



## **Statewide Course Catalog**

### **Public School District and Open-Enrollment Charter School Agreement 2024-2025**

Note: The following agreement contains language reflective of current Texas Virtual School Network (TXVSN) processes and operations. The Texas Education Agency (TEA) will notify receiver districts of any changes to processes, operations, and related functions as needed and will invite receiver district feedback.

The TXVSN, created by the 80th Texas Legislature in 2007, provides teacher-led, highly interactive electronic (online) courses that have been approved by the Texas Education Agency (TEA) to Texas students and schools. The following terms of agreement provide guidelines necessary for participation in the TXVSN statewide course catalog. This agreement requires an annual signature from the public school district or charter school superintendent and designation by the superintendent of a TXVSN District Administrator. The parties to this agreement are TXVSN central operations and the TXVSN receiver district whose official representative's name and authorized signature appear below. Please read the agreement in its entirety before signing.

### **Definitions**

1. State virtual school network, Texas Virtual School Network, network, and TXVSN mean the state-led online learning initiative established under Texas Education Code (TEC) Chapter 30A. The TXVSN is comprised of two components, the supplemental statewide course catalog and the full-time virtual online schools program. Authorized by the TEC Chapter 30A, the TXVSN is a partnership network administered by the TEA in coordination with regional education service centers (ESCs), Texas public school districts and charter schools, non-profit entities, private entities, corporations, and institutions of higher education as defined by 20 U.S.C. §1001.
2. TXVSN course provider (or course provider) is an entity that meets eligibility requirements and provides an electronic course through the TXVSN.
3. An electronic (online) course is an educational course in which instruction and content are delivered primarily over the Internet, a student and teacher are in different locations for a majority of the student's instructional period, most instructional activities take place in an online environment, the online instructional activities are integral to the academic program, extensive communication between a student and a teacher and among students is emphasized, and a student is not required to be located on the physical premises of a school district or charter school. An electronic course is the equivalent of what would typically be taught in one semester. For example: English IA is treated as a single electronic course and English IB is treated as a single electronic course.
4. TXVSN central operations refers to TEA and other designated staff charged with carrying out the day-to-day operations of the TXVSN, including the centralized student registration system, statewide course catalog listings, and other administrative and reporting functions.
5. TXVSN course review refers to the submission and review process that ensures courses provided through the TXVSN meet requirements adopted by the State Board of Education and the commissioner of education per TEC, Chapter 30A.
6. The TXVSN statewide course catalog is a supplemental online instructional program available through approved TXVSN course providers.
7. TXVSN receiver district (or receiver district) is a Texas public school district or charter school that has one or more students enrolled in the district or charter school who take one or more online courses provided through the TXVSN statewide course catalog.
8. Course and enrollment types:
  - a. Accelerated courses are scheduled for less than 10 weeks in duration.
  - b. Semester-paced courses follow a traditional semester schedule of 10 or more weeks in duration.

- c. Continuous enrollment courses have a flexible instructional start and end date.
  - d. Non-continuous enrollment courses have a fixed instructional start and end date.
9. Successful course completion is the term that applies when a student taking a course has demonstrated academic proficiency of the content and has earned a minimum passing grade of 70% or above on a 100-point scale, as assigned by the properly credentialed online teacher(s).
  10. A responsible adult is the person designated by the school district or open-enrollment charter school who is 21 or older and is not a relative of a student. An examination proctor must be a responsible adult.
  11. A course examination is an assessment that measures students' mastery of 50% or more of the entire course knowledge, skills, and student expectations.
  12. School days, for the purposes of calculating the TXVSN course drop period, follow the schedule determined by TXVSN central operations.
  13. Course cost is the per student fee that TXVSN course providers charge to deliver an instructor-led online course provided through the TXVSN statewide course catalog to students. Each TXVSN course provider must publish its course cost in the TXVSN catalog. Per TEC, §30A.155, course cost may not exceed \$400 dollars per semester course. Many TXVSN course providers charge a lesser fee.
  14. Normal course load for a student is defined by the Texas Attorney General as seven credit hours per school year (i.e., seven courses per semester).

