

Corrective Action Plan

Instructions: Districts may use this form to fulfill the documentation requirements for the Corrective Action Plan (CAP) and for reporting disciplinary actions taken against educator(s). A Corrective Action Plan **must** be submitted to TEA for irregularities involving the **loss of secure materials** or for incidents classified as a **potential referral to the Educator Certification and Standards Division**. Please complete the following information and submit to the Student Assessment Division by fax at 512-463-9302. The signed form may also be scanned into an electronic format and submitted via e-mail to testsecurity@tea.state.tx.us.

1. District Information

District	Campus	Date

First Name	Last Name	Position/Title

2. Incident Information

Year	Administration	Test	Corresponding Incident ID (if available)

- A. Description of Incident – Please provide a brief summary of the irregularity, including a description of how and why the incident occurred. **(NOTE: You do not need to complete this section if an accurate description has already been included in an incident report submitted to TEA and an Incident ID has been indicated above.)**

3. Corrective/Disciplinary Action Taken

- A. Description of Disciplinary Action Taken (if any) – Please describe any local actions taken against educator(s) as a result of the district's investigation.

- B. Description of Corrective Action Taken – Please provide a description of the specific procedure(s) that will be implemented to prevent future occurrences of this type of incident.

Signature of Superintendent/
Chief Administrative Officer

Printed Name of Superintendent/
Chief Administrative Officer