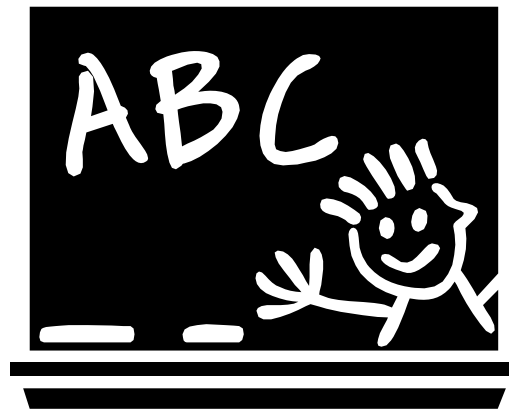


**BASTROP INDEPENDENT
SCHOOL DISTRICT**



**SUBSTITUTE HANDBOOK
2009 - 2010**

Forward

The most important role of the Bastrop Independent School District is to provide a quality instructional program in each individual classroom. This program is planned carefully each day so that every student attends a setting that is conducive to teaching and learning.

Times do arise when the classroom teacher is absent due to personal illness, illness within the teacher's family, in-service training or other unforeseen circumstances. While a teacher is absent, it is of utmost importance that instruction continues without interruption. This is the role of the **SUBSTITUTE TEACHER**. The importance of establishing a team of effective substitutes cannot be overstated.

It is of highest priority for substitutes to realize the vital part that they play in continuing the educational process while a teacher is absent. Learning will not continue in the absence of a teacher without dedication and commitment from an effective substitute. The effort made is not easy. Therefore, the District wants to provide its substitutes with all the resources and support needed to ensure success in the classrooms of the Bastrop Independent School District.

There are times when paraprofessionals are also absent for the same reasons as stated above. On some occasions, substitutes for paraprofessionals are also necessary. **PARAPROFESSIONAL SUBSTITUTES** play an important role in assisting teachers and/or administrators.

The District extends its deepest gratitude to everyone who has chosen to become a substitute. Your contribution is enormous, and is very much appreciated.

Substitute Handbook Receipt 2009-2010 School Year

Print Name: _____

Social Security #: _____

I hereby acknowledge receipt of my personal copy of the Bastrop ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

I understand that failure to abide by the standards, policies, and procedures may result in my removal from the substitute list and that I will not be able to substitute in the district.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the District's Department of Human Resources in writing of any phone number and/or address changes, and if I would like to be removed from the substitute list.

I accept responsibility for contacting the Human Resources Department if I have questions or concerns or need further explanation.

I also understand that if I do not return this signed receipt, my name will be removed from the substitute list and I will not be able to substitute.

- I would like to:
- remain on active status as a substitute.
 - have my name removed from the substitute list.

Signature

Date



District Vision, Mission, Goals

Vision Statement

In Bastrop ISD, our schools are committed to pursuing excellence in a positive, nurturing, and safe culture that embraces diversity while fostering curiosity and imagination. Our community recognizes the role that our students play in a global society and provides resources for them to succeed. Our parents appreciate the opportunities provided to their children and actively support the learning process through high expectations and being involved in the educational process. Our teachers and staff are passionate, highly trained, and promote depth of understanding through risk-taking and problem solving. They provide accessible, engaging learning experiences where individual potential is realized. Our students are critical thinkers who eagerly integrate 21st century skills through global collaboration, technological immersion, and community involvement. They learn in classrooms that are open, exciting, innovative, and fluid, and are prepared for today and the future in a rapidly changing world.

Mission Statement

The mission of the Bastrop Independent School District is to ensure all students participate in meaningful learning experiences that incorporate and develop the 21st century knowledge and skills required to be successful in post-secondary education, the regional and national workforce, and the global economy.

Critical Thinking & Problem Solving

Collaboration Across Networks & Leading by Influence

Agility & Adaptability

Initiative & Entrepreneurialism

Effective Oral & Written Communication

Accessing & Analyzing Information

Curiosity & Imagination

Goals

1. Bastrop ISD integrates 21st century skills in all aspects of teaching and learning in dynamic, collaborative, innovative environments.
2. Bastrop ISD provides ongoing support and continuous professional development for all staff with a focus on 21st century skills development.
3. Bastrop ISD continuously ensures and monitors academic, fiscal, and performance accountability for all employees and students.
4. Bastrop ISD continuously seeks avenues to increase and effectively utilize parent and community partnerships by creating/fostering a culture that is conducive to the teaching and learning process for the 21st century.

