



# “When to Amend” Asynchronous Plan Guidance Document

This guidance document is being provided to assist local education agencies (LEAs), including school districts, charter schools and Texas partnership operators, determine when an amendment to their approved Asynchronous Plan is required to be submitted to the Texas Education Agency (TEA). The TEA recognizes the need for LEAs to make revisions as they implement their approved Asynchronous Plan, but at the same time, the TEA wants to ensure that revisions are in alignment with the required components of the Asynchronous Plan.

This guidance addresses:

- When an Asynchronous Plan amendment is required
- When an Asynchronous Plan amendment is not required
- How to submit an Asynchronous Plan amendment
- Timeline for submitting an Asynchronous Plan amendment

It is recommended that district administrators review each section of this guidance prior to completing the Asynchronous Plan amendment template or requesting an Asynchronous Plan amendment survey link.

## **When is an Asynchronous Plan amendment required?**

LEAs will be required to complete and submit the [Asynchronous Plan amendment template](#), through a Qualtrics survey link, if the LEA determines a revision is required to a scoring component of the [Asynchronous Plan rubric](#). The Asynchronous Plan rubric captures specific requirements that must be included in all Asynchronous plans to ensure the LEA is providing meaningful and appropriate remote/virtual instruction. Districts should use the following questions to determine whether an amendment is required.

### ***Instructional Schedule***

Is the district making significant changes to the:

- expectations for daily interaction with academic content,
- timeframes for student interaction with academic content, and/or
- opportunities for student groups and grade levels to engage with academic content?

### ***Materials Design***

Is the district making significant changes to the:

- TEKS-aligned instructional materials and/or assessments,
- coherent, logical sequence of learning, and/or
- instructional materials designed to support students with disabilities and/or English Learners?

### ***Student Progress***

Is the district making significant changes to the:

- expectations and/or systems for tracking daily student engagement,
- systems for tracking student progress, and/or
- systems for providing regular feedback to all students?

### ***Implementation***

Is the district making significant changes to the:

- professional development calendar for educator support,
- systems for explicit communication to families regarding expectations of asynchronous instruction, and/or

- additional supports, training or resources provided to families of remote/virtual learners?

A significant change should be defined as a change that would need to be communicated to the Board of Trustees, district personnel, campus administrators, teachers, other campus staff members and/or families of students engaged in remote learning.

**When is an Asynchronous Plan amendment NOT required?**

LEAs should maintain documentation of all revisions made to the district’s Asynchronous Plan however, the following revisions should be maintained locally and **not** submitted to the Texas Education Agency as an amendment.

***General Revisions***

- Grammar or spelling revisions
- Updates to district or campus logos
- Updates to superintendent or district employee contact information

***Instructional Schedule***

- District’s decision to end remote instruction
- Changes to synchronous remote instruction if included in the Asynchronous Plan
- Shifting of the instructional schedule as long as it meets the minute requirements and the academic content time is similar, i.e. changing from ELA then Math to Math then ELA or moving a 30-minute student advisory period from Wednesdays to Fridays

***Materials Design***

- District’s decision to provide additional or supplemental instructional resources

***Student Progress***

- Development of additional student tracking systems
- Updates on specific student progress for remote/virtual students

***Implementation***

- District has provided additional professional development to staff members before October 23, 2020
- District has provided additional supports, training and/or resources for families before October 23, 2020

**How to submit an Asynchronous Plan Amendment?**

If a LEA determines that an Asynchronous Plan amendment is required, it must use the following process to submit the amendment to the Texas Education Agency.

**Step 1:** Receive Asynchronous Plan approval correspondence from the Texas Education Agency .

**Step 2:** Receive Board of Trustees’ or governing board’s approval of the Asynchronous Plan amendment unless previous authority has been provided by the LEA’s Board of Trustees or governing board for the superintendent to develop and submit the Asynchronous Plan.

**Step 3:** Complete the Asynchronous Plan Intent to Amend Request link on the [TEA Asynchronous and Synchronous Instruction web page](#).

**Step 4:** Complete the Asynchronous Plan Amendment template, found at the link above.

**Step 5:** Complete the emailed Asynchronous Plan Amendment Qualtrics survey and attach the Asynchronous Plan Amendment Template.

Once submitted, the LEA will receive a confirmation email with contingent approval of the amendment. If the amendment is not approved, the TEA will notify the district in separate correspondence. All amendments should be presumed approved if the district has not received correspondence from the agency 30 days after submission.

**What is the timeline to submit an Asynchronous Plan Amendment?**

The Asynchronous Plan Amendment template and Intent to Amend link will be posted on the [TEA Asynchronous and Synchronous Instruction web page](#) on October 22, 2020. Asynchronous plan amendments will be accepted and processed between October 26 and December 18, 2020.