TEXAS EDUCATION AGENCY
1701 North Congress Ave. • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • www.tea.state.tx.us
Michael L. Williams
Commissioner

October 29, 2012

TO THE CHARTER SCHOOL ADMINISTRATOR ADDRESSED

Subject: 2012-2013 Annual Governance Reporting Form for Open-Enrollment Charter Schools Fingerprinting Assurance Clarification

As charters were previously notified in my September 27, 2012 "To the Charter School Administrator Addressed" letter sent to all charter schools, the Texas Education Agency (TEA or agency) is required by Texas Education Code (TEC) Section 12.119(b) and 19 Texas Administrative Code (TAC) §100.101 to collect information each year about the board members and school officers of charter schools. The letter and instructions regarding the 2012-2013 Annual Governance Reporting Form for Open-Enrollment Charter Schools may be found on the TEA website at http://www.tea.state.tx.us/index4.aspx?id=2147509119. This letter is being sent to clarify information regarding fingerprinting requirements stated in my September 27, 2012 letter and in the automated form that is to be submitted to the agency no later than **November 1, 2012** through the automated Charter School Tracking System (CSTS) application available through the Texas Education Agency Login (TEAL). Please note the following clarification:

- In compliance with TEC Section12.1059 and TEC Chapter 22, Subchapter C, the following individuals must be fingerprinted in order to undergo a review of national criminal history records:

    1. teachers, substitute teachers, librarians, educational aides, administrators, and counselors serving or employed by an open-enrollment charter school; and
    2. all non-certified employees of an open-enrollment charter school hired after January 1, 2008.

- In compliance with TEC Chapter 22, Subchapter C, the following individuals must undergo a driver's license-based review of criminal history record information:

    1. all non-certified employees of an open-enrollment charter school hired before January 1, 2008;
    2. contract bus drivers, contract bus monitors, and contract bus aides hired at any time by an open-enrollment charter school;
    3. all other non-certified contractors of an open-enrollment charter school hired after January 1, 2008;
    4. interns/student teachers serving an open-enrollment charter school; and
    5. a volunteer or a person who has indicated, in writing, an intention to serve at an open-enrollment charter school.

- In compliance with TEC Section 12.120(a), no individuals, including board members, may serve an open-enrollment charter school in any capacity if they have been convicted of a misdemeanor involving moral turpitude; a felony; an offense listed in TEC Section 37.007(a); or an offense listed in Article 62.001(5) of the Code of Criminal Procedure.

Should you have questions pertaining to the 2012-2013 Annual Governance Reporting Form for Open-Enrollment Charter Schools, please contact me by phone at (512) 463-9575, ext. 3 or by email at kathryn.jones@tea.state.tx.us.

Sincerely,

Kathryn Jones, Program Specialist
Charter School Administration Unit