

ACTION REQUIRED
Submission Window:
October 1 –
December 2, 2019

October 1, 2019

TO THE CHARTER SCHOOL ADMINISTRATOR ADDRESSED

Subject: 2019-2020 Annual Governance Reporting Form for Open-Enrollment Charter Schools

The Texas Education Agency (TEA) is required by Texas Education Code (TEC) §12.119(b) and 19 Texas Administrative Code (TAC) §100.1007 to collect information annually about charter school board members and school officers. The 2019-2020 Annual Governance Reporting Form for Open-Enrollment Charter Schools is used to gather the required information and must be submitted to the Division of Charter School Administration through the Charter School Tracking System (CSTS) **no later than Monday, December 2, 2019**. This letter outlines the steps to complete this submission.

In order to ensure that the annual submission of charter holder board member information matches the information registered currently with the Secretary of State (SOS) and that this information reflects the correct, current composition of the charter holder governing board, **please review your charter holder's management information on file with the SOS**. You can locate this information by entering the SOSDirect website, creating an account, clicking on the heading labeled *Business Organizations*, entering the charter holder name under *Find Entity*, and reviewing the names under the section titled *Management*.

Once the correct information is verified, submission of governance forms may be completed by following these steps:

Step 1:

Please ensure you have a **Texas Education Agency Login (TEAL)** account. The CSTS application is available only through TEAL. Information about applying for a TEAL account and answers to questions about the TEA secure environments can be found at <http://tea.texas.gov/index4.aspx?id=2147505323>.

Step 2:

Once you have a TEAL account, you will be able to request access to CSTS. **CSTS will start accepting governance submissions on October 1, 2019**. Each charter school is required to have a Charter Approver role for the superintendent to approve and submit the forms to the TEA. The charter school may also have a staff member with the Charter Data Entry User role complete the data entry.

Step 3:

Once the appropriate CSTS roles have been obtained, as described in steps 1 and 2 above, enter the required information, as reflected on the 2019-2020 Annual Governance Reporting Form for Open-Enrollment Charter Schools. Please note that the Guidelines and Instructions document, available on the [Charter School Governance webpage](#), details governance reporting requirements and includes a list of all the information that must be entered into CSTS.

In addition, be aware that, upon submission of the required automated forms, the Charter Approver (i.e., superintendent) must certify to the TEA that:

- All governing board members and all school officers submitting forms have signed and dated the corresponding paper copies of their forms;
- Printed paper copies of all signed and dated forms are maintained in the state of Texas at all times, on-site at the charter school campus or the charter school central office, as required by 19 TAC §100.1203(a)(3);
- Printed paper copies of all signed and dated forms will be made available immediately to any TEA employee, or agent of the TEA, who requests to view them on-site during a visit, and/or signed forms will be sent to the TEA for review within three business days upon request by TEA staff;
- All current fingerprinting and criminal record checks are completed and available for all employees, including contract employees and volunteers who indicated in writing their intention to serve, in compliance with TEC §§12.1059, 22.0832-22.0835; and
- In compliance with TEC §12.120, no individual, including any board member, is serving in any capacity if he or she has been convicted of a misdemeanor involving moral turpitude, a felony, an offense listed in TEC §37.007(a), or an offense listed in Article 62.001(5) Code of Criminal Procedure, unless the individual is eligible to be employed in a position in a school district under TEC §12.120(a-1).

TEC §12.119(a) also requires that a charter holder file with the commissioner of education a copy of its articles of incorporation and bylaws, or comparable documents, if the charter holder does not have current articles of incorporation or bylaws on file. If current copies of the articles of incorporation and/or the bylaws are already on file with the Division of Charter School Administration, a copy of any amendments or changes must be submitted. Please note, pursuant to TEC §§12.111 and 12.114, any changes or revisions to the charter can be made only with the approval of the commissioner.

In accordance with the requirements of TEC §37.105, a school district is requested to post on the district's website and each district campus is requested to post on any campus website a notice setting forth the circumstances under which a person may be refused entry to or ejected from a school district's property. This requirement is mandated for school districts and is considered optional with regard to charter schools. If the charter chooses to have and post such a policy, there is a place to document that on the governance form.

Additionally, all governing board personnel changes occurring after submission of the annual governance forms shall be reported by the superintendent to the TEA within ten (10) days of occurrence.

Failure to submit complete and accurate governance forms by the deadline could adversely impact the charter school's ratings on the Charter School Performance Frameworks and future requests for charter amendments and renewals. Additionally, this deadline must be met in order to ensure that your school's information will be updated in the upcoming release of the Texas School Directory.

Should you have questions pertaining to the 2019-2020 Annual Governance Reporting Form for Open-Enrollment Charter Schools, please contact Jeff Koch by phone at (512) 463-9575 or by email at Jeffrey.Koch@tea.texas.gov.

Sincerely,

A handwritten signature in blue ink that reads "Arnoldo Alaniz". The signature is written in a cursive, flowing style.

Arnoldo Alaniz, Assistant Director
Division of Charter School Administration