## **TXVSN Receiver District Responsibilities**

### **TXVSN receiver district shall implement legal requirements by:**

1. notifying students and parents of the option to enroll in an electronic course offered through the TXVSN at the time and in the manner that the school district or open-enrollment charter school informs students and parents about courses offered in the district's or school's traditional classroom setting;
2. adopting and sending, at least once per school year, to a parent of each district or school student enrolled at the middle and high school level a copy of the written policy adopted under TEC, §30A.007 that provides students with the opportunity to enroll in electronic courses provided through the TXVSN, consistent with TEC §26.0031. This policy must:
  - a. specify how parents and students are to be notified of the option to enroll in courses offered through the TXVSN;
  - b. not deny the request of a parent to enroll a student in a course offered through the TXVSN, other than as allowed by exceptions specified in TEC §26.0031; and
  - c. ensure that the Admission, Review, and Dismissal committee of a student with a disability determines if enrollment in a TXVSN course(s) meets the student's needs.
3. following attendance accounting procedures for TXVSN courses based on criteria established by TEC, Chapter 30A and described in the most current version of the TEA's annual Student Attendance Accounting Handbook, including withdrawing a student from a TXVSN course when the student is no longer actively participating in the course.
4. confirming student eligibility to enroll in a course provided through the TXVSN based on the following criteria:
  - a. the student, on September 1 of the school year;
    - i. is younger than 21 years of age; or
    - ii. is younger than 26 years of age and entitled to the benefits of the Foundation School Program (FSP) under the TEC, §42.003;

- b. the student has not graduated from high school; and
- c. the student
  - i. is otherwise eligible to enroll in a public school in this state; or
  - ii. meets the following requirements:
    - 1. is a dependent of a member of the United States military;
    - 2. was previously enrolled in high school in this state; and
    - 3. no longer resides in this state as a result of a military deployment or transfer.
- 5. understanding that if an eligible student participates in a course offered through the TXVSN, meets the requirements for enrollment, and is enrolled in the Texas school district or charter school, the student is eligible to generate FSP funding in the same manner as a student who receives instruction in a traditional classroom. A student is eligible to generate FSP funding for participation in a TXVSN course or program regardless of whether the student is physically present at school while participating in the course or program.
- 6. recognizing that for a TXVSN course to count toward Average Daily Attendance (ADA) eligibility status, the student must successfully complete the course.
- 7. understanding that a total of no more than three semester courses taken through the TXVSN statewide course catalog during any one semester may be used in determining a student's ADA eligibility, except for a student who lacks eight or fewer credits to meet his or her graduation plan, per the specifications in TEA's current annual Student Attendance Accounting Handbook.
- 8. recognizing that it may decline to pay the cost for a student of more than three courses during any semester during the regular school year or a course taken during the summer semester, although this does not limit the ability of the student to enroll in additional electronic courses at the student's expense.
- 9. recognizing that full-time enrollment in the TXVSN means enrollment in four or more TXVSN courses and confirming the eligibility of the student to enroll full-time in courses offered through the TXVSN. A student enrolled in a TXVSN receiver district is eligible to enroll full time in courses offered through the TXVSN statewide course catalog only if the student meets the eligibility requirements in 4(a) – (c)(i) and meets one of the following three criteria:
  - a. was enrolled in a public school in this state in the preceding school year;
  - b. is a dependent of a member of the United States military who has been deployed or transferred to this state and was enrolled in a publicly funded school outside of this state in the preceding school year;
  - c. has been placed in substitute care in this state, regardless of whether the student was enrolled in a public school in this state in the preceding school year; or
  - d. is a dependent of a member of the United States military; and
    - i. was previously enrolled in high school in this state; and
    - ii. no longer resides in this state as a result of a military deployment or transfer.
- 10. establishing local procedures for students who reside within the district or open-enrollment charter school's attendance zone and are eligible to enroll but are not enrolled in a school district or charter school ("un-enrolled students") to register for up to two electronic courses per semester offered through the TXVSN statewide course catalog. The un-enrolled student (e.g., private school or home school student) is not eligible to generate FSP. The district or charter school shall charge the course cost published in the TXVSN course catalog for enrollment in an electronic course provided through the TXVSN statewide course catalog to the student. Un-enrolled students will be assigned to the receiver district's campus in the TXVSN system for purposes of TXVSN reporting and invoicing only. Procedures must:
  - a. address collection of the course cost from the student by the district or charter school and timely payment

- for the course per the invoicing process identified by TXVSN central operations;
- b. address award of the appropriate unit of credit to the student for completing the course;
- c. note that the un-enrolled student is not considered to be a public school student and is not entitled to any right, privilege, activities, or services available to a student enrolled in a public school, other than the right to receive the appropriate unit of credit for completing an electronic course;
- d. communicate whether a nominal administrative fee, not to exceed \$50, will be assessed to the un-enrolled student by the district or charter school (TEC §30A.155); and
- e. ensure that the semester course cost does not exceed \$400.

