September 2025 MONTHLY REMINDERS

Superintendent's Office

- Review [TEA Superintendent Resources & Guidance](#) and [Region 14 Superintendent Resources](#)
- Designate Appropriate Coordinators per code (i.e. Title IX, Migrant, Homeless, Sexual Harassment, 504, etc.)
- Notify all students and employees of the name, office address, phone number of Title IX designee
- Review public information processes, procedures, and posting
- Identify date for renewal of teacher contracts
- Prepare Board training calendar
- Prepare report of Trustee training hours prior to November elections with
- postings as required (TEC§11.159) – Publicly report October Board meeting
- Recommend technology and instructional materials allotment (TIMA) selections
- [Update AskTED](#)

School Board/Governing Board

- Board candidate workshop (optional)
- Ensure election judge(s) and clerks(s) are trained for November election (TEC§32.113)
- Report Trustee training hours at Board meeting prior to elections
- *Adopt district/campus improvement plan
- *Approve Independent Audit Report

Federal & State Programs

- 2025-2026 ESSA Consolidated Application due September 3rd if submitting for districts without 12-month grant-funded employees
- *Review/implement district/campus improvement plans in accordance with district planning process (TEC§11.251)(ESSA, 1112, 1114)
- Prepare and upload into ESSA Smartsheets PNP Affirmations and Equitable Services worksheets for districts with participating private schools by September 30th

*Requires Board action/approval

September 2025 MONTHLY REMINDERS

- Identify participation with TEA's Substitute System of Time and Effort Reporting. This is applicable to federally funded employees who work on multiple cost objectives and are on a regular, fixed schedule. TEA's Substitute System of Time and Effort Reporting
- Submit 2024-2025 ESSA Consolidated Compliance reports through eGrants by September 30th

Finance

- Prepare for annual financial audit September 1st FY
- Distribute tax statements
- Calculate State Aid using end-of-first-six-weeks student data
- Review student attendance figures as compared to prior year and budget projections
- Review Investment Policies (annual)
- Register for Investment Officer training (TEC§45.209)
- Access & review the LEA's Final FIRST Ratings/Charter FIRST; Prepare working calendar to schedule the publication & public hearing
- All TRS RP reports for the entire fiscal year must be at a "Complete" status. Failure to bring your RP report to a "Complete" status by the deadline may result in incorrect annual statements for your employees
- Chapter 49 districts - District Intent/Choice Selection must be submitted by September 1st, online in the FSP System. No board approval required. The form must be submitted for your district to proceed with its tax rate adoption for the fiscal year
- *The Agreement for the Purchase of Attendance Credit (Netting Chapter 48 Funding) contract must be submitted by September 1st, If not netting, the agreement is due January 13th. Specific board meeting minutes language required. Submit online in the TEAL - FSP System

Texas Student Data System/PEIMS

- PEIMS Extended Year Resubmission due to ESC Region 14 for LEAs on September 11th (2024-2025)
- Requests to retire Unique IDs due at TEA for PEIMS Extended Year Resubmission on September 12th (2024-2025)

*Requires Board action/approval

September 2025 MONTHLY REMINDERS

- PEIMS Extended Year Resubmission due date for LEAs on September 18th (2024-2025)
- Beginning of school year cumulative enrollment event file due date for LEAs on September 12th
- Charter School Waitlist: Ready for users to complete on September 26th
- Charter School Waitlist: Snapshot Date – Last Friday September 26th
- PEIMS Fall Submission: Close of school-start window – Last Friday September 26th

General Curriculum

- Review 504 procedures
- The 2026-2027 application cycle for innovative courses closes on September 12, 2025. The complete innovative course application timeline is available on the TEA innovation course website

Accountability & Assessment

- Federal School Improvement Designations Released (Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI) or additional Targeted Support (ATS)
- District Testing Coordinator attends required annual DTC training
- Accountability Appeals: Dates of the appeals submission window, exact deadlines, and dates of final rating decisions for the accountability year will be announced on the date preliminary accountability ratings are published in TEA Login (TEAL)
- RDA (Results Driven Accountability) Report released via TEAL
- The 2026-2027 application cycle for innovative courses closes on September 12, 2025. The complete innovative course application timeline is available on the TEA innovation course website

Career & Technical Education

- 2024-2025 SC5003 Formula Grant Consolidated Schedule (one schedule applicable to ESSA, Perkins, and IDEA-B) due September 3rd
- 2024-2025 Perkins Formula Grant application, budget and performance measures due September 3rd

*Requires Board action/approval

September 2025 MONTHLY REMINDERS

- Review and meet with CTE about CTSOs to ensure that they have their school charter with the school
- Complete collection of Career Prep and Practicum training plans, where applicable
- Review Practicum training plans (15-day requirement) and signed training agreement from Career Prep and Practicum teachers
- Monitor student IBC testing schedules and credential tracking setup
- Ensure that CIPS and DIPS align with CLNA goals

Special Education

- 2025-2026 Nonpublic Placement Notification & Application (Required for all Nonpublic Day School & Nonpublic Residential placements by LEAs) opens in TEAL (APEX) September 1st
- 2024-2025 Special Education Consolidated Grant Year Ends September 30th
- Monitor special education expenditures from the general fund to ensure on track

School Safety

- The current three-year safety & security audit cycle for open-enrollment charter districts began on September 1, 2022 and ends on August 31, 2025. The reporting period for submitting audit results to the TxSSC during this audit cycle is from April 14, 2025 to September 15, 2025
- The current three-year safety & security audit cycle for K-12 school districts began on September 1, 2023 and ends on August 31, 2026. The reporting period for submitting audit results to the TxSSC during this audit cycle is from April 15, 2026 to September 15, 2026. Charter Audit Reporting Tool Survey due to TxSSC by September 15th
- Each district shall adopt and implement a policy requiring integration of trauma-informed practices in each school environment. A district must include the policy in the district improvement plan required under Section 11.252 (TEC§38.036)

*Requires Board action/approval

September 2025 MONTHLY REMINDERS

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