

To the Administrator Addressed

DATE:



## Summer Safety Audit Guidance & Tools

As part of immediate actions to improve campus safety around the state, all LEAs are expected to conduct a targeted safety audit before the start of the school year. To guide this process TEA and TxSSC are providing [Summer Targeted Partial Safety Audit Tool](#). This tool is a limited scope version of the TxSSC School Safety and Security Audit tool, including 60 questions to be considered for each LEA instructional facility, with roughly half of the questions related to campus procedures and the other half related to campus physical plant. The tool also includes an optional companion guide to help guide reflections and considerations as LEAs audit the effectiveness of their approach to school safety.

As part of the targeted summer partial safety audit, LEAs must inspect every exterior door of each of their instructional facilities. The purpose of this inspection is to verify that every exterior door of instructional facilities closes and locks as intended to ensure appropriate levels of campus security. With this audit performed, LEAs begin taking steps immediately to remedy any issues found. To assist in conducting this audit, TEA is providing a template [Exterior Door Safety Audit Tracker](#) tool. This tool has been designed to establish a short checklist for each door, to verify it is functioning as intended for minimum security, or determine if it is in need of maintenance.

To help LEAs better understand how both of these tools can be used, TEA is hosting a Summer 2022 Safety Audits Webinar on Tuesday, July 12 at 12:00 noon. [Register for the Summer Safety Audit Tracker webinar here.](#)

It should be noted that the information collected from the Exterior Door Safety Audit, the Summer Targeted Partial Safety Audit, and the TxSSC September Survey are all part of a school's safety and security audit and not subject to disclosure under Ch. 552, Government Code, pursuant to TEC, Sections 37.108, 37.2071, and other relevant statutory provisions. This disclosure exception continues to apply when this information is shared with TEA and TxSSC. Neither TEA nor TxSSC publicly disclose any individual LEA information found in these data but will only provide aggregate state-level data summaries. However, per TEC, Section 37.108(e2), the public disclosure exception may not apply to requests to determine whether information was gathered and whether there was compliance with required processes.

In accordance with TEC Sections 37.108 and 37.109, the results of these audits shall be reviewed by each school's safety and security committee at an upcoming meeting and can be reviewed in executive session. The Summer Targeted Partial Safety Audit and Exterior Door Safety Audit do not replace the comprehensive safety and security audits required once every three years by TEC Section 37.108. Each LEA should continue to conduct a full safety audit locally as planned. However, LEAs will be required to certify that the Summer Targeted Partial Safety Audit and Exterior Door Safety Audit have been completed in their September 2022 report to the TxSSC, as outlined in [The SS Letter to Superintendents](#). LEAs must locally

retain all completed copies of their Summer Targeted Partial Safety Audit Exterior Door Safety Audit in accordance with local record retention policies.

#### Final Note

Please know that both TEA and the TxSSC stand ready to support as they work to make school facilities safer and more secure for staff, students, and visitors. We have posted some of these school safety resources at <https://tea.texas.gov/texaschools/healthsafetydiscipline/safeand-supportiveschools/schoolsafetyresources> And if you have any questions, please contact:

TEA: [safeschools@tea.texas.gov](mailto:safeschools@tea.texas.gov)

TXSSC: [txssc@txstate.edu](mailto:txssc@txstate.edu)

We understand that the safety of students and staff is always the top priority of Texas public school systems. While the requirements described herein may be new to a few, we know that most schools in Texas are already implementing these actions and more to keep our students and staff safe. We hope the added support provided by the state, both financial and technical, will help further the efforts you are implementing locally to ensure every one of our campuses is both safe and superior for our students and staff.

Yours in Service,

Mike Morath  
Commissioner, Texas Education Agency

Kathy Martinez Prather  
Director, Texas School Safety Center