

Optional Flexible School Day Program Agreement

This document must be fully completed and signed by the school system’s Board President and Superintendent. The signed document must be uploaded into the OFSDP Smartsheet application. This document is a required component of the OFSDP application submission.

Mansfield Independent School District

Legal Name of School District or Open-Enrollment Charter School

605 East Broad Street, Mansfield, Texas 76063

Physical Address

Board Agreement

All information requested must be included with this form. The school district or open-enrollment charter school hereinafter called “district” does hereby certify and agree to the following conditions of the agreement.

1. The board of trustees of the school district or the governing board of the open-enrollment charter school **agrees to include the OFSDP as an item on the agenda** concerning the proposed application.
2. The board of trustees of the school district or the governing board of the open-enrollment charter school must discuss the progress of the program before applying to operate an OFSDP.

The proposed OFSDP application was on the agenda and discussed at the board meeting conducted on:

Month: June
 Day: 23
 Year: 2026
 Time: 06:00 PM
 Location: 1110 W. Debbie Lane Mansfield, TX 76063

The board reviewed the OFSDP program and application and approved the submission on behalf of the school district or open-enrollment charter school by authorized representatives.

Dr. Jandel Crutchfield

Name, Title, and Telephone Number of School Board President

06/23/2026

Signature of School Board President

Date

Authorized School System Official

On behalf of the school district or charter school, I hereby certify that the district/charter will implement and operate the OFSDP in accordance with Texas Education Code (TEC) §29.0822, 19 Texas Administrative Code (TAC) §129.1027, the Student Attendance Accounting Handbook, and all applicable guidance, forms, and instructions issued by the Texas Education Agency (TEA) for the applicable school year.

I certify that the information submitted in connection with this application is true and correct and the district/charter will fully comply with all application assurances, applicable laws, rules, and TEA guidance governing the Optional Flexible School Day Program.

Dr. Tiffanie Spencer

Name, Title, and Telephone Number of District Superintendent or Charter School Chief Operations Officer

06/23/2026

Signature of Person Authorized to Bind the District or Charter School

Date

OFSDP Application Guide - 2026-2027

ELIGIBLE APPLICANTS: The Texas Education Agency (TEA) will make available to eligible school districts and open-enrollment charter schools an application form that must be completed and submitted annually to the TEA for approval.

This application guide template is provided for planning purposes only. The final application must be submitted through the linked Smartsheet form available on the [OFSDP website](#).

Definition of Program Provisions

The school district or open-enrollment charter school, hereinafter referred to as the “district.”

Eligible Students

A student in any grade level is eligible to participate in an OFSDP authorized under the Texas Education Code, (TEC), §29.0822, if the student is:

- at-risk of dropping out of school, as defined by the [TEC, §29.081](#),
- attending a campus implementing an approved innovative campus plan,
- attending a TEA-designated ECHS as defined by the [TEC, §29.908](#), P-TECH, or ICIA,
- attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#), or
- not meeting attendance requirements under the [TEC, §25.092](#), resulting in denied credit for one or more classes in which the student has been enrolled.

AND

There must be an agreement in writing to the student’s participation:

- by the student, if the student is over 18 years of age; or
- by the student and the student’s parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

Board Approval

The board of trustees of a school district or open enrollment charter school must include the OFSDP as an item on a regular agenda for a board meeting. The board of trustees of a school district or charter school must discuss the progress of the program before approving the program and applying to operate an OFSDP. Please note that, pursuant to 19 Texas Administrative Code [\(TAC\) §129.1027](#), a progress report for OFSDP may be required to be included in subsequent annual applications starting the 2026-2027 school year.

Attendance Credit

A student attending an OFSDP under the [TEC, §29.0822](#), may be counted in average daily attendance (ADA) for purposes of funding under the TEC, Chapters 46, 48, and 49, only for the actual number of contact hours the student receives, not to exceed 720 hours or 43,200 minutes per 12-month period. **Students enrolled in the**

traditional program for part of the year and the OFSDP program for part of the year may not earn more than one ADA.

Assessment

The student must take the required state assessments specified under the [TEC, §39.023](#), during the regularly scheduled assessment calendar.

Continuation or Revocation of Program Authorization

Applications are approved for a period of one (1) school year. Continuation of the approval for the OFSDP will be contingent on the demonstrated success of the program. Determination of success will include a review and analysis of data provided in the mandatory final progress report(s). The commissioner of education may revoke authorization for participation in the OFSDP after consideration of relevant factors, including performance of students participating in the program on assessment instruments required under the [TEC, Chapter 39](#); the percentage of students participating in the program who graduate from high school; and other criteria agreed to in the application and adopted by the commissioner of education. A decision to revoke approval of the program by the commissioner of education is final and may not be appealed.

