

# COVID-19 Public School Case Report Instructions

## Introduction

The Texas Department of State Health Services (DSHS) is working closely with the Texas Education Agency (TEA) to monitor, track, and coordinate public health responses to COVID-19 cases in Texas public schools.

The [COVID-19 Public School Case Form](#) is to be used by Texas Local Education Agency (LEA) staff to report laboratory confirmed COVID-19 cases in public schools. Case information should be supplied for a student, teacher, or staff member who participates in any on campus activity is lab-confirmed with COVID-19. Anti-body tests that show an individual has anti-bodies but is not necessarily currently infected do not require a case report. Cases are tracked on a dashboard maintained by the Texas COVID-19 Education Committee (TCEC) and used to inform the Governor's Office, DSHS and TEA executive staff, LEAs, and other stakeholders.

The following form is intended for use by LEA staff to report laboratory-confirmed COVID-19 cases in public schools. This form does not replace the requirement to report positive cases to your local health department and is separate for DSHS contact tracing.

## Instructions

This form is to be used to report new COVID-19 cases for the day(s) the school is notified of such cases. Please submit the form each Monday by 5 pm central time to ensure the TCEC can coordinate timely response activities. Report cases you

may work at more than one campus (e.g. dyslexia specialists, intervention specialists). Staff reported for Multiple Campuses should not be reported on Single Campus reports.

- Select Non-Campus Administrative for any staff who are not working directly on a single campus or multiple campuses. This could include



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**Change Log**

Date	Section	Description of Change
12/14/21	1.1	A new option in the drop-down list, Non-campus Administrative was added.