



Charter School Authorizing and Administration Division

## 2022-2023 Instructions for Campus Calendar Submissions

### Authority for Data Collection:

[19 Texas Administrative Code \(TAC\) §100.1211\(g\)](#)

### Instructions:

- The campus calendar submission portal is located in the Charter School Tracking System (CSTS).
- You must have a TEAL account to access CSTS.
  - TEAL login page: <https://tealprod.tea.state.tx.us/>
  - TEAL help documentation: <https://tealprod.tea.state.tx.us/WebHelp/IAM.htm>
- Anyone with the Charter Data Entry role may enter information and upload campus calendars. However, the person with the Charter Approver role (the superintendent) is required to submit the calendar information to TEA.
- The user will need to enter a start date and an end date and upload a calendar for each campus listed.
- Review the sample screenshots on the following pages for additional guidance.

### Helpful Hints:

- All uploaded calendars must be PDFs. No other format will be accepted.
- Prior to logging in, collect all campus calendars and name them using the following format:
  - Calendar 2022 nnnnnnnnn.pdf
  - The nnnnnnnnn represents the nine-digit county-district-campus number (CDCN) without any hyphens or spaces.

### Deadline:

- Electronic submissions are due no later than August 31, 2022.
- Please note that the campus calendars must be submitted via CSTS; paper copies will not be accepted.

### Questions:

Contact the Charter School Authorizing and Administration Division:

☎ (512) 463-9575

✉ [charterschools@tea.texas.gov](mailto:charterschools@tea.texas.gov)

1. Log in to TEAL, open CSTS, and select *Campus Calendar Submission*:

2. On the following page, the charter school will be preselected. Select *Next*.

3. All active campuses are displayed on the next page. For each campus, click *Edit* to enter a start date and an end date. Click *Update* to save the dates.

Campus Name	CDCN	Start Date	End Date	Start/End Date Action	Campus Calendar	Status
SAMPLE CAMPUS A	567890001	<input type="text"/>	<input type="text"/>	Update	Choose File No file chosen Upload MAX FILE SIZE: 30mb	In Progress
SAMPLE CAMPUS B	567890002			Edit	Choose File No file chosen Upload MAX FILE SIZE: 30mb	Not Started
SAMPLE CAMPUS C	567890003			Edit	Choose File No file chosen Upload MAX FILE SIZE: 30mb	Not Started

- Use the *Choose File* button to select the calendar file and then select the *Upload* button to upload the calendar. The red X may be used to delete the uploaded file.

TEA Home | District Locator | Index A to Z | Divisions | AskTED  
**CHARTER SCHOOLS TRACKING SYSTEM**
User: Charter Staff  
Role: Charter Data Entry

[Home](#) | [Campus Calendar Submission](#) | [Governance](#) | [Reports](#) | [\[Help\]](#) [\[Exit\]](#)

**Name:**    **CDN:** 567890    **Charter Name:** Sample Charter School  
*Update information below to reflect any changes from the previous campus calendar year. Click 'Save' and then 'Next' when changes have been entered.*

**Start Date / End Date**

- Start Date is the first date the campus is serving students for the school year
- End Date is the last date the campus is serving students for the school year

**File Upload**

- Campus Calendar file must be in PDF format
- Year [yyyy] shall correspond to the first year of the school year
- [nnnnnnnn] shall correspond to the Campus Number (CDCN)
- Example for School Year 2022-2023:
- "Calendar 2022 123456789.pdf" (i.e., 2022 = 2022-2023 School Year)

Campus Name	CDCN	Start Date	End Date	Start/End Date Action	Campus Calendar	Status
SAMPLE CAMPUS A	567890001	09/07/2021	05/13/2022	<input type="button" value="Edit"/>	Calendar 2022 567890001.pdf <input type="button" value="X"/>	Complete
SAMPLE CAMPUS B	567890002	09/07/2021	05/13/2022	<input type="button" value="Edit"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> MAX FILE SIZE: 30mb	In Progress
SAMPLE CAMPUS C	567890003			<input type="button" value="Edit"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> MAX FILE SIZE: 30mb	Not Started

- When the date fields are filled and a calendar uploaded for a campus, the status for that campus will change to *Complete*. The *Submit* button will become active for the person logged in as the Charter Approver (the superintendent) when **all** campuses are in *Complete* status. Be sure to check all files and dates before selecting the *Submit* button. **Once the *Submit* button is clicked, no additional changes may be made.**

TEA Home | District Locator | Index A to Z | Divisions | AskTED  
**CHARTER SCHOOLS TRACKING SYSTEM**
User: Charter Staff  
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[Home](#) | [Campus Calendar Submission](#) | [Governance](#) | [Reports](#) | [\[Help\]](#) [\[Exit\]](#)

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SAMPLE CAMPUS A	567890001	09/07/2022	05/13/2023	<input type="button" value="Edit"/>	Calendar 2022 567890001.pdf <input type="button" value="X"/>	Complete
SAMPLE CAMPUS B	567890002	09/07/2022	05/13/2023	<input type="button" value="Edit"/>	Calendar 2022 567890002.pdf <input type="button" value="X"/>	Complete
SAMPLE CAMPUS C	567890003	09/02/2022	05/11/2023	<input type="button" value="Edit"/>	Calendar 2022 567890003.pdf <input type="button" value="X"/>	Complete

6. Once the calendars have been submitted to TEA, the status for all calendars will change from *Complete* to *Submitted*.

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[TEA Home](#) | [District Locator](#) | [Index A to Z](#) | [Divisions](#) | [Asked](#)

User: Charter Staff  
 Role: Charter Approver

CHARTER SCHOOLS TRACKING SYSTEM

Home
Governance
Campus Calendar Submission
Reports
Help
[Exit]

Charter Name: Sample Charter School    CDCN: 567890

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Campus Name	CDCN	Start Date	End Date	Campus Calendar	Status
SAMPLE CAMPUS A	567890001	09/07/2022	05/13/2023	<input type="button" value="Choose File"/> <span style="font-size: 0.8em; color: #4a7ebb;">MAX FILE SIZE: 30 mb</span> <span style="margin-left: 10px;">Calendar2022 567890001.pdf</span> <input type="button" value="Upload"/>	Submitted
SAMPLE CAMPUS B	567890002	09/07/2022	05/13/2023	<input type="button" value="Choose File"/> <span style="font-size: 0.8em; color: #4a7ebb;">MAX FILE SIZE: 30 mb</span> <span style="margin-left: 10px;">Calendar2022 567890002.pdf</span> <input type="button" value="Upload"/>	Submitted
SAMPLE CAMPUS C	567890003	09/02/2022	05/11/2023	<input type="button" value="Choose File"/> <span style="font-size: 0.8em; color: #4a7ebb;">MAX FILE SIZE: 30 mb</span> <span style="margin-left: 10px;">Calendar2022 567890003.pdf</span> <input type="button" value="Upload"/>	Submitted

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