted on official letterhead and should include the following information:

- A **summary** of the factual circumstances underlying the report
- The **name** of the individual reported and any aliases
- The reported individual's **certificate number**, if any, and **social security number**
- The **SBEC certificate status**, Non-Certified or Certified;
- Whether the individual is an **employee or service provider** (contractor)
- The reported individual's last known **mailing address** and home and daytime **phone numbers**
- The names and any available contact information of any alleged **victims**
- The names and any available contact information of any relevant **witnesses**
- The **employment status** of the individual, including any information about termination or notice of resignation
- The name and contact information of the **law enforcement** or other agency involved in the review of allegations

How to submit a report

- Fill out required fields (fields with a red asterisk):
 - SSN
 - First name
 - Last name
 - Birth Date
 - Entity Organization
 - Source
 - Document Type
 - Date of Alleged Incident
 - Reported to Law Enforcement (Y/N)
 - Reported to DFPS (Y/N)
- Click **Choose File** and select your report file.
- Click **Upload**.
- After a successful upload you will receive a green success message. (See Figure 14)

TEA
Texas Education Agency

Department of Family Protective Services - 940248

SUBMIT REPORT FAQ/HELP DESK EXIT

How to Upload a Report

1. Enter the reported individual's SSN, first name, last name, birth date, date of alleged incident, the date reported to law enforcement (if applicable), law enforcement department/agency (if applicable), law enforcement case/incident number (if applicable), the date reported to DFPS (if applicable), and DFPS case/confirmation number (if applicable).
2. Select appropriate document type (Document types: Misconduct Report, Subpoena Response, DFPS Report or Comptroller Misconduct Report).
3. Select a file to upload.
4. Click Upload
5. After a successful upload, an email confirmation will be sent to you.

Please note the following:

- The maximum file size is 10 MB.
- Acceptable file types are: PDF, JPG/JPEG, GIF and PNG.
- SSN should be 9-digit number with no hyphens.
- Birth Date should be entered in as MM/DD/YYYY.

Your report uploaded successfully. You should receive an email confirmation within one business day. If you have not received an email, please contact us via the help desk by clicking the 'FAQ/HELP DESK' tab.

SSN* Date of Alleged Incident*

First Name* DFPS Case/Confirmation Number*

Middle Name

Last Name* Allegation*

Suffix Disposition*

Birth Date* Reported to Law Enforcement*

Document Type* No file chosen

If you believe that a child may be victim of

Figure 14

- An email confirmation will be sent from TEA No Reply. (See Figure 15)

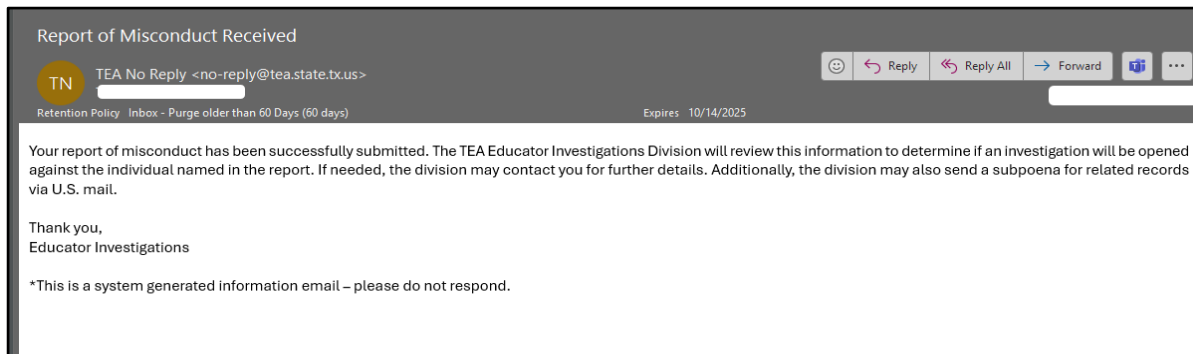


Figure 15

- The uploaded document will be displayed in the Submission History located at the bottom of the page. (See Figure 16)

Please document and retain all confirmation or case numbers that you receive from DFPS and/or law enforcement.

Submission History

Show 10 entries Search:

SSN	First Name	Middle Name	Last Name	Suffix	Birth Date	Filename	Uploaded By	Uploaded Date
00000000	Lady		Mary		01/01/2011	THIS-IS-A-TEST-PAGE.pdf	april.carmichaelsuper	08/20/2025 09:57:01.973
777394909	Posh		Josh		11/11/2000	Adin_mrp_submit.pdf	Skye.henize	08/20/2025 09:45:56.900
00000000	Sam		Smith		07/07/1977	THIS-IS-A-TEST-PAGE.pdf	april.carmichaelsuper	08/20/2025 09:41:25.663

Showing 1 to 3 of 3 entries Previous 1 Next

Figure 16

Please Note:

- The maximum file size is 10 MB.
- Acceptable file types are PDF, JPG/JPEG, GIF and PNG.
- SSN should be 9-digit number with no hyphens.
- Birth Date should be entered in as MM/DD/YYYY.



