

2026 Annual Program Submission Guidance

Introduction

The Annual Program Submission is a requirement for all fully approved and provisionally approved districts that have issued designations in the current fiscal year under their local designation system. It provides the opportunity for data-driven continuous improvement of the local designation system while also ensuring compliance with statute and administrative code.

[Annual Program Submission Form and Attestations](#)

The submission, along with the Superintendent's Attestation Form, is due by **11:59 p.m. Monday, August 31, 2026** and must be submitted via the [Qualtrics Annual Program Submission link](#). This link is also embedded in the *Directions* tab of the Annual Program Submission Excel form.

Completing the Excel Form

The Annual Program Submission is an Excel-based form. Please ensure that you are completing the form in Microsoft 365; many of the key features will not function correctly in Google sheets or other web-based applications. **Please do not alter the Excel file by adding, hiding, or deleting any columns or rows.** Such changes may corrupt the file and will not be accepted.

Save the file to your computer or local drive and work to complete all tabs: District Info, District Goals for TIA, District Spending Summary, and the 2025-26 Teacher Payout Data tab. Once the Annual Program Submission is complete, save the file as "District Name_ District Number" File type should be an Excel workbook (xlsx). Ex: Flower ISD_123456.xlsx. See the Directions tab for more detailed instructions.

District Goals for TIA and Spending Summary

The *District Goals for TIA* tab requires districts to review human capital data and determine next steps for continuous improvement based on the outcomes of the local designation system implementation. Note: If any of the goals for continuous improvement of the local designation system require an Expansion and Modification Application, they will be marked with an asterisk in question 1. The district will also need to reflect on local human capital data for teachers in eligible teaching assignments as compared to teachers who are not in eligible teaching assignments. Please follow the question prompts and complete each section.

The *District Spending Summary* tab is where districts will describe how the allotment is being spent at the district level if the district retains any of the 10% allowable portion, as well as considerations around strategic compensation models. Please see the TIA website for guidance around [TIA Spending Plan](#) requirements and [strategic compensation best practices](#). Questions 1 and 2 on the *District Spending Summary* tab are for numerical values only. **If the district did not retain any portion of the allotment, please enter 0 for question 2.** District and teacher-level allotment data can be found in the Strategic Compensation Operations Management System (SCOMS). To request access to SCOMS, please [reference page 3 of the SCOMS District User Guide](#).

Teacher Payout Data

The *Teacher Payout Data* tab is a data entry tab, where the district must enter information about teacher payout data, including base salary, TIA allotment stipend and/or salary increase, and total compensation for each teacher who generated an allotment for the district. Designated teacher allotment data can be found in SCOMS on the Payout by Teacher page. See page navigation in the image below.

TEA
Texas Education Agency

Home Designations Payout LEA Details

Welcome to SCOMS

The Strategic Compensation Operations Management System (SCOMS) will implement the Teacher Incentive Allotment (TIA) passed by the 86th Texas Legislature.

Learn more

Designations	Payout	LEA Details	Designated Teachers	Files/Reports	Admin
For districts with approved Local Designation Systems. View history of submitted designations.	View Payout amounts by District, Campus, or Teacher	Manage LEA Details and LEA Contact Information	Lookup designation status for teachers you hire or employ	View Files and Reports from TEA	Admin Options
Designations	Payout Disputes	View LEA Details	Search Designated Teachers	View Files/Reports Fall PEIMS Designated Teachers Report	Sign off as LEA

© 2024 - Texas Education Agency Version: 1.11.0.42

Attestation Form

The Superintendent Attestation Form is a requirement of the Annual Program Submission. Along with the Excel file, districts will need to upload the Attestation Form with superintendent’s signature, via the Qualtrics link embedded in the Excel form.

Submitting in Qualtrics

Districts need to submit the Excel form and the Attestation form via Qualtrics by EOD August 31, 2026. Use the [Annual Program Evaluation Submission link](#) to submit. Please be sure to follow the correct naming convention for the Excel form: “*District Name_District Number*” file type Excel workbook. Example: *Flower ISD_123456.xlsx*

Questions regarding the Annual Program Submission should be sent to the TIA inbox at tia@tea.texas.gov.