**The TXVSN receiver district shall plan and implement participation in the TXVSN statewide course catalog by**

11. designating staff to fulfill the following TXVSN roles:
  - a. the District Administrator is the primary contact with TXVSN central operations for all compliance and financial communications as well as for access to TXVSN systems for district-wide student records and reporting;
  - b. the TXVSN Site Coordinator(s) enrolls students in TXVSN courses; receives grade reports from course instructors; proctors or arranges examination proctors; mentors, monitors, and supports students taking courses or supervises persons assigned to mentor, monitor, and support students; and, serves as a primary contact for the online course instructor; and
  - c. a mentor is a responsible adult who is assigned to mentor, monitor, and support all students to ensure satisfactory progress is made in the course.
12. abiding by the enrollment schedule and any published priorities, enrollment and drop dates, and processes established by TXVSN central operations.
13. supplying TXVSN central operations with a current listing of campus principals and notifying the principals that they are required to confirm the registration of TXVSN Site Coordinator(s) on their campus.

**The TXVSN receiver district shall use TXVSN systems to:**

14. select the course that best meets students' needs by reviewing the course catalog descriptions and TXVSN course provider data published in the TXVSN course catalog.
15. notify TXVSN central operations of all course drops by the deadlines established by TXVSN central operations using the MyTXVSN secure workspace.
16. monitor key dates for students to drop courses according to the following drop periods:
  - a. For a non-continuous enrollment course, a 14-school-day drop period after instructional start date;
  - b. For a continuous enrollment course, a 14-school-day drop period after instructional start date or after student's enrollment date if student joins the course after the instructional start date; and
  - c. For an accelerated course, a four-school-day drop period after the instructional start date.
17. follow appropriate **dual enrollment** procedures for a dual credit course, including:
  - a. registering the student in TXVSN using the MyTXVSN system;
  - b. enrolling the student into the TXVSN course;
  - c. applying to and also enrolling the student in the selected institution of higher education offering the dual credit course through the TXVSN;
  - d. adhering to the selected higher education institution's enrollment and drop schedule; and

- e. implementing dual credit rules as established by the TEA and the Texas Higher Education Coordinating Board. The Texas Administrative Code (TAC), §4.84 and §9.144, requires that any dual credit partnership between a secondary school and a public college include a written agreement approved by the governing boards or designated authorities of both institutions. The agreement between the secondary school and a public college must comply with the TXVSN agreement for courses provided through the TXVSN. This TXVSN agreement does not replace the agreement between the institution of higher education and the secondary school.

**The receiver district shall support students enrolled in TXVSN statewide catalog courses by:**

18. ensuring that the TXVSN Site Coordinator(s) and mentor(s) communicate regularly with course instructors and with students to monitor students' progress throughout the course and support their successful course completion.
19. accepting the final grade awarded by the TXVSN course provider for students still enrolled in a TXVSN course after the drop period has passed and applying local grading policy and weights as appropriate.
20. retaining responsibility for providing student services, including bilingual/ESL education, special education, hospital/homebound services, migrant education, §504, or other support services. It is the responsibility of the receiver district to communicate a student's need for modifications or accommodations well in advance of the course start date.
21. providing technical support to students when the school's software and hardware are used to access courses.
22. providing students with required materials such as textbooks, calculators, or lab materials for the selected course if not included by the course provider. Required materials are noted in the course detail description of each course.
23. ensuring that an adult who is 21 or older monitors the student during laboratory and field investigations and physical activity in physical education courses.

**The receiver district shall apply the most current attendance accounting rules established by the TEA.**

**Important PEIMS Reporting Information:** The receiver district shall ensure that student enrollment in each TXVSN catalog course is reported per PEIMS Code Table C182 using the Non-Campus Based Instructional Code "05".

