

Due to the disruption caused by the COVID-19 emergency and the consequent exercise of the waiver authority provided to the Commissioner of Education in Texas Education Code (TEC) §48.005(n), local education agencies (LEAs) are required to submit an asynchronous learning plan for review and approval to earn average daily attendance (ADA) funding.

LEAs must submit an online application, which includes attestations and open-ended questions, and submitted plans must be reviewed and approved by TEA to continue receiving funding for asynchronous attendance after the end of the grace period. LEAs may submit plans individually or as a consortium.

Asynchronous Plans should be submitted by October 1 to allow time for review, revision and resubmission prior to the end of grace period.

IMPORTANT: No more than one online application should be submitted per LEA. Districts may not submit revisions to their plans after the initial submission. Applicants must wait until their plan is final and receive a notification about the results of their review, to resubmit. TEA will only review one plan, so if two plans are submitted, TEA will not review the second submission unless formally notified of the resubmission requirement.

Guidance, additional materials, and resources can be found on the TEA Website, linked [here](#).

For questions, please email AsynchronousPlanReview@tea.texas.gov

Guidance on Asynchronous Plans: Section Topics

Click on the section topics below to go directly to that section of the FAQ

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Letter of Intent

1. When must a district submit a Letter of Intent (LOI)?

LEAs should complete an LOI to notify the agency of its intent to develop an Asynchronous Plan prior to the first day of asynchronous instruction. Only one submission per LEA is required and it is not necessary to resubmit should your anticipated date of plan submission change. Submitting

this online application results in contingent approval of funding for asynchronous remote instruction through the end of the grace period.

2. Will I receive notification of my LOI submission? How can I check to make sure it's been received?

Yes, LEAs will receive an email confirmation of their LOI submission with links to additional resources for plan development and the link to the application for submitting the asynchronous plan application. TEA will also be publishing a list of all of the LEAs who have submitted LOIs in the next week.

Online Plan Submission

3. I noticed that the link to the online plan submission was no longer available, how do I submit my plan?

LEAs that had submitted LOIs to the agency by 8/05/2020 received plan submission links via email on 8/11/2020 from AsynchronousPlanReview@tea.texas.gov. LOIs received after that date will be receiving plan submission links on a weekly rolling basis after submission. District contacts that believe they should have received a plan submission link via email and have not already, please email AsynchronousPlanReview@tea.texas.gov.

4. We have already submitted our plan using the old link, is it necessary for us to submit again using the new link?

No, LEAs do not need to submit their plan again using the new link. No further action is required of the LEA until notification of plan review outcome.

5. Since we plan to submit an Asynchronous Instruction Plan, do we also need to submit a Synchronous Attestation? We have gotten guidance encouraging us to submit both. We are hesitant to do that. What guidance can be provided?

If your district is planning to offer solely synchronous instruction and to take attendance based on synchronous instruction only for any students/grade level, then you will need to also submit the synchronous attestation. However, if you plan to offer a combination of asynchronous and synchronous instruction for all grade levels and students and you're planning to take attendance using one of the approved asynchronous methods (i.e. data from the Learning Management System (LMS) showing progress made that day, curricular progress evidenced from teacher/student interactions made that day, completion and submission of assignments planned for that day), then just an asynchronous plan is needed.

6. Is board approval required for the asynchronous plan?

LEAs need to either have their plan be board approved, or receive pre-approval from their board, indicating they will approve the plan. Either way a date does need to be entered with their plan submission.

7. Can our plan be pre-screened or reviewed by TEA staff for feedback prior to submission?

Unfortunately, we are not able to review plans prior to submission. However, please note that we do have an initial screening process for all submitted plans. Once your plan is submitted, if the review committee feels that there is not enough information to sufficiently address all components of the rubric, we will ask you to revise and resubmit the plan before we formally review it. Also, if the plan is submitted and not approved, you will have opportunities to revise and resubmit in order to meet the criteria for approval.

8. I accidentally submitted our plan without any attachments, what should I do?

After submitting your plan, a plan submission confirmation email will be generated and sent that includes a retake link. Using this link will overwrite your previous submission so that the LEA has the opportunity to resubmit their plan without creating a duplicate submission that will not be reviewed.

9. We have made changes to our plan; can we submit the revised plan?

No, LEAs should not resubmit a new plan unless they receive notification from TEA that their plan did not include sufficient information to continue on for review during the initial screening process or resubmission is required as the outcome of their official review.

10. Will LEAs have the option to submit their entire plan as an attachment instead of answering the open response questions? Will we be prompted to do so?

The online application survey now includes language at the start of the open response section that allows LEAs to upload their plan in its entirety as an attachment using any of the open response portals. It is then advised that the responses to the open response questions be “see attachment”. While this is an option for submission, LEAs may still choose to address each key requirement individually as text in the open response or via individual attachments directly related to the prompt.

Plan Development

11. In reviewing the exemplars, I observed a blend of synchronous and asynchronous embedded into the day. In the rubric, I did not view that synchronous was a requirement. Please advise.

Synchronous instruction is not a requirement of asynchronous instructional plans. All requirements for the asynchronous plans are included in the rubric, and there are many different ways to structure your asynchronous remote instruction to meet these requirements.

Many LEAs are including a mix of synchronous and asynchronous instruction in their asynchronous plans in order to best meet the needs of their students, but the amount of time and the way the synchronous instruction is structured is varying greatly between plans.

12. Is the expectation for the virtual learners to participate in an on-campus grade level schedule?

Some LEAs are designing their remote instructional schedules to match their on-campus schedules for ease of ensuring students are meeting all of their daily academic requirements and to facilitate the potential transitioning of students between remote and on-campus environments. However, this is not a requirement. The only requirement for daily asynchronous remote instructional schedules is that all students should engage in daily academic work that **is equivalent to direct content work that a student would be engaged in over a normal school year**. As guidance, this direct work with academic content matches or exceeds the following average daily minimums across all subjects:

- Half day PreK – 90 instructional minutes
- Full day PreK – 180 instructional minutes
- K through 5th grade – 180 instructional minutes
- 6th through 12th grade – 240 instructional minutes

13. How do you address the issue of a student completing the assigned tasks earlier than the pre-planned time for the content class and not receiving their complete minutes for the day?

Regarding students who complete the assigned tasks earlier than the pre-planned time for the content class, you should outline the expected time for students to interact with academic content and interact with the teacher(s) and receive instructional support. For students who finish early, you can develop in advance challenge tasks or extension activities related to the topic.

14. Are LEAs required to use the blank template that is posted on the webpage and was sent to us as an attachment?

While the blank template is optional, we encourage LEAs to use it for planning and submission purposes. The template aligns directly to the evaluation rubric ([link](#)) and following it ensures that you are clearly and intentionally addressing all of the criteria in the rubric. It is allowable to use this template for planning, submission, and external posting purposes. Please note that while the use of the blank template is optional for initial submission, should the LEA receive formal notification of resubmission after formal review, the use of the template will be required.