

Due to the disruption caused by the COVID-19 emergency and the consequent exercise of the waiver authority provided to the Commissioner of Education in Texas Education Code (TEC) §48.005(n), local education agencies (LEAs) are required to submit an asynchronous learning plan for review and approval to earn average daily attendance (ADA) funding.

LEAs must submit an online application, which includes attestations and open-ended questions, and submitted plans must be reviewed and approved by TEA to continue receiving funding for asynchronous attendance after the end of the grace period. LEAs may submit plans individually or as a consortium.

Asynchronous Plans should be submitted by October 1 to allow time for review, revision and resubmission prior to the end of grace period.

IMPORTANT: No more than one online application should be submitted per LEA. Districts may not submit revisions to their plans after the initial submission. Applicants must wait until their plan is final and receive a notification about the results of their review, to resubmit. TEA will only review one plan, so if two plans are submitted, TEA will not review the second submission unless formally notified of the resubmission requirement.

Guidance, additional materials, and resources can be found on the TEA Website, linked [here](#).

For questions, please email AsynchronousPlanReview@tea.texas.gov

Guidance on Asynchronous Plans: Section Topics

Click on the section topics below to go directly to that section of the FAQ

- [Letter of Intent](#)
- [Online Plan Submission](#)
- [Plan Development](#)

Letter of Intent

1. When must a district submit a Letter of Intent (LOI)?

LEAs should complete an LOI to notify the agency of its intent to develop an Asynchronous Plan prior to the first day of asynchronous instruction. Only one submission per LEA is required and it is not necessary to resubmit should your anticipated date of plan submission change. Submitting this online application results in contingent approval of funding for asynchronous remote instruction through the end of the grace period.

2. Will I receive notification of my LOI submission? How can I check to make sure it's been received?

Yes, LEAs will receive an email confirmation of their LOI submission with links to additional resources for plan development and the link to the survey for submitting the asynchronous plan application. TEA updates the posted list of LEAs who have submitted LOIs every Thursday.

Online Plan Submission

3. I noticed that the link to the online plan submission was no longer available, how do I submit my plan?

LEAs that had submitted LOIs to the agency by 8/05/2020 received plan submission links via email on 8/11/2020 from AsynchronousPlanReview@tea.texas.gov. LOIs received after that date will be receiving plan submission links on a weekly rolling basis after submission. District contacts that believe they should have received a plan submission link via email and have not already, please email AsynchronousPlanReview@tea.texas.gov.

4. We have already submitted our plan using the old link, is it necessary for us to submit again using the new link?

No, LEAs do not need to submit their plan again using the new link. No further action is required of the LEA until notification of plan review outcome.

5. Since we plan to submit an Asynchronous Instruction Plan, do we also need to submit a Synchronous Attestation? We have gotten guidance encouraging us to submit both. We are hesitant to do that. What guidance can be provided?

If your district is planning to offer solely synchronous instruction and to take attendance based on synchronous instruction only for any students/grade level, then you will need to also submit the synchronous attestation. However, if you plan to offer a combination of asynchronous and synchronous instruction for all grade levels and students and you're planning to take attendance using one of the approved asynchronous methods (i.e. data from the Learning Management System (LMS) showing progress made that day, curricular progress evidenced from teacher/student interactions made that day, completion and submission of assignments planned for that day), then just an asynchronous plan is needed.

6. Is board approval required for the asynchronous plan?

LEAs need to either have their plan be board approved, or receive pre-approval from their board, indicating they will approve the plan. Either way a date does need to be entered with their plan submission.

7. Can our plan be pre-screened or reviewed by TEA staff for feedback prior to submission?

Unfortunately, we are not able to review plans prior to submission. However, please note that we do have an initial screening process for all submitted plans. Once your plan is submitted, if the review committee feels that there is not enough information to sufficiently address all components of the rubric, we will ask you to revise and resubmit the plan before we formally review it. Also, if the plan is submitted and not approved, you will have opportunities to revise and resubmit in order to meet the criteria for approval.

8. I am in the system to submit my asynchronous plan and did not upload the attachments before moving past the *Open Responses*, and now I cannot return to that page of the survey without submitting. What should I do?

Once you leave the Open Responses page of the survey, you cannot return to that page. You have two options:

- Clear your browser cookies – this should allow you to restart the survey in its entirety.
- Complete and submit the survey, then use the link from your confirmation email to “retake” the survey. Please see next question.