Reporting Requirements

Following approval of the application, the applicant may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. When requested, reports will require applicants to disclose the overall progress of the students in the program, the number of students enrolled in the program (disaggregated by ethnicity, age, gender, and socioeconomic status), the number of students graduating from high school (disaggregated by ethnicity, age, gender, and socioeconomic status), and additional criteria selected by the applicant and agreed to by the commissioner. The TEA will provide notice to applicants and additional instructions for completion of reports at least 45 days before the date a report is due, or as soon as possible, in order to give school districts and charter schools adequate time to prepare and submit the reports to the TEA. The TEA may request additional reports as necessary to monitor and assess the progress of students participating in the program.

Participation in University Interscholastic League (UIL)

A student enrolled in an OFSDP under the [TEC, §29.0822](#), may participate in a competition or other activity sanctioned or conducted under the authority of the University Interscholastic League (UIL) only if he or she meets all UIL eligibility criteria.

Application Process

- For questions or assistance regarding this application, email opfex@tea.texas.gov.
- Applications should be submitted 30 days prior to the start of the program. Start date(s) listed in the spreadsheet upload should be at least thirty (30) days after the application is submitted.

- Submit the application and all attachments through the OFSDP Smartsheet form posted on the OFSDP website.

OFSDP Application

This application guide template is provided for planning purposes only. The final application must be submitted through the linked Smartsheet form available on the [OFSDP website](#).

School System Overview	
School System Name:	Mansfield ISD
School System CDN (6-Digit):	220908
Mailing Address:	605 E. Broad Street
City:	Mansfield
State:	Texas
Zip Code:	76063
Superintendent's Name:	Dr. Tiffanie Spencer
Superintendent's Email Address:	sabinabishop@misdmail.org
School System Phone Number:	817-299-6300
District PEIMS Coordinator Name:	Iasha Pickens
Email Address:	iashapickens@misdmail.org
OFSDP Contact Name:	Dr. Natasha Epps
Email Address:	natashaepps@misdmail.org
OFSDP Contact Name:	Dr. Winston McCowan
Email Address:	winstonmccowan@misdmail.org

Attendance and Compliance Procedures of Proposed Program

1. What type of OFSDP program is the school system applying for? (Select all that apply)

- At-Risk Students – The student is at risk of dropping out of school, as defined by the [TEC, §29.081](#).

- Minimum Attendance – Students that do not meet the attendance requirements under the [TEC, §25.092](#), will be denied credit for one or more classes in which the student has been enrolled without retaking the class. Funding for attendance is limited to that which is necessary for the student to recover class credit.
- Early College High School – The student is attending a campus that has been designated by the Texas Education Agency (TEA) as an Early College High School (ECHS), as defined by the [TEC, §29.908](#), Pathways in Technology Early College High School (P-TECH), as defined by the [TEC, §29.553](#), or Industry Cluster Innovative Academy (ICIA).
- Campus Turnaround Plan – The student is attending a campus implementing an approved innovative campus plan, as defined by [TEC, §39A.107](#).
- Credit Recovery – Credit recovery classes may be offered during the summer recess for students who have not earned a full ADA during the regular school year. For an eligible OFSDP student attending summer OFSDP classes for credit recovery, funding for attendance is limited to that which is necessary for the student to recover class credit.
- Campus Dropout Recovery – The student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081 \(e-1\)](#), in which courses are offered on-campus 100% of the time. To be eligible for this designation, the campus will be designated by TEA as an Alternative Education Campus (AEC) of Choice - Dropout Recovery School. More information can be found on the [Performance Reporting Division website](#).
- Remote/Hybrid Dropout Recovery – The student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081 \(e-2\)](#). A dropout recovery program can be offered for students to work in a remote or hybrid setting, only if the campus is designated by TEA as an Alternative Education Campus (AEC) of Choice - Dropout Recovery School and meets the requirements of [TEC, §29.081 \(e-2\)](#). More information can be found on the [Performance Reporting Division website](#).

Please ensure that all questions below are addressed for each selected program type and for each campus listed in the OFSDP spreadsheet.

2. Describe the program goals and objectives. (The goals and objectives must align with the type of OFSDP program that is planned to be offered).

To provide flexible hours and days of attendance for students who meet at least one of the requirements of the Texas Education Code §29.0822(a). The goal of the program is to improve graduation rates for students who are in danger of dropping out of school, have dropped out, or are behind in credits.

