COVID-19 Public School Case Report Instructions

Introduction

The Texas Department of State Health Services (DSHS) is working closely with the Texas Education Agency (TEA) to monitor, track, and coordinate public health responses to COVID-19 cases in Texas public schools.

The [COVID-19 Public School Case Form](#) is to be used by Texas Local Education Agency (LEA) staff to report laboratory confirmed COVID-19 cases in public schools. Case information should be supplied for a student, teacher, or staff member who participates in any on campus activity is lab-confirmed with COVID-19. Anti-body tests that show an individual has anti-bodies but is not necessarily currently infected do not require a case report. Cases are tracked on a dashboard maintained by the Texas COVID-19 Education Committee (TCEC) and used to inform the Governor's Office, DSHS and TEA executive staff, LEAs, and other stakeholders.

The following form is intended for use by LEA staff to report laboratory-confirmed COVID-19 cases in public schools. This form does not replace the requirement to report positive cases to your local health department and is separate for DSHS contact tracing.

Instructions

This form is to be used to report new COVID-19 cases for the day(s) the school is notified of such cases. Please submit the form each Monday by 5 pm central time to ensure the TCEC can coordinate timely response activities. Report cases you are notified of the prior Monday through Sunday. All sections noted with red asterisks (*) are required.

Do not submit a report if you do not have any COVID-19 cases for the reporting week.

For technical assistance with the online form or to report inaccurate information or errors, please email COVIDCaseReport@tea.texas.gov.

From the main page, click on the Submit New Report button.

Section 1 of 3: School Identification

Please provide information about the school and the person submitting the report.

1. **Is this report for cases on a single campus, for staff cases that impact multiple campuses, or cases for non-school campus administrative staff? ***

   - Select Single Campus if the cases being reported are located at one campus.

   - Select Multiple Campuses if the cases being reported are for staff that

may work at more than one campus (e.g. dyslexia specialists, intervention specialists). Staff reported for Multiple Campuses should not be reported on Single Campus reports.

- Select Non-Campus Administrative for any staff who are not working directly on a single campus or multiple campuses. This could include administrative staff at a district administration building, maintenance staff, etc. Students should not be reported under this option.

2. 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 Campuses is selected in the preceding question.

Verify that the auto-populated organization information is correct before proceeding. Enter any information that needs to be corrected in the Reporter Comment(s) section.

3. LEA Authentication Code *

Enter the LEA Authentication Code for your school or LEA. The codes were emailed to the superintendents. The form will not save if the correct authentication code is not entered. Each LEA was issued a unique authentication code. The same authentication code will be used for all campuses within the district.

4. Reporter Email *

Enter the email address of the school personnel entering the report.

5. Reporter Phone Number *

Enter the phone number and extension, if applicable, of the school personnel entering the report.

6. Reporter Comment(s)
If any auto-populated school information is not accurate, please comment here to enter accurate information for the school or district.

Section 2 of 3: Case Information

Please report all new COVID-19 cases that the school was notified of the previous week (Monday through Sunday). You may report a maximum of 20 cases per form. Please submit additional COVID-19 school report forms for any additional cases. Please ensure the total number of cases reported on all forms for the previous week equal the total number of cases the school was notified of during the previous week.

1. **What is the total number of new COVID-19 cases the school was notified of during the previous week? ***

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.

2. **How many of the total number of new COVID-19 cases are being reported on this form? (maximum 20 cases per form) ***

Select the number of cases being reported on this form.

3. **Date on Which Confirmed Case Notification Was Received ***

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

4. **Notified by ***

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

5. **Case Individual Type ***

From the drop-down menu, select the option that best describes the case being reported, either student, staff, or other.

- If Staff option is selected move to next question.
- If Other (on campus close contact occurred) option is selected move to next question.
- If the student option is selected, an additional field opens:
    Student Grade: From the drop-down menu, select the grade of the student.

6. **Was the positive case contracted on campus or off campus? ***

From the drop-down menu, select the option that best describes how the case was contracted.

7. **School-specific contacts identified? ***

From the drop-down menu select Yes, No, or Unknown. If the Yes option is selected, additional fields open:

- *Total Staff Close Contacts *:* Type in the number of staff contacts associated with this case. If the number of contacts is unknown, enter 9999.

- *Total Student Close Contacts *: Type in the number of student contacts associated with this case. If the number of contacts is unknown, enter 9999.

Section 3 of 3: School Operations

Please provide the following information regarding the school's operations related to the cases being reported today. This section is only applicable if Single Campus is selected in Section 1.

- **As a result of any cases reported on this form, was your entire campus closed? ***
  If Yes, an additional field opens:

  *How many 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 case details. This returns the user to the main page to Submit New Report.

Save & New

Click the green Save & New option to save the case details and enter another form. This clears the form and allows the user to enter a new case 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.

Change Log

Date	Section	Description of Change
12/14/21	1.1	A new option in the drop-down list, Non-campus Administrative was added.