The following examples of attendance accounting rules for students who are enrolled in the receiver district are taken from the Student Attendance Accounting Handbook:

24. Enrollment in courses taken through the TXVSN may apply toward ADA eligibility status. For a TXVSN course to count toward ADA eligibility status, the student must successfully complete the course regardless of whether or not the student is physically present at the school when taking the online course.
25. For purposes of determining and reporting the ADA eligibility code of a student enrolled in one or more TXVSN courses (i.e., for purposes of determining whether the student is eligible for half-day or full-day attendance), the student is considered to be scheduled for and receiving instruction for 60 minutes each day for each virtual course taken through the TXVSN. In other words, each TXVSN course is considered to be 60 minutes of daily instructional time for purposes of the 2- through 4-hour rule. (See 3.2.2 Funding Eligibility for more information on ADA eligibility.)
26. A total of no more than three semester courses taken through the TXVSN statewide course catalog may be used in determining a student's ADA eligibility for any one semester with a maximum of six total semester courses in a school year. (An exception applies to a student who lacks up to eight semester courses to meet his or her graduation plan, is in the final semester of the school year, and did not generate FSP funding in the first semester of that school year. That student may earn funding for a maximum of six semester courses through the TXVSN course catalog in the second semester of the school year. (See 12.2.2.1 for more information.)
27. For purposes of recording a student's daily attendance, a student enrolled full time in TXVSN courses (enrolled in a minimum of four TXVSN courses) is considered to have been present (in attendance) for each day of instruction in the

reporting period.

28. The daily attendance of a student who is not enrolled full time in TXVSN courses is determined by whether that student was present or absent at the official attendance-taking time, or, if the student is not scheduled to be on campus at the official attendance-taking time, whether the student was present or absent at the alternate attendance-taking time set for that student.
29. The TEA determines a student's ultimate ADA eligibility status for a semester based on whether the student successfully completed each TXVSN online semester course in which the student was enrolled, using high school course completion data reported by the district. If the student did not successfully complete a TXVSN high school course, the TEA adjusts the student's ADA eligibility status accordingly. Resulting adjustments to the district's FSP funding are made in the following school year.

**The receiver district shall agree and adhere to the following financial procedures:**

30. TEA is not a vendor. TEA does not manage the internal purchase orders (POs) of a district or charter school. The district or charter school is responsible for management of their purchase orders.
31. A school district or open-enrollment charter school may charge a fee for enrollment in an electronic course provided through the TXVSN statewide course catalog to a student who resides in this state and: (1) is enrolled in a school district or open-enrollment charter school as a full-time student with a course load greater than that normally taken\* by students in the equivalent grade level in other school districts or open-enrollment charter schools; elects to enroll in an electronic course provided through the network for which the school district or open-enrollment charter school in which the student is enrolled as a full-time student declines to pay the cost, as authorized by TEC §26.0031(c-1); or enrolls in a TXVSN course during the summer. (\*A normal course load is defined by the Attorney General as seven credit hours per school year (i.e., seven courses per semester.)
32. A school district or open-enrollment charter school that is not the course provider may charge a student enrolled in the district or school a nominal fee, not to exceed \$50, if the student enrolls in an electronic course provided through the TXVSN that exceeds the course load normally taken\* by students in the equivalent grade level as authorized by TEC §30A.155 (c-1). (\*A normal course load is defined by the Attorney General as seven credit hours per school year (i.e., seven courses per semester.)
33. The receiver district is responsible for making timely payment of 100% percent of the course cost for each student remaining in the course after the designated drop period and successfully completing coursework. It is responsible for timely payment of 70% of course cost for each student remaining in the course after the designated drop period, including students who were withdrawn after the designated drop period or did not successfully complete the coursework.
34. The receiver district is responsible for making timely payment for any course cost, even in the event where the district drops a student due to the student leaving the district and the student subsequently completing the course. In the event the student's new school district accepts the TXVSN receiver agreement and the course, then the new receiver district is then responsible for making timely payment, if the prior receiver district has not paid the course cost.
35. The receiver district will receive an invoice at the end of each semester based on the conditions noted above for each course provider in which the district had one or more student enrollment(s), including a student who transfers from the receiver district to another educational setting after beginning enrollment in a TXVSN course.
36. Payment of the course cost is due from the receiver district to the TEA in the amount and by the deadline indicated on the invoice regardless of the receiver district's internal policy regarding timing of a student's payment to the district, in cases where a student may be legally required to pay the course cost.
37. The receiver district will address any fee or invoice disputes directly with the course provider through the process identified by TXVSN central operations.