Service Center Administration

Superintendent	Roderick Emanuel, Interim
Assistant Superintendent Curriculum and Instruction	Betty Richardson
Assistant Superintendent Human Resources	Barry Edwards
Chief Operations Officer	Henry Gideon
Chief Financial Officer	Sandra Callahan
Executive Director/Community Services	Donald Williams
Executive Director of Curriculum and Instruction	Jennifer Womack
Executive Director Special Education	Sherri Gilmore
Directors	
Athletics	Gerald Perry
Assessment & Evaluation/Textbook Coordinator	Laurie Bauer
CATE	Les Hudson
Child Nutrition	Al Gaines
Community Programs	Nikki Cockrell
Human Resources	Nancy Hobby
Maintenance	Thomas Dowdy
Network Services	Bryan Doyle
Special Education	Nanci Stobaugh
Special Programs	Tessie Young
21 st Century	Kathleen Bethke
Coordinators	
PAC/Fine Arts	Staci Gideon
Student Services	Robert Washington
Drug & Alcohol Counselor	Carolyn Greene
Senior Accountant	Theresa Fierro
Accountant	Sheila Muehr
Manager	
Custodial & Facility	Alfred Carter

Service Center Support Staff

Administrative Assistants	
To Superintendent	Nancy Barrientos
Budget/Finance	Linda Voight
Community Services	Blanche Underwood
Curriculum/Instruction	Donna Fiebrich
Operations	Linda Olivarez
Administrative Secretary for	
Community Programs	Debbie Dinscore
Curriculum and Instruction/Technology	Evelyn Hamilton
Curriculum and Instruction/Technology	Crissy Johns
Curriculum and Instruction/Technology	Pam Lira
Curriculum and Instruction/Technology	Sandi Spakes
Child Nutrition/Student Services	Rosie Pacheco
21 st Century	Stephanie Davis
Academic Liason	Allison Thormahlen
Afterschool Coordinator	Graciela Rothhouser
Benefits Manager	Donna Smith
Business Specialist	Cynthia Cox
Business Specialist	Rachel Juarez
Business Specialist	Melinda Klaus
Certification Officer	Marsha Goertz
Child Nutrition Field Supervisor	Teresa Human
Communications Coordinator/Webmaster	Lauri Anzaldua
Community Ed Specialist	Sarah Belcher
IT System Administrator	Glenn Foor
IT System Administrator	Randy Sharp
IT System Administrator	Andrew Ferranti
Computer Technician	Theresa Bradshaw
Computer Technician	Steve McQueen
Computer Technician	Ross Perkins
Computer Technician	Tina Roberts
Computer Technician	Richard Salazer
Computer Technician	vacant
Database Technician	Patricia Reuther
Human Resources Manager	Patricia Krenek
Human Resources Specialist	Diana Greene
Human Resources Specialist/Student Services	Paula Myers
Human Resources Specialist	Andrea Perez
Migrant Coordinator	Claudia Munoz
Network Services Technician	Shaina Radcliffe
Parent Liaison	Reina Delgado-Gallegos
Partners in Education Coordinator	Allison Murray
Payroll Specialist	Sindee Glenn
Payroll Specialist	Amanda Rodriguez
PEIMS Coordinator	Monica Kadura
PEIMS Specialist	Diane Magnuson
Print Shop	Kerri Daughety

Service Center Support Staff

Purchasing Officer
Receptionist
Safety/Emergency Management Coordinator
School/Community Attendance Liaison

Carol Barron
Barbara Coy
Shevis Moore
Tricia Mutschink

Curriculum

Bilingual/ESL Specialist
Bilingual/ESL Specialist
Curriculum Specialist
Curriculum Specialist
Technology Specialist
Technology Specialist
ELA Specialist
ELA Specialist
ELA Specialist
Math/Science Specialist
Mathematics Specialist
Mathematics Specialist
Mathematics Specialist
RTI Specialist
Science Specialist
Science Specialist
Science Specialist
Social Studies

Elva Conrardy
Shirley Thornton
John Korb
Mark Collins
Pat Tips
Peggy Reimers
Linda Autrey
Renee Wenske
Dee Dee Woehl
Marla Stewart
Kelly Doyle
Susan Gill
Dawn