

<b>Date:</b>	<b>April 9, 2026</b>
<b>Subject:</b>	<b>Facility Usage Data Reporting Requirements</b>
<b>Category:</b>	<b>School Finance &amp; Operations</b>
<b>Next Steps:</b>	<b>Share with appropriate staff</b>

## Overview

Passed by the 89th Texas Legislature, Texas Education Code (TEC) §7.0611, requires every independent school district in Texas to report annually to the Texas Education Agency (TEA) on how its buildings and spaces are being used. This reporting ensures independent school districts meet state requirements while providing a clear view of how school facilities support students and staff. By collecting and analyzing this information, the law helps turn facility data into practical insights that guide better decision-making, improve efficiency, support responsible planning, and promote the long-term sustainability of school systems across Texas.

This notice is intended to ensure that independent school districts are aware of, and prepared to comply with, the Facility Usage Report reporting requirements set forth in TEC. §7.0611. The statute outlines the collection and submission of facility usage data to support statewide reporting and analysis.

The official survey may be accessed at the following link: [Facility Usage Data Collection](#). The survey is currently open and may be submitted at any time upon completion. All required submissions must be received no later than **May 15, 2026**.

## District Responsibilities

Under TEC, §7.0611, independent school districts must: **Collect accurate data regarding the usage of independent school district facilities.**

- Maintain records that align with established definitions and reporting guidelines.
- Submit the required facility usage report within the designated submission window.

## Required Data Elements

Under TEC, §7.0611, independent school districts must report the following information for each facility:

- Total square footage and land size
- Student capacity by campus and grade level
- Current enrollment figures

- Facility usage status (e.g., instructional, administrative, food service facility, transportation facility, career and technology center, fine arts center)
- Ownership status (leased or owned)

## 2026 Reporting Timeline

- Facility Usage Reporting Link Opens: April 9, 2026
- Submission Deadline (Survey Form Due to TEA): May 15, 2026

Independent school districts are encouraged to review the [Facility Usage Data Collection Quick Reference Guide](#) in advance to ensure that data is ready for entry into the survey.

## Support Resources

To assist independent school districts with data collection and reporting, TEA has provided the following resources:

- [Facility Usage Data Collection webpage](#)
- [Facility Usage Data Collection Quick Reference Guide](#)
- [FAQ: Facility Usage Data Collection](#)

These documents include instructions, definitions, and answers to common questions to help independent school districts complete the required survey.

TEA will host office hours for independent school district personnel who have questions regarding the facility usage data reporting requirements. Office hours are structured as open question-and-answer sessions; no formal presentation will be provided during these times. Office hours will be available at the following times:

Thursday, April 18<sup>th</sup> from 9-10 a.m. CT: [Registration Here](#)

Tuesday, May 5<sup>th</sup> from 9-10 a.m. CT: [Registration Here](#)

## Communication and Support

If you have any questions regarding the reporting process or district responsibilities under TEC, §7.0611, contact our office via email at [fud@tea.texas.gov](mailto:fud@tea.texas.gov) for assistance.