## **TXVSN Course Provider Responsibilities**

### **A TXVSN course provider shall:**

1. implement the TXVSN Course Provider Agreement.
2. provide access to courses as articulated in the TXVSN course catalog.
3. provide instructors who are Texas-certified in the course subject area and grade level (TEC Chapter 21, Subchapter B). Higher education institution instructors are subject to credentialing requirements of the higher education institution and may or may not have K-12 certifications.
4. provide online instructors who have successfully completed TXVSN-approved professional development (TEC §30A.112) or otherwise meet the requirements of the TXVSN Professional Development Policy.
5. retain records of background checks and fingerprinting for contract, substitute, or online instructors as articulated in TEC§22.0834(a) and §22.0836(h).
6. provide student progress reports and award a final grade in numeric format in accordance with the guidelines established by TXVSN central operations.
7. supply the district, school, and students with access to its acceptable use policy, course schedule, and other policies and procedures.
8. not promise or provide equipment or any other thing of value to a student or a student's parent as an inducement for the student to enroll in an electronic course offered through the state virtual school network (TEC §30A.1052).
9. follow the Financial Aid for Swift Transfer (FAST program) rules as determined by the Texas Higher Education Coordinating Board (THECB) if the course provider is an institution of higher education and participates in the FAST program.

## **TXVSN Central Operations Responsibilities**

### **The TXVSN central operations shall:**

1. ensure that all courses included in the TXVSN statewide course catalog are reviewed to ensure alignment with the Texas Essential Knowledge and Skills (TEKS) and other quality standards, per the requirements established in TEC, Chapter 30A.
2. publish the TXVSN course catalog, including courses, sections, and seats.
3. provide security for all TXVSN online data, information, and transactions.
4. provide the MyTXVSN secure workspace for reconciliation of student registration/enrollment data and use as the TXVSN communication center.
5. act as liaison between the receiver district and TXVSN course provider as appropriate.
6. make informed choice data on courses and TXVSN course providers available on <https://catalog.mytxvsn.org>.
7. collect and publish student and parent satisfaction data (TEC §30A.1021, as well as TXVSN course provider success data) on a routine basis.
8. staff a TXVSN Help Desk.
9. provide equal access to and support for each TXVSN course provider's courses.
10. facilitate TXVSN invoices sent to receiver districts and payments to be paid to TEA by receiver districts.

## Responsibilities of All Parties

### All parties agree to the following:

1. No party assumes liability for systems under the control of the other party or for actions of the employees of the other party.
2. No party has agreed to waive defense, right, immunity, or other protection under the law.
3. Except as otherwise provided in the Preamble above and in the Term of Agreement below, this agreement may not be amended or modified except by written agreement signed by both parties. This agreement supersedes all prior written or verbal representations or agreements concerning the subject matter of this agreement. TXVSN central operations may add additional requirements in order to provide economical, efficient and quality services to Texas students. Any such requirements shall be an amendment to this agreement and notice thereof shall be given by TEA to each receiver district on a timely basis.
4. No person(s) shall, on the basis of race, color, national origin, sex, religion, age or disability, be excluded from participating in the TXVSN, be denied the benefits of the TXVSN, or be otherwise subjected to discrimination.
5. No otherwise eligible student shall, solely by reason of disability, be excluded from participation in courses offered through the TXVSN.
6. All notices required in this agreement shall be in writing unless otherwise specified.
7. TEA may exercise all or any remedies available to it under law to enforce the provisions of this agreement.
8. This agreement shall be interpreted according to the laws of the State of Texas. Exclusive venue for any disputes concerning the agreement shall be Travis County, Texas.
9. The persons signing this agreement are authorized by their respective entities to bind the entities to this agreement.

