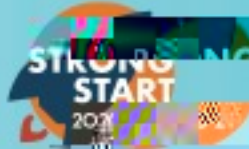




COVID-19 Public School Case and Test Reporting Instructions and FAQ

March 5, 2021



(512) 463-9000

disasterinfo@tea.texas.gov

The Texas Department of State Health Services (DSHS) is working closely with the Texas Education Agency



Please note: The test report section is only available when you select Single Campus reporting and not Multiple Campus reporting.

TEA CAMPUS ID/TEA DISTRICT ID *

Use the drop-down menu to browse the list of local education agencies (LEAs) or schools, which are listed in ascending order of the school number. You can type in a number, name of an LEA, or school name to search more quickly. If you are unable to find your school, email COVIDCaseReport@tea.texas.gov for assistance.

The list of schools will be displayed in TEA Campus ID if Single Campus is selected in the preceding question. The list of districts will be displayed if Multiple Campus is selected.

Enter the total number of cases for the previous Monday through Sunday. Enter the same total number on each form that needs to be submitted for the previous week.

HOW MANY OF THE TOTAL NUMBER OF NEW COVID-19 CASES ARE BEING REPORED ON THIS FORM? (MAXIMUM 20 CASES PER FORM) *

Select the number of cases being reported on this form.

DATE ON WHICH CONFIRMED CASE NOTIFICATION WAS RECEIVED *

Enter the date the school was notified of the positive case.

NOTIFIED BY

From the drop-down menu, select Individual or Public Health depending on who notified the school about this positive case.

(Note: closed means the school building is closed to students and there is no on-campus instruction occurring).

If Yes, an additional field opens:

How many instructional days was the campus closed? * Select the number of days (1-10) the campus was closed.

Save & Close

Click the green Save & Close button to save the report details. This returns the user to the main page to Submit New Report.

Cancel

Click the grey cancel button to leave the form without saved changes.

Print

If you would like to print the report, use the standard function for printing a browser window (Control-P or right click and print).

Questions

For questions about this form, please email COVIDCaseReport@tea.texas.gov.

We understand that not all COVID-19 tests require the use of a lab. Case information should be supplied any time a school system is notified that a student, teacher, or staff member who participates in any on campus activity is test-confirmed with a current COVID-19 infection.

No, you do not need to submit the weekly COVID-19 case reporting form if you do not have any confirmed applicable student or staff cases.

Yes, an LEA that has already started the 2020-2021 school year will need to submit a report for on-campus positive cases at the campus level from the date the school year began.

Who to Report: Students

The COVID-19 case report form should be utilized for on-campus cases. If an LEA is offering virtual instruction, you do not need to report students that were never physically on one of your campuses. This will likely mean that only staff members are reported if they are working on campus.

Who to Report: District Staff

Yes, if that individual was on a campus and exposed a close contact. Please report any individual
enrolled in a course at the institution for