3. Provide the proposed schedule offered to students participating in the OFSDP, specifying days of the week and times courses are available. If the program is proposed at more than one campus, include the full proposed schedule for each campus location.

Monday: 4:00pm - 8:00pm, Wednesday: 4:00pm - 8:00pm, Thursday: 4:00pm - 8:00pm

4. Provide an outline of staff positions and resource personnel (teachers, administrators, counselors, support staff, etc.) associated with the program. Include contact hours each staff position will be obligated to the program.

4 core teachers, 4 elective teachers, 1 counselor, 1 attendance/peims clerk. All OFSDP personnel will be full time employees and will be compensated with extra-duty pay during the proposed schedule listed in question #2.

5. Describe the procedures for identifying students, including how the school confirms and documents student eligibility and obtains student and parental consent for OFSDP participation. (Student or parental consent is required in writing)

All student being considered for our OFSDP program go through an application process that is submitted by the home campus counselors. Upon receiving the application, the OFSDP coordinator reviews the application in collaboration with the OFSPD peims clerk, and also reviews the student profile via skyward to ensure the student is eligible by meeting one of the requirements of TEC §29.0822(a). Students who dropout of high school and are listed as a 98 will be enrolled in the OFSDP. The OFSDP coordinator will work with campus PEIMS clerks to confirm the 98 status and obtain parent consent to enroll in the OFSDP.

6. Indicate the estimated number of OFSDP students that will be served per teacher. (The student–teacher ratio for in-person dropout recovery programs must not exceed 28:1. For elementary grade levels, the ratio is limited to 22:1. Districts of Innovation campuses may be eligible for applicable exceptions.)

No more than 15

7. Describe the district’s plan for serving students in the OFSDP should the need arise for special education, career and technical education (CTE), pregnancy-related services, and/or bilingual/ESL education.

The response must include:

- How services will be provided;
- Required teacher certifications in each program area; and
- How services will comply with the Student Attendance Accounting Handbook.

Our OFSDP program will have three teachers certified in Special Education EC-12, ESL and Secondary Basic Business 6-12 respectively. They will be the primary teachers that will provide support for our students taking CTE courses or receiving EB or special education services. They will make sure to provide any support needed for our students while in attendance in our OFSDP program. The OFSDP counselor and coordinator will work collaboratively to ensure teachers are highly qualified to meet students' high school degree plan. The Executive Director of High Schools and Phoenix Academy principal will supervise and audit operations and procedures of the OFSDP.

The district assures that if a student participating in the OFSDP is receiving Compensatory Education Home Instruction (CEHI, homebound instructional services) for pregnancy, the student’s instructional code will be transitioned from OFSDP to the appropriate traditional coding for the duration of the CEHI placement. The student will not be reported as participating in OFSDP during any period in which CEHI services are provided.

- 8. OFSDP requires a teacher of record to record the actual number of students’ instructional minutes on any given day. Explain how the classroom teacher verifies the number of instructional minutes a student receives each day. (Absences and days present do not exist in OFSDP)

OFSDP teachers will use the Sample Attendance Register on the OFSDP website to record and verify the actual number of instructional minutes students obtain in the face to face instruction with the OFSDP teacher of record.

- 9. Describe how the district will ensure that minutes for students who did not attend a minimum of 45 minutes on a particular day are not reported for funding.

OFSDP teachers will be trained and held accountable to ensure actual minutes of instruction are recorded accurately on the Attendance registers used in OFSDP.

- 10. Explain how the district will ensure that students transferring from the traditional program (ADA Codes 0-6) to OFSDP (ADA Codes 7-8) will not generate more than one ADA in total for the school year and that students will not receive more than 10,800 minutes per course. (Note: It is recommended that the district apply the following formula to determine the maximum OFSDP minutes a student is eligible = (Calendar School Days - Traditional Days Present) x 240)

The MISD OFSDP will use the recommend formula to determine the maximum OFSDP minutes a student is eligible = (Calendar School Days - Traditional Days Present) x240. Students will not receive more than 10,800 minutes per course and additional minutes will not be reported in TSDS

11. Describe how the district will ensure that attendance practices and records comply with Sections 2.2.3 and 11.6 of the [Student Attendance Accounting Handbook](#).

The district PEIMS clerk will monitor the enrollment of the students in the OFSDP to ensure compliance with Sections 2.2.3 & 11.6 of the Student Attendance Accounting Handbook. Our district's Student Detail Audit Reports for each six-week period are reviewed and certified accordingly.

