For further information and instructions on how to submit the COVID-19 Case Report form, please see the 2020-2021 COVID-19 Public School Case Reporting Instructions located in the Data and Reporting card under TSDS & PEIMS.

COVID Case Reporting

1. I cannot locate the authentication code for my district in order to submit my weekly positive COVID-19 cases. Where can I access this code?

   Authentication codes were sent to the Superintendent email address in AskTED for each local education agency (LEA) superintendent on August 28, 2020. Please contact your local education service center (ESC) to obtain your authentication code if you did not receive the email. Additionally, if you did not receive the email, please confirm your email address in AskTED to ensure it is current and accurate.

   As a reminder, an authentication code is required to submit the case reports, and this authentication code applies to all the campuses in your LEA and is unique to your LEA.

2. Since I am reporting positive cases to TEA, do I still need to report cases to my local health authority?

   Yes, LEAs will still need to report case information to their appropriate local health authority as TEA’s form does not include individually identifiable information needed for contact tracing.

   TEA’s form creates a standard and comprehensive method to collect and roll up this data at the state level. This is needed to support state policymakers, district leadership, educators, and parents as we move forward and continue to make decisions on how to ensure schools can operate safely while supporting students’ educational needs.

3. If I do not have any positive COVID-19 student or staff cases to report, do I still need to submit the case report?

   No, you do not need to submit the weekly COVID-19 case reporting form if you do not have any confirmed applicable student or staff cases.

4. Where does the authority lie for TEA and the Department of State Health Services (DSHS) to collect positive student and staff COVID-19 cases?
Included in the public health guidance released by TEA, which arises from the Governor’s Executive Orders, is a requirement that upon receipt of information that any teacher, staff member, student, or visitor at a school is test-confirmed to have COVID-19, the school must submit a report to the Texas Department of State Health Services via an online form. The report must be submitted each Monday for the prior seven days (Monday-Sunday).

5. **When reporting cases, do you want “lab-confirmed” or “test-confirmed” positive cases?** Based on the changes in the guidance document, I’m assuming we focus on "test-confirmed."

We understand that not all COVID-19 tests require the use of a lab. Case information should be supplied any time a school system is notified that a student, teacher, or staff member who participates in any on campus activity is test-confirmed with a current COVID-19 infection.

6. **If a bus driver or bus monitor tests positive and they are not ever on a campus, will they be reported in this new portal?**

Please report any time there is a close contact identified on campus. For this purpose, on campus includes the bus and any school facilities.

7. **Will the public reporting of this data include charter schools?**

Yes, all public schools, including charter schools, will be included in the data reporting. Private schools are not required to report this information, so they will not be included in the data set.

8. **My district has already started school. Do I need to go back and retroactively capture positive cases and submit them?**

Yes, an LEA that has already started the 2020-2021 school year will need to submit a report for on-campus positive cases at the campus level from the date the school year began.

9. **My school is providing virtual instruction for the first four weeks. Do we report those student cases on the form?**

The COVID-19 case report form should be utilized for on-campus cases. If an LEA is offering virtual instruction, this will likely mean that only staff members are reported.

**Enrollment Survey**

1. **Our LEA started school last week, but we were interrupted due to Hurricane Laura. Is the 1st week survey for the first full week?**

Yes, the survey is for the first full calendar week.

2. **If a remote learner comes on campus for one course, how should an LEA count that student when filling out the enrollment survey?**
Remote learners who come to the campus for specific courses or extra-curricular activities should be included in the percentage indicated in the 3rd option on the enrollment survey labeled Intermittently On-campus (less than daily). This option captures students receiving remote instruction who come on campus for one class.