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-19 Case Reporting

COVID-19 Case Reporting Form

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? *Posted September 3, 2020*

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. How can I go back and check the accuracy of my submission? *New September 10, 2020*

At this time, there is not a way to review previous submissions. Please print a copy of your submission *prior to* hitting the Save and Close button.

3. I made a mistake. Can I go back and edit my previous submission? *New September 10, 2020*

There is not an option to edit previously submitted reports. Please email COVIDCaseReport@tea.texas.gov to discuss your situation.

4. When do I use the Multiple Campus selection on the COVID-19 Case Reporting Form? *New September 10, 2020*

This option should only be selected if you have a staff member that was physically on more than one campus such as a speech, dyslexia, or intervention specialist. Do not report students using this option.
5. **Can I use the Multiple Campus option to report cases on different campuses?**
   
   No. You need one form for each campus. You can report multiple cases on one form, but they must be for the same campus.

6. **My LEA or campus name or address is incorrect on the COVID-19 Case Reporting Form. How do I update that information?** New September 10, 2020
   
   LEAs should proactively update their information in AskTED, as it is the LEA’s responsibility to ensure the accuracy of this information.

Who to Report: General

7. **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."** Posted September 3, 2020
   
   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.

8. **If I do not have any positive COVID-19 student or staff cases to report, do I still need to submit the case report?** Posted September 3, 2020
   
   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.

9. **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.

Who to Report: Students

10. **My school is providing virtual instruction for the first four weeks. Do we report those student cases on the form?** Updated September 10, 2020
    
    The COVID-19 case report form should be utilized for on-campus cases. If an LEA is offering virtual instruction, you do not need to report students that were never physically on one of your campuses. This will likely mean that only staff members are reported if they are working on campus.

Who to Report: District Staff

11. **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?**  
    
    Posted September 3, 2020
Please report any time there is a close contact identified on campus. For this purpose, on campus includes the bus and any school facilities.

12. **We have a staff person that tested positive for COVID-19, but they were only in the Education Service Center building. Do I need to report them on my campus form?** New September 10, 2020

No. Only report staff on the COVID-19 Case Reporting Form that were physically present on a particular campus in your district or multiple campuses in your district.

13. **Do I need to report district employees outside of educators (administrative staff, janitorial services, cafeteria personnel, etc.) that test positive for COVID-19?** New September 10, 2020

Yes, if that individual was on a campus and exposed a close contact. Please report any individual employed by the district that tests positive for COVID-19 and was on campus.

**Who to Report: Parents and Others**

14. **Do I need to report people not employed by the district but were on campus and had a close contact (e.g., a copy machine repair technician, delivery person, etc.)?** New September 10, 2020

Yes, if that individual was on a campus and exposed a close contact.

15. **Do I need to report parents of students that test positive for COVID-19?** New September 10, 2020

No, unless that individual was on a campus and exposed a close contact. You do not need to report parents of students that were not physically on one of your campuses.

**Miscellaneous**

16. **Since I am reporting positive cases to TEA, do I still need to report cases to my local health authority?** Posted September 3, 2020

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.

17. **Where does the authority lie for TEA and the Department of State Health Services (DSHS) to collect positive student and staff COVID-19 cases?** Posted September 3, 2020
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).

18. 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.

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.