9. I accidentally submitted our plan without any attachments, what should I do?

If you need to submit a plan with an attached document, that was not attached at initial submission, you must retake the survey and submit a new survey response. To do this, please use the following steps:

- Access the confirmation email you received after you submitted the initial survey. This email included a *retake survey link*.
- This link will pre-populate your attestations and contact information, but you should be able to re-enter the Open Responses page and upload your attachment(s).
- Please note that the Open Responses page will be pre-populated with your prior responses, including prior attachments. You will need to replace the previous attachments with new ones.
- This will override any previous plan that was submitted in our system, and ensure we have access to the most recent submission.

10. We have made changes to our plan; can we submit the revisions to our plan?

No, if you submitted a plan and need to make changes or adjustments, we ask that you do not resubmit a new survey/plan. Instead, wait to receive notification that your plan was either approved or not approved and requires revisions. If your plan was not approved and requires revisions, you can revise to include the missing information at that time. If your plan was approved, you can implement additional components while still maintaining fidelity to the original plan.

11. Will LEAs have the option to submit their entire plan as an attachment instead of answering the open response questions? Will we be prompted to do so?

The online application survey now includes language at the start of the open response section that allows LEAs to upload their plan in its entirety as an attachment using any of the open response portals. It is then advised that the responses to the open response questions be “see attachment”. While this is an option for submission, LEAs may still choose to address each key requirement individually as text in the open response or via individual attachments directly related to the prompt.

12. I submitted our district’s Asynchronous plan but can the agency let me know where our plan review is in the process?

If you received a confirmation email when you submitted your Asynchronous plan, your plan has been received. Please reach out to your ESC within one week after submitting for an update on where your plan is in the process.

Plan Development

13. In reviewing the exemplars, I observed a blend of synchronous and asynchronous embedded into the day. In the rubric, I did not view that synchronous was a requirement. Please advise.

Synchronous instruction is not a requirement of asynchronous instructional plans. All requirements for the asynchronous plans are included in the rubric, and there are many different ways to structure your asynchronous remote instruction to meet these requirements.

Many LEAs are including a mix of synchronous and asynchronous instruction in their asynchronous plans in order to best meet the needs of their students, but the amount of time and the way the synchronous instruction is structured is varying greatly between plans.

14. Is the expectation for the virtual learners to participate in an on-campus grade level schedule?

Some LEAs are designing their remote instructional schedules to match their on-campus schedules for ease of ensuring students are meeting all of their daily academic requirements and to facilitate the potential transitioning of students between remote and on-campus environments. However, this is not a requirement. The only requirement for daily asynchronous remote instructional schedules is that all students should engage in daily academic work that **is equivalent to direct content work (English Language Arts, Mathematics, Science and Social Studies) that a student would be engaged in over a normal school year.** As guidance, this direct work with academic content matches or exceeds the following average daily minimums across all subjects:

- Half day PreK – 90 instructional minutes
- Full day PreK – 180 instructional minutes
- K through 5th grade – 180 instructional minutes
- 6th through 12th grade – 240 instructional minutes

15. How do you address the issue of a student completing the assigned tasks earlier than the pre-planned time for the content class and not receiving their complete minutes for the day?

Regarding students who complete the assigned tasks earlier than the pre-planned time for the content class, you should outline the expected time for students to interact with academic content and interact with the teacher(s) and receive instructional support. For students who finish early, you can develop in advance challenge tasks or extension activities related to the topic.

16. Are campuses required to develop a separate asynchronous plan or does the district plan cover all campuses if campus information (such as schedules/start times, etc.) has been included?

A district should only submit one asynchronous plan. In the asynchronous plan, the district will have the opportunity to select all grade levels that the plan applies to and then will have the opportunity to provide details for each grade level or grade band on its instructional schedule, material design, tracking of student progress, and support for educators and families implementing the plan.

17. Are LEAs required to use the blank template that is posted on the webpage and was sent to us as an attachment?

While the blank template is optional, we encourage LEAs to use it for planning and submission purposes. The template aligns directly to the evaluation rubric ([link](#)) and following it ensures that you are clearly and intentionally addressing all of the criteria in the rubric. It is allowable to use this template for planning, submission, and external posting purposes. Please note that while the use of the blank template is optional for initial submission, should the LEA receive formal notification of resubmission after formal review, the use of the template will be required.

18. Can we replicate one of the posted exemplars and submit that as our asynchronous plan submission for our LEA?

It depends. LEAs should use the posted exemplars as inspiration as they develop their own plans based on their unique contexts or examples that meet the rubric criteria for asynchronous plan approval. Should your LEA be similar or have the ability to replicate the systems that the LEAs with posted exemplars are using, then it would be allowable. Plan submissions that have all or a significant amount of their content that matches a posted exemplar will be flagged for additional review and verification from the submitting LEA. It is important to note that LEAs will be responsible for implementing their asynchronous plan as written once the plan is approved.