Reporting Requirements

Reporting Child Abuse and Sexual Misconduct

Professionals are legally required to report suspected child abuse to the Texas Department of Family and Protective Services (DFPS) or law enforcement if they have reason to believe a child has been abused (as defined by Texas Family Code §261.001). SB 571 requires professionals to report suspected abuse within **24 hours**.

This law also updates the definition of “law enforcement agency” to include:

- Texas Department of Public Safety (DPS)
- City police departments
- County sheriff’s offices
- County constable’s offices

Note: This definition does not include police departments operated by schools or educational an entity.

Superintendent and Principal Reporting to TEA/SBEC

Principals must report allegations of the following types of misconduct by SBEC-certified or non-certified employees or service providers to their superintendent **within 48 hours** of becoming aware:

- Abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Texas Penal Code, regardless of whether the conduct resulted in bodily injury
- Was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor
- Engaged in inappropriate communications with a student or minor, as defined by State Board for Educator Certification rule

- Failed to maintain appropriate boundaries with a student or minor, as defined by State Board for Educator Certification rule

Superintendents must report these allegations to TEA/SBEC **within 48 hours** of becoming aware of the evidence.



Failing to report with the intent to conceal misconduct is a **state jail felony**. SBEC may also take disciplinary action against a principal or superintendent who fails to report.

Reporting through internet portal (MRP)

The following must be submitted through the agency's Misconduct Reporting Portal:

- Reports of misconduct to TEA/SBEC required under TEC §22A.051 and §22A.052
- Responses to subpoenas that the agency issues under TEC §22A.103

Please contact the [TEA Help Desk](#) for assistance with requesting access to the Misconduct Reporting Portal.



FAQs

Who needs MRP access?

Every district or charter school must ensure at least one staff member always has active access to the Misconduct Reporting Portal (MRP). This is essential because all reports of educator misconduct must be submitted through the MRP within **48 hours**.

We strongly recommend that the **Superintendent** also maintain MRP access, even if report submission is delegated to another staff member.

What is the reporting timeline?

- Principals:** Report misconduct to your Superintendent within **48 hours**.
- Superintendents:** Submit the report to TEA/SBEC within **48 hours** of receiving it.
- Suspected child abuse:** Must be reported to DFPS or law enforcement within **24 hours**.

Where do I submit my district's report?

All educator misconduct reports to TEA/SBEC must be submitted **through the MRP**.

Reports sent by email, fax, or mail **will not be accepted**.

What happens after I submit a report?

The TEA Educator Investigations Division (EID) will review the submitted report and determine whether a formal investigation is required. For additional information regarding the TEAs intake and review process, please see <https://tea.texas.gov/educators/investigations/educator-misconduct-investigations>.

How can I edit or add supplemental information to a submitted report?

Once a report has been submitted, it cannot be edited. If you need to correct information, add details, or provide any additional context, you will need to submit a new report.

When submitting the new report, select **“Supplemental”** in the dropdown question, *“Is this misconduct report the original or a supplemental report?”* Make sure to reference the same individual and include any identifying details from the original report. This ensures the two reports are properly linked for accurate recordkeeping.

How do I request MRP access for a new staff member?

Access can be requested by the individual needing the access through TEAL by selecting the MRP application. **Approval may take up to 10 calendar days.** Please see [page 10](#) for step-by-step instructions on adding MRP access.

What Information is required when submitting a report?

You will need details such as the educator’s name, certificate number (if applicable), a description of the alleged misconduct, and any supporting documentation. Please see [page 14](#) for additional information required.

What if the educator resigns before the investigation?

You are still required to complete the investigation and report the misconduct within the timeline, even if the educator resigns or is terminated.

Do I need to notify an employee if a Misconduct Report has been submitted about them?

There is no statutory requirement to notify the employee at the time of reporting possible or substantiated misconduct.

Notification typically occurs later through SBEC’s due process procedures or local HR actions, depending on the investigation outcome. Districts may choose to provide notice internally based on local policy, but this is not required under SBEC reporting rules.

Who should I contact for technical issues with the MRP?

Most technical issues in MRP are caused by browser settings. First, ensure you are using Google Chrome and clear your browser cache. If the issue persists, submit a [Help Desk](#) ticket or call TEA's support line at **512-936-8400 (option 6)** for assistance.

What happens if my district misses the reporting deadline?

Failure to report within the required time frame may result in sanctions against the individual's certificate, administrative penalties and a special investigation into the district.

 [TXschools.gov](https://www.txschools.gov)

 [twitter.com/
TexasEducationAgency](https://twitter.com/TexasEducationAgency)



 [tea.texas.gov](https://www.tea.texas.gov)

 [texasassessment.gov](https://www.texasassessment.gov)

 [facebook.com/
TexasEducationAgency](https://www.facebook.com/TexasEducationAgency)