

Frequently Asked Questions – Facility Use Survey

Texas Education Code (TEC) §7.0611 sets forth requirements for annual reporting and analysis of school facility usage data to ensure compliance with state mandates and to enhance decision-making regarding resource allocation and infrastructure planning.

1. What is TEC §7.0611, and why is this required?

TEC §7.0611 is a new state law passed by the 89th Legislature that requires every Texas school district to submit detailed, annual reports to the Texas Education Agency (TEA). These reports must include information about each district's facilities, land, instructional capacity, student enrollment, and how facilities are being used. This is a new statewide reporting requirement, and all districts must comply beginning with the implementation timeline established by TEA.

2. Can a district of innovation exempt itself from the facilities usage report requirements?

No. Districts of Innovation must comply with the facilities usage report requirements, as TEC §7.0611 is not an allowable exemption.

3. What does TEA do with this information?

TEC §7.0611, TEA is required to use district-submitted facility data to produce an annual statewide public report detailing facility usage. The reported information may be combined with other facility reports to streamline reporting and reduce duplication.

4. What types of data must the district report?

State law requires districts to report comprehensive facility data, including square footage, site enrollment by campus and grade, shared facility use, facility classification, and ownership status (owned or leased).

5. Does this collection require coordination across multiple departments?

Yes. Completing this work may require cross-departmental coordination among Facilities, PEIMS, Finance, Technology, Career and Technical Education (CTE), Food Services, Transportation, and campus administration. Collaboration across these areas ensures accurate data, operational alignment, and timely implementation.

6. Will this cost the district money?

There is **no direct fiscal impact** associated with this initiative. Implementation will be carried out using existing staff and systems. Although future TEA rule changes may necessitate adjustments to the data format, no additional costs are anticipated.

7. Should the district create a policy for the board?

No, it is not required.

8. If a facility (or vacant land) does not have a TSDS/PEIMS Org Code, should the column be left blank?

If the district does not have property identification for the facility, enter 999.

9. What is the definition of facility or campus renovation?

A major campus renovation is a comprehensive, capital level project that substantially modernizes an existing school by upgrading or replacing major building systems, correcting safety and code deficiencies, and reconfiguring instructional spaces, extending the campus's life, safety, and functionality for many years.

without fully demolishing and rebuilding it.

10. What does “Type of Building” refer to in the survey?

“Type of building” refers to the single option that best describes the primary function of the building being reported. TEC, §7.6011 (b)(5) lists types of buildings as an instructional facility; a career and technology center; an administrative building; a food service facility; a transportation facility; and vacant land.

11. What if the building serves more than one type or purpose?

If the building serves multiple functions at one location, please specify the additional building types in the relevant survey question.

12. What should I do if none of the listed types seem to fit my building?

You may select the “Other” option. “Other” will include the following:

- Stand-alone fine arts facility
- Stand-alone gymnasium
- Stand-alone stadium
- Stand-alone auditorium
- Parking lot or parking garage

13. Are facilities not owned by the school district used to support college, career, and military preparedness, such as dual credit courses at a junior college or instruction provided for health science career clusters offered at a medical facility listed under facility type or shared usage?

No. Facilities that are not owned or leased by the school district, such as junior colleges or medical facilities used for dual credit or health science career cluster instruction, are not included as school facilities or facilities under shared use. These locations are used through partnerships or agreements for instructional purposes but remain under the ownership and control of external entities.

14. What is the appropriate reporting method for a property in the Any Town District that shares one Tax ID across multiple buildings and addresses?

If a property has one Tax ID but multiple addresses, each address must be reported on a separate line, with the facilities at that address grouped into a single property entry.

Facilities that share the same address are grouped and presented as a single entry.

Example for Any Town District:

Line 1

Property ID: 123457

Address: 1001 Sunshine Drive, Any Town, TX 00000

Facilities: Any Town High School, Football Stadium, Field House, multi-purpose Building, Pool, Ag Barn, Tennis Courts, Baseball Stadium, Softball Stadium, Performing Arts Facility

Note: All listed facilities share the same address and do not contain classrooms, so they are combined on one line.

15. If the district’s administration building is located at a different address, must the building be identified separately?

Yes. This facility has a different address and must be identified separately.

16. Using the same example as above, if the middle school includes amenities such as a football stadium, an ag barn, baseball field, softball field, or similar facilities without

classrooms or administrative offices, do those amenities need to be listed separately?

No. Typically, if the campus consists of an instructional facility along with amenities that do not include additional instructional spaces, it will be listed in a single row.

17. If the sports stadium or another district building has its own address and is utilized by multiple schools or for administrative purposes, will it be listed separately?

Yes, it would be listed separately if the sports stadium or other district building has its own address and is used by multiple schools or offices.

18. Do school portables meet the definition of an “instructional facility” as defined by TEC, §46.001?

Yes, school portables can be considered “instructional facilities” under TEC §46.001, provided they are primarily used to teach the required curriculum.

Why? Texas Education Code §46.001 defines an instructional facility as: “real property, an improvement to real property, or a necessary fixture... used predominantly for teaching the curriculum required under Section 28.002.”