19. How can we be funded under asynchronous instruction for students who do not have Internet access at home?

See [Attendance and Enrollment FAQ # 7](#) in the State Funding section

20. Can a district choose not to provide a computer and/or Wi-Fi access if students have opted into remote instruction?

If a student does not have a computer or Wi-Fi access at home in order to engage in remote instruction, then that student must be allowed on campus for instruction, should the parent wish to have on campus instruction. However, if a student has access to on campus instruction, but chooses to opt-into remote instruction, then the LEA does not have to provide computer and/or Wi-Fi access. Remote instruction for students without internet or computer access at home can be provided via an approved asynchronous plan as described in the FAQ above. If the LEA is not meeting remote asynchronous plan requirements, then the LEA will not be able to receive attendance funding for students engaging in remote instruction after the end of the grace period (end of third 6 weeks grading period).

21. Our Asynchronous Plan has already been approved. However, we have received additional guidance regarding serving students without internet connectivity, serving students without devices, and our Homebound population that we would like to add to our asynchronous plan. Also, given the changing circumstances of this school year, can we treat the approved Asynchronous Plan as a living document?

After an Asynchronous plan has been approved by the agency, a district will be allowed to make adjustments to its plan via an amendment process for any additional information they would like to include or for revisions that have made after implementation began. The amendment process will be released in mid to late October. The district should keep documentation of any changes made as well as ensure that all changes are in alignment with asynchronous plan guidance and rubric.

22. Our district is not offering remote instruction. Are we required to submit an Asynchronous Plan just in case of students needing to be quarantined or a campus closure?

A school district is not required to offer remote/virtual instruction. However, please note that if you have not submitted an asynchronous plan or a synchronous attestation, you will not be able to count attendance for remote instruction in the case of campus closure or student quarantine. Also, parents in your school district who want remote instruction can enroll their children in another school district that does offer remote/virtual instruction for transfer students. The district would need to complete an asynchronous plan and meet all plan criteria if it would like to continue funding in the event of a short-term closure or for students that must be quarantined for a period of time.

23. Our district is not ready to submit its Asynchronous plan by the October 1st deadline. Is it possible to submit the plan late?

October 1st was a target date for submission of the Asynchronous plan to ensure the district would have an approved plan by the end of the 3rd six weeks grace period. Districts can submit their Asynchronous plan after October 1st but may have limited time to revise and resubmit should their plan not be approved after initial submission. We recommend districts submit as soon as possible to ensure approval prior to the end of the grace period if they must submit after October 1st.

Amendment Process

24. Has the Texas Education Agency released its amendment process for revising our Asynchronous Plan?

TEA posted the following resources for LEAs, Consortiums and Texas Partnership Operators on the [TEA Asynchronous and Synchronous Instruction webpage](#) on October 22nd:

- “When to Amend” Asynchronous Plan Guidance Document
- Asynchronous Plan Amendment Decision Chart
- Asynchronous Plan Amendment Template
- Asynchronous Plan Intent to Amend application.

LEAs, Consortiums and Texas Partnership Operators should review all guidance documents before submitting the Asynchronous Plan Intent to Amend application.

25. Does the board of trustees or governing board have to approve the Asynchronous Plan amendment before it is submitted to the Texas Education Agency?

NEW
10/29/2020

All Asynchronous Plan amendments must be approved by the organization’s Board of Trustees or governing board **unless the board of trustees or governing board has already given prior authority to the superintendent/executive director to develop and submit an Asynchronous Plan.** For a consortium, the lead LEA’s board of trustees must approve the Asynchronous Plan amendment or have provided the superintendent prior authority to develop and submit the Asynchronous Plan. All members of the consortium should have the opportunity to view the amendment and approve it before the amendment is submitted to the Texas Education Agency.

26. What is the best time to submit an Asynchronous Plan amendment?

NEW
10/29/2020

The Asynchronous Plan Intent to Amend application survey is due by the close of business on December 4, 2020, to allow the Texas Education Agency time to review the application and to determine if an amendment is needed. All required Asynchronous Plan amendments are due by the close of business on December 18, 2020. Districts, charter schools, consortium and Texas partnership operators should make every effort to only submit one amendment. Therefore the district, charter school, consortium and Texas partnership operator should wait until it has finalized all amendments to its TEA-approved Asynchronous Plan and receive Board approval or have prior authority to amend the plan before submitting the Asynchronous Plan Intent to Amend application survey.