District would like to amend its Asynchronous Plan

Has the district received approved Asynchronous Plan correspondence from the Agency?

- NO
  - District should document revisions it is making to its Asynchronous Plan and wait to determine if an amendment is necessary when it receives approval correspondence

- YES
  - Has the district determined a revision is required to a scored component of its Asynchronous Plan?
    - NO
      - District should document revisions to its Asynchronous Plan, but it is not required to submit an amendment of the plan to the Agency
    - YES
      - Has the district’s Board approved the Asynchronous Plan amendment or given the Superintendent prior authority to develop and submit Asynchronous Plan?
        - NO
          - District administrators must seek Board approval of the Asynchronous Plan amendment(s) or Superintendent authority to submit the amendment
        - YES
          - District administrators should complete the Agency’s Asynchronous Plan Intent to Amend Request survey found on the Asynchronous and Synchronous Instruction TEA web page

When to Amend Asynchronous Plan guidance