## Terms of Agreement

1. The term of this agreement is one year, beginning on the date both parties have signed same below. The agreement may be automatically renewed from year to year for additional one-year terms unless either party gives notice to the other party at least 30 days before the end of the term that such party intends to terminate the agreement at the end of the term or TXVSN makes updates to the agreement. The obligations of the receiver district shall continue and termination shall not be effective until all students enrolled in any courses at the time notice of termination is given have completed the course and all final course grades have been received. No students may be enrolled in any new courses through TXVSN once notice of intent to terminate has been given.
2. TEA may end this agreement without penalty if legislative authorization to offer an online course through the TXVSN is revoked.



## District Roles

Each district must establish a TXVSN Administrator and provide TXVSN invoice recipient contacts. Details are provided below.

### 1. TXVSN Administrator (Required)

The TXVSN District Administrator will have access to district-wide confidential student data, TXVSN reports and financial data and will serve as a primary contact for the district. The TXVSN District Administrator will also manage students in the MyTXVSN system and assist with student course enrollments. Please identify a TXVSN District Administrator and provide the contact information below. (All fields are required.) The TXVSN Administrator will also receive a copy of the TXVSN invoices that are emailed to the district's business office.

Name \_\_\_\_\_ | Title \_\_\_\_\_

Email \_\_\_\_\_ | Phone \_\_\_\_\_

### 2. TXVSN Invoice Recipients - District Business Office (Required)

The Texas Education Agency will email the receiver district's district-level business office an invoice at the end of each semester for each course provider in which the district had one or more student enrollment(s). **Please confirm with your accounts payable department which group mailbox or business office employees contacts should be provided to ensure the TXVSN invoices are sent to the appropriate individual. Please share a copy of the signed agreement with the business office upon completion of this document.**

Please provide a) the email address of the district-level business office group mailbox (preferred) or b) provide the contact information for two district level business office employees who should receive invoicing information.

#### A. District-level business office group mailbox and phone number (e.g., [accountspayable@greatisd.org](mailto:accountspayable@greatisd.org), 555-555-5555)

Email \_\_\_\_\_ | Phone \_\_\_\_\_

OR

#### B. Two district business office employees. (Complete all fields.)

1. Name \_\_\_\_\_ | Title \_\_\_\_\_

Email \_\_\_\_\_ | Phone \_\_\_\_\_

2. Name \_\_\_\_\_ | Title \_\_\_\_\_

Email \_\_\_\_\_ | Phone \_\_\_\_\_

### 3. Additional TXVSN Invoice Recipients (Optional)

If there are additional district personnel who should receive a copy of the TXVSN invoice, please list their names and contact information below.

1. Name \_\_\_\_\_ | Title \_\_\_\_\_  
Email \_\_\_\_\_ | Phone \_\_\_\_\_

2. Name \_\_\_\_\_ | Title \_\_\_\_\_  
Email \_\_\_\_\_ | Phone \_\_\_\_\_

### Authorized Signature

Persons authorized to enter into this agreement are as follows:

- Texas Public District: Superintendent
- Texas Open-enrollment Charter School: Chief Executive Officer

**Complete all fields below. Use Adobe Acrobat (or similar software) to digitally sign this form or provide a hand-written signature.**

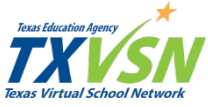
Name of Superintendent/CEO \_\_\_\_\_ | Title \_\_\_\_\_  
District \_\_\_\_\_ | CDN \_\_\_\_\_  
Email \_\_\_\_\_ | Phone \_\_\_\_\_

Authorized Official's Signature \_\_\_\_\_ | Date \_\_\_\_\_

\_\_\_\_ I understand, by my signature above, the district or charter school is obligated to comply with all requirements contained in this agreement.

### Completion Directions

Please complete the campus activation form on the next page and submit this signed annual agreement document to the [TXVSN help desk](#).



Receiver District or Open Enrollment Charter School  
TXVSN Campus Activation Form

- 1. List every campus that will be using the Texas Virtual School Network (TXVSN) catalog services in the below table, not just the new campuses.
- 2. Please fill out the entire row completely for each campus and submit this PDF Receiver Agreement to the [TXVSN help desk](#).

Campus ID (9 digit)	Campus Name	Principal First Name	Principal Last Name	Principal Email	Principal Phone