Credit Recovery Program Offered in the Summer

12. Will eligible OFSDP students participate in a credit recovery program offered in the summer? (Credit recovery classes may be offered during the summer recess for students who have not earned a full ADA during the regular school year. For an eligible OFSDP student attending summer OFSDP classes for credit recovery, funding for attendance is limited to that which is necessary for the student to recover class credit. The Summer Period of Agreement (Credit Recovery) section should only include dates after the regular school year, should not exceed 30 days, and may not extend past July 31st. A student cannot earn more than the equivalent of one ADA in a year.)

Yes

No

- If yes, funding is limited to the attendance necessary for the student to recover class credit. Please describe how attendance will be monitored to ensure additional minutes are not reported for funding.

Campus Dropout Recovery Education Program

13. Will the school system offer a community-based dropout recovery education program as defined by [TEC, §29.081\(e-1\) or \(e-2\)](#)?

Yes

No

• If yes, what type of community-based dropout recovery education program will be implemented?

District operated dropout recovery education program

Contracted dropout recovery education program with an education management organization

• If education management organization services are contracted, please provide the organization name, accreditation status, and the name of the accrediting agency.

Remote/Hybrid Dropout Recovery Program

14. Will the district offer a dropout recovery program in a remote or hybrid setting, as defined by [TEC, §29.081 \(e-2\)](#)?

Yes

No

If yes –

• Describe the curriculum credentials, certifications, or other course offerings that relate directly to employment opportunities in the state.

- Describe the individual learning plan or process used to monitor each student’s progress.

- Indicate how students will be served by an academic coach and local advocate.

- Describe the educational software utilized and explain how the software will help track and certify the number of instructional minutes each student receives each day to monitor student progress.

Participating Campuses, Student Eligibility, and Period of Agreement

15. Attach a completed [OFSDP campus designation spreadsheet](#) that includes all participating campuses.

Board Approval

16. Attach a copy of the local school board’s official minutes showing approval to operate an OFSDP program.
17. Summarize the information presented to the board during the OFSDP approval meeting regarding program operations and compliance with 19 TAC §129.1027(h), including performance indicators, disaggregated student data, annual performance goals reviewed in an open meeting, and data-driven continuation decisions.

Signed Authorization

18. Attach a copy of the [OFSDP agreement](#), signed by all required parties.

Assurances

The applicant shall check all assurances below to confirm awareness of and understanding of responsibilities established herein.

- The district assures the board of trustees of the school district, or the governing board of the open-enrollment charter school will include the OFSDP as an item on the agenda concerning the proposed application.
- The district assures the board of trustees of the school district, or the governing board of the open-enrollment charter school will discuss the progress of the program before applying to operate an OFSDP.
- The district agrees to enroll only eligible students to participate in an OFSDP authorized under this application. A student is eligible to participate in an OFSDP authorized under the [TEC, §29.0822](#), if:
 1. the student meets one of the following conditions:
 - the student is at-risk of dropping out of school, as defined by the [TEC, §29.081](#); or
 - the student is attending a campus implementing an approved innovative campus plan; or
 - the student is attending a community-based dropout recovery education program, as defined by the [TEC, §29.081\(e-1\) or \(e-2\)](#); or
 - the student is attending a campus with an approved Early College High School program designation as defined by the [TEC, §29.908](#); or
 - the student, as a result of attendance requirements under the [TEC, §25.092](#), will be denied credit for one or more classes in which the student has been enrolled.
 - and**
 2. there is an agreement in writing to the student’s participation
 - by the student, if the student is over 18 years of age; or
 - by the student and the student’s parent or person standing in parental relation to the student, if the student is less than 18 years of age and not emancipated by marriage or court order.

- The district assures that it will administer all mandatory assessment instruments during the regular assessment cycle to students enrolled in the OFSDP.
- The district assures that all instructional materials and facilities provided to students in the OFSDP will be comparable to, or exceed, the required standards for students in similar programs.
- The district assures that students participating in an OFSDP will not be isolated from other academic and vocational programs and will have access to school counselors for pre-entry and post-entry counseling, academic or personal counseling, and career counseling.
- The district assures that faculty and administrators assigned to the OFSDP will meet all qualification requirements, including holding baccalaureate or advanced degrees, being highly qualified, and possessing appropriate certification as required by [TAC, §129.1027](#).
- The district assures that it will adopt and implement a policy that does not penalize students participating in an OFSDP in accordance with the 90% rule ([TEC, §25.092\(a\)](#)) or the 75% to 90% rule for class credit ([TEC, §25.092\(a-1\)](#)).
- The district assures that it will adopt a policy requiring students to attend regularly scheduled instruction in the OFSDP and will apply penalties for nonattendance, including filing truancy charges when appropriate.
- The district assures that it will accurately track the number of instructional minutes each student receives daily and will comply with all applicable sections of the Student Attendance Accounting Handbook.
- The district assures that it will comply with all reporting requirements established by the TEA.
- The district assures that it will not discriminate on the basis of disability, race, color, national origin, religion, or sex in the operation of the OFSDP.
- The district assures that students participating in an OFSDP will be prohibited from participating in competitions or activities sanctioned or conducted under the authority of the University Interscholastic League (UIL) unless all UIL eligibility requirements are met.
- The district assures that procedures will be implemented to ensure students are not coded as participating in a traditional instructional program on any day for which OFSDP instructional minutes are earned.
- The district assures that Student Detail Audit and related six-week attendance and academic reports for the OFSDP track will be generated, reviewed, and certified during each six-week attendance reporting period.
- The district assures that procedures are in place to offer and provide students with appropriate referrals for mental health services, including access to school-based supports and external community resources, as needed.

