



DISTRICTS OF INNOVATION EXEMPTION CHECKLIST TIPS

Texas Education Agency

General Information

- A complete and accurate checklist must be submitted to the agency upon adoption, amendment, or renewal of a DOI plan (see 19 TAC §102.1307(d), §102.1313(b)).
- The checklist is located [here](#) (direct link) and on the [Districts of Innovation webpage](#).
- Ensure all sections of the checklist are completed (Board Action, Board Action Adoption Date, District Name, CDN, Term of Plan, Applicability, Submitted By (Name), Title, Date of Submission, and Exemptions).
- Retain a local copy of the checklist.

Board Action

- Indicate whether the checklist being submitted is for:
 - a completely new plan,
 - an amendment to an existing plan, or
 - the renewal of an existing plan.
- If amendments were made to the plan during the renewal process, still select “Renewal” as the board action.

Board Action Adoption Date

- Indicate the date of the board meeting at which the respective board action (new plan, amendment, or renewal) was taken.

District Name and CDN

- Include the name and CDN for your district.

Term of Plan

- Provide specific (mm/dd/yy) beginning and ending dates that do not exceed five calendar years (see 19 TAC §102.1311).
- The dates should exactly match the term indicated in the adopted plan.
 - If the plan does not specify dates but, for example, indicates only the school years for which it is effective, put specific beginning and ending dates on the checklist that coincide with the school years. Example:
 - Term in plan: “The plan will be effective beginning with the start of the 2023-2024 school year and conclude at the end of the 2027-2028 school year.”
 - Term on checklist: August 28, 2023 to May 30, 2028 (note: in this example, August 28, 2023 is the hypothetical first day of school for the 2023-2024 school year. Additionally, “the end of the 2027-2028 school year” is interpreted as the last day of school for the 2027-2028 school year (if known). If your district intends for “the end of the school year” to be interpreted as the date directly leading up to the

start of the following school year, then an end date after May but before the new school year starts is acceptable as long as the length of the term does not exceed five calendar years from the start date.

- **When filling out a checklist for an *amendment* to the plan:**
 - **Indicate the term of the plan as originally adopted or renewed (whichever is most recent).** An amendment to a plan does not change the date of the term of designation as an innovation district (see 19 TAC §102.1313(a)(1)).

Submitted By (Name)/Title

- **Indicate the name and title of the individual who completed the checklist.**
 - This name may differ from the name of the individual who notifies the agency of the respective board action.

Date of Submission

- **Indicate the date the checklist is submitted to the agency.**
 - Note that this differs from the board action adoption date.

Exemptions

- **Check/include only the numerical sections of code specifically cited in the adopted plan.** If a section of code is not specifically cited in the plan, it should not be checked or included on the checklist. The checklist and plan should be an exact match.
- **Check/include only sections of TEC on the checklist.** Only allowable sections of TEC may be exempted from, so no other codes or rules (i.e., TAC, SAAH) should be present.
- **Be mindful of sections of code that may look or sound similar to those in the plan but are not specifically cited in the plan.** Examples:
 - Numerical references:
 - TEC §21.003 and §21.0031 *look* very similar numerically, however they are different sections of code with different requirements.
 - Descriptive references:
 - The descriptions of TEC §21.002 (“Teacher Employment Contracts”) and §21.415 (“Employment Contracts”) sound very similar, but they are different sections of code with different requirements.
 - Both Numerical and Descriptive references:
 - TEC §21.002 (“Teacher Employment Contract”) and TEC §21.102 (“Probationary Contract”) both look and sound very similar, but they are different sections of code with different requirements.
- **When filling out a checklist for an *amendment* to the plan:**
 - Include all previously and newly adopted exemptions.
 - Exclude all exemptions that were removed from the plan.
- **If there is a specific section of code in the adopted plan but no checkbox for it on the checklist, manually add it to the “Other” section located on the bottom of the final page of the checklist.**