

DATE:	August 6, 2026
SUBJECT:	SB 12 Update: Annual Certification Submission and Trustee Information Requirements
CATEGORY:	Governance
NEXT STEPS:	Share with AskTED administrator and appropriate staff

Overview

[Senate Bill \(SB\) 12](#), 89th Texas Legislature (2025), established new reporting and compliance requirements for school districts and open-enrollment charter schools. This correspondence provides implementation guidance regarding two requirements that will be administered through the Texas AskTED:

1. **Annual Certification of Compliance** implementation and submission guidance regarding the submission of the annual certification of compliance required under Texas Education Code (TEC), §39.008. **Certification of compliance must be submitted no later than September 30, 2026;** and
2. **School Board Trustee Information Reporting Requirements** required under [TEC, §11.1518](#), regarding the reporting and maintenance of school board trustee information. These requirements take effect for the 2026-27 School Year and **should be updated no later than December 1, 2026.**

As of July 31, 2026, the AskTED portal is available for both required submissions. **The submission portal for Local Policy Certification will remain open through September 30, 2026.**

Requirement One: Annual Certification of Compliance (TEC, §39.008)

School systems should review the May 14, 2026, *To the Administrator Addressed* correspondence, [Senate Bill 12: Annual Certification of Compliance with Certain Laws](#), for information regarding certification requirements, statutory components, board approval requirements, and optional certification templates.

Accessing the Local Policy Certification Portal

School system AskTED District Administrators may access the submission portal through the AskTED application available in TEAL.

To access the submission page:

1. Log in to TEAL and open the Texas Education Directory application.
2. Select the **Local Policy Certification tab**.
3. Select the appropriate school year, **2026–2027**.
4. Click Edit to access the certification submission page.

Important Information for Open-Enrollment Charter Schools

Charter schools do not currently have a designated TED Administrator or AskTED access by default. Charter superintendents must request AskTED access through TEAL to submit the required certification.

To obtain access:

1. Log in to TEAL.
2. Select My Application Accounts.
3. Request an AskTED account and select the Charter Compliance Submitter role.

Once approved, superintendents may access and submit the certification through AskTED.

Submitting the Certification of Compliance

School systems will be asked to respond to three yes/no questions regarding:

- Employee and contractor notification of applicable policies and procedures;
- Changes made to policies, programs, procedures, or training to ensure compliance; and
- Any cost savings resulting from compliance efforts.

School systems can then upload their board-approved certification of compliance. Supporting documentation must be combined into a single PDF prior to submission. This document:

- Must be in PDF format;
- Must contain all certification components required by TEC, §39.008;
- Must be submitted as a single PDF document; and
- Must be less than 3.5 MB in size.
 - If a file is too large, use PDF compression tools such as 'Reduce File Size' and 'Compress a PDF' options in Adobe Acrobat to reduce the file size

Once the certification document is uploaded, select Save to submit the certification electronically to TEA. School systems should verify successful submission by confirming the District Certification Submission Status field indicates 'Submitted,' and the Date of Certification Submission field displays the submission date and time.

If changes to the certification are needed, school systems may delete and resubmit their certification at any time prior to the September 30, 2026, deadline. Once a certification has been successfully submitted and no further revisions are needed, no additional action is required.

For questions related to policy development, adoption, implementation, or other legal requirements, please consult your district's legal counsel.

Requirement 2: School Board Trustee Information Reporting (TEC, §11.1518) **Annual Verification**

School districts are statutorily required to submit trustee information for all board members to TEA annually, including identification of the board chair, even if no changes have occurred since the previous submission.

Beginning in School Year 2026-27, under TEC, §11.1518(c), each school district must provide the following information for each member of its board of trustees to maintain compliance with SB12:

- Trustee name

- Trustee public email address
- Term of office, including:
 - Term begin date
 - Term expiration date

For this school year, school districts must update this information as soon as possible and not later than December 1, 2026.

Ongoing Updates

Districts must update trustee information within 30 days after a new trustee is sworn into office. Districts should also update information whenever the identity of the board chair changes.

Updating Information in AskTED

TEA will use information maintained in AskTED to support compliance with these requirements. Districts should review and update trustee information as needed to ensure all required information is complete and accurate.

Contact Information

For questions regarding SB 12 compliance requirements or this correspondence, email generalinquiry@tea.texas.gov.

For assistance identifying your district's AskTED administrator or accessing AskTED, email AskTED@tea.texas.gov.

For assistance with certification submission requirements specific to open-enrollment charter schools, email CharterAskTED@tea.texas.gov.