

February 2026 MONTHLY REMINDERS

Monthly reminders reflect information available as of 9/5/2025.

Superintendent's Office

- Review [TEA Superintendent Resources & Guidance](#) and [Region 14 Superintendent Resources](#)
- Develop next year's school calendar
- Review Valedictorian & Salutatorian selection process and class rank process
- [Update AskTED](#)

School Board/Governing Board

- *Call Trustee election for May
- Review and update Superintendent evaluation instrument & procedures, as needed
- *Administrator contracts
- Review schedule for Texas Public Schools Week
- *Approve school calendar
- Schedule Trustee candidate workshop (optional)

Federal & State Programs

- Begin budget calendar and budget process for 2026-2027
- Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251) (ESSA§1112, 1114)
- Ongoing consultations with PNPs participating in federal program equitable services (ISDs only)
- 2025-2026 ESSA Consolidated Grant Application, RLIS: Review Final Entitlements & Carryover (if applicable) & adjust local records
 - » Determine if an amendment to grant application is needed

Finance

- *Begin bid for depository contract (due June 15th)/check status for extension (ISD only)
- Calculate State Aid using end of fourth six weeks' student data • Establish scope and details of financial audit
- Calculate enrollment projections
- Review student attendance figures as compared to prior year and budget projections

***Requires Board action/approval**

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- Review Comptroller's Preliminary CPTD Values – Start appeal/protest if necessary (most delinquent tax firms will advise if protest is beneficial). Check deadline for school districts to file petitions protesting the preliminary findings
- Update SOF Template w/ current ADA and Preliminary 2022 CPTD Values (T Values) – compare results to original revenue projections and make budget adjustments as needed
- Begin budget calendar and budget process • Debt Transparency Reporting posted on website or submitted by Comptroller for August 31st FYE districts – February 27th
- Bonded Debt Payments—from I & S Fund
- Eminent Domain Reporting: Public & private entities authorized by the State under a general/special law to exercise the power of eminent domain must use the Comptroller's reporting form to submit an updated report to the Comptroller's office by February 1st of each year

Food & Nutrition

- Onsite Monitoring to be completed for schools with more than one site by February 1st
- Food Service Management Company renewal documents submitted to TDA for approval by February 1st
- Child Nutrition USDA Commodity Food requisitions close

Texas Student Data/PEIMS

- Texas Student Data System/PEIMS
- PEIMS Mid-Year Submission: Resubmission due date for LEAs to ESC Region 14 on February 5th
- PEIMS Mid-Year Submission: Resubmission due date for LEAs and ESCs on February 12th
- ECDS – KG: Data available to customers on February 12th
- PEIMS Fall Submission: Data available to customers on February 12th
- SPPI 14: Submission due date for LEAs on February 19th
- Class Roster Winter: Snapshot date – last Friday in February on February 27th
- Class Roster Winter: Ready for users to complete on February 27th

Accountability & Assessment •

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- Notification to parents of eligibility for Public Education Grants (PEG) by February 1st (TEC§29.204(b))
- Ensure Federal Report Card and School Report Card have been released and distributed (TEAs Requirement for Posting of Performance FAQ)
- Hold Public Hearing of district's annual report (TAPR) within 90 calendar days of receiving the PDF TAPR
- STAAR Stand-Alone Field Test: February 2nd – February 6th
- TELPAS/TELPAS ALT window opens February 16th

Career & Technical Education

- National CTE Education Week/Month Activities
- Review budget expenditures in state and federal funds from the general funds to track for Maintenance and Effort (MOE)
- Conduct CTE program evaluations
- Last day to spend/encumber campus CTE funds
- Start identifying equipment/facility needs for next year's Perkins budget

Special Education

- Begin budget process for 2026-2027
- 2025-2026 Special Education Consolidated Grant Application (Federal):
Review Final Entitlements & Carryover (if applicable) & adjust local records
 - » Determine if an amendment to grant application is needed
 - » Determine eligibility for 2025-2026 MOE (Maintenance of Effort)
Voluntary Reduction, submit amendment if eligibility changed
 - » Review revised 2025-2026 proportionate share amount to be spent on parentally placed private school children with disabilities (N/A to any charter school; N/A to ISDs with no private school/home schools within their geographical boundaries)
- Mid-Year Payment Request email sent to applicable LEAs early February regarding IDEA-B Discretionary Residential Reimbursement (Optional fund source) for expenditures for eligible students from August 1, 2025, or the contract start date, whichever is later, through January 31, 2026
- Monitor special education expenditures from the general fund to ensure on track for MOE (Maintenance of Effort) compliance

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School Safety

- LEAs complete the FY 2024 School Safety Allotment Data Collection Survey (Due February)

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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