- The district assures that when a **remote or hybrid dropout recovery program** is provided by a third-party provider, monthly student progress reports will be submitted to the student's school district by a designated date each month.
- The district assures that an in-person student engagement center is available **to students participating in a remote or hybrid dropout recovery program** provided by a third-party provider and that its location and purpose are clearly defined to support OFSDP student instruction, engagement, and access to services.

Period of Agreement

The period of the agreement, as detailed by participating campuses in **the uploaded spreadsheet**, is for a maximum of one (1) school year plus an additional thirty (30) school days if the district is applying for credit recovery. **Note that the agreement term is subject to annual renewal.**

Purpose of Agreement

The district must perform all the functions and duties set out in the agreement, the authorizing program statute, and applicable regulations.

Reporting Requirements

The district may be required to submit progress reports based on criteria selected by the applicant and agreed to by the commissioner. The TEA may request additional reports as necessary to monitor and assess the progress of students participating in the program.

Official Submission

By submitting this document, the applicant acknowledges and affirms that all information and assurances contained in this application are accurate and complete to the best of their knowledge. The applicant further agrees to comply with all applicable laws, regulations, and program requirements associated with this application. This submission shall constitute a binding commitment to uphold the assurances provided.

Upon submission of this application, an authorized representative acknowledges and accepts its terms on behalf of the school district or open-enrollment charter school, with such acceptance becoming effective upon approval by the TEA.

Optional Flexible School Day Program (OFSDP) - Campus Designation Spreadsheet

Insert 6-Digit District Number

School Year 2026-2027

<p>Students may not be reported with more than one ADA in total on the 42400 Basic Attendance Collection 3 and 42500 Flex Attendance in collections 3 and 4</p>	<p>Eligibility Designation 1 = TEC §29.081 At-Risk Students 2 = TEC §25.092 Minimum Attendance 3 = TEC §29.908 Early College High School 4 = TEC §39A.107 Campus Turnaround Plan 5 = Credit Recovery** 6 = TEC §29.081(e-1) Campus-Based Dropout Recovery Program 7 = TEC §29.081(e-2) Remote/Hybrid Dropout Recovery Program</p>	<p>School Year Period of Agreement Reported in TSDS PEIMS Summer Collection 3</p> <p>Program start date must be 30 days after application submission.</p> <p>Program end date must not exceed the last day of the regular school calendar.</p>	<p>Summer Period of Agreement Reported in TSDS PEIMS Extended Collection 4</p> <p>**Credit Recovery - Designation 5</p> <p>Summer period of agreement should not exceed 30 days or extend past July 31st.</p>
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Nine Digit District and Campus Number	Campus Name	Eligibility Designation							Estimated Students Participating	Program Start Date	Program End Date	Proposed Days: SUMTWFHS	Minutes Offered Per Day	Summer Program Start Date	Summer Program End Date	Proposed Days: SUMTWFHS	Minutes Offered Per Day
		1	2	3	4	5	6	7									
220908002	MANSFIELD SUMMIT H S	1							20	9/24/2026	5/13/2027	MWTH	240				
220908003	MANSFIELD H S	1							20	9/24/2026	5/13/2027	MWTH	240				
220908004	MANSFIELD TIMBERVIEW H S	1							20	9/24/2026	5/13/2027	MWTH	240				
220908005	MANSFIELD LEGACY H S	1							20	9/24/2026	5/13/2027	MWTH	240				
220908006	THE PHOENIX ACADEMY	1							10	9/24/2026	5/13/2027	MWTH	240				
220908007	MANSFIELD LAKE RIDGE H S	1							20	9/24/2026	5/13/2027	MWTh	240				