In 19 TAC §61.1031, a "modular, portable building" is defined as:

An industrialized building per [Texas Occupations Code \(TOC\) §§1202.002 and 1202.003](#), any relocatable educational facility as per TOC §1202.004, regardless of its construction location, and any other manufactured or site-built building that can be relocated and is used as a school facility.

Because *instructional facility* is defined in TEC §46.001 to include any property primarily used for teaching, modular and portable buildings qualify as instructional facilities when they are used for educational purposes.

19. Should district-wide facilities, e.g., football fields, be listed as separate facilities, or should they be included as part of each campus?

Facilities should be listed separately if they serve as shared resources for multiple campuses across the district. In some districts, however, football fields are part of each campus, similar to baseball fields, tennis courts, and other on-campus facilities. For this reason, listing each football field separately can be complicated and unnecessary. A practical approach is to base the decision on usage: if a football field is used exclusively by its campus, it should be included as part of that campus; if it serves the entire district, it can be listed separately.

20. What are examples of district sharing facilities between multiple campuses?

A district may share certain facilities across more than one campus when those spaces support instruction or recurring use by students or staff. Examples include:

- A single elementary instructional building counts as one campus, since it serves only the students assigned to that site.
- A shared CTE center, alternative education center, stadium, or transportation hub counts as serving multiple campuses, because students or staff from several campuses regularly use the facility.
- A district administration building counts as zero campuses, since no instructional services or academic programs are delivered there.

A campus is regarded as “using” a facility if any of the following are true:

- Instruction is delivered there, either full-time or part-time.
- Students are served at the facility for any portion of the school day.

The facility supports required academic programs (e.g., CTE, alternative education, and early college).

21. I have one property ID with three buildings: an elementary campus, a middle school campus, and an admin facility. How do I report those buildings separately?

Updated 4.20.26: List the property ID three times, placing each building on its own row. Use the PEIMS/TSDS Org Code on each row to uniquely identify each building.

22. I have one building that sits on four different properties, and each property has its own property ID. How do I report on this campus?

Updated 4.20.26: Please provide the property ID that corresponds to the address where mail is delivered.

23. What does “adjusted instructional capacity” mean under Texas Administrative Code (TAC) §61.1040?

TAC §61.1040 does not explicitly use the term "instructional capacity," but it defines a closely related term: adjusted instructional capacity. This term refers to the maximum number of students that an instructional facility can accommodate at any given time, taking into account any innovative instructional or operational practices adopted by the district. According to TAC §61.1040, adjusted maximum instructional capacity is defined as "the maximum number of students who can be served at an instructional facility at any point in time, adjusted from the maximum instructional capacity based on the implementation of innovative instructional or operational practices," such as flexible scheduling or non-traditional instructional models.

This definition helps determine how effectively a campus can support student enrollment, particularly when using flexible or non-traditional instructional models. It guides decisions about facilities planning, staffing, scheduling, and compliance with state facilities standards.

24. What is the difference between maximum instructional capacity and adjusted instructional capacity?

Maximum instructional capacity refers to the number of students a building can accommodate under standard classroom regulations, taking into account classroom size, how rooms are utilized, and compliance with safety codes. In contrast, adjusted instructional capacity represents the number of students the campus can serve when innovative, board-approved strategies alter the use of space.

Maximum instructional capacity refers to the original limit of a facility, while adjusted instructional capacity indicates that limit modified by approved innovative instructional or operational practices.

25. What determines the maximum instructional capacity of an instructional facility under TAC §61.1040?

According to the Texas Administrative Code (TAC) §61.1040, the maximum instructional capacity of a facility is determined by the number of students it can safely accommodate at one time, considering its physical space and approved uses. This capacity is linked to the amount and type of instructional space available (such as classrooms and labs), which must conform to state standards for school facilities constructed on or after November 1, 2021.

26. Why might a classroom with a maximum instructional capacity of 24 students be limited to only 12 students during small group instruction?

When a teacher uses a small-group rotation model, the classroom must include multiple stations and allow space for student movement. Due to the larger space requirement, fewer students can be served at one time. As a result, a classroom that normally holds 24 students may be limited to 12

students during small-group instruction.

27. Updated 4.22.26: What should a school district report in the survey if a facility is used for instructional purposes but does not report student enrollment, such as a CTE-only facility or a DAEP?

If a school district offers instructional services but does not report student enrollment in PEIMS, it must report enrollment for that facility based on **the average daily number of students served**.

28. Can the adjusted instructional capacity of a campus change over time?

Yes. The adjusted instructional capacity can increase or decrease depending on the instructional spaces and programs it uses.

- Capacity may decrease if the program requires larger rooms, specialized labs, or more space per student.
(Example: A STEM lab that replaces two standard classrooms reduces total student seats.)
- Capacity may increase if the instructional model allows more flexible grouping or uses space more efficiently.
(Example: Montessori multi-age rooms that accommodate larger groupings of students.)

29. What does “Total Current Enrollment” refer to in the survey?

“Total Current Enrollment” refers to the total number of students reported in the Fall Snapshot.

30. What happens if TEA determines that certain facility information could jeopardize a school’s safety?

If the Texas Education Agency (TEA) determines that any information submitted by school districts poses a security risk, that information will be kept confidential. Once identified as sensitive, it cannot be included in the public annual report. This confidentiality safeguards the safety of students, staff, and school communities by preventing potentially harmful details from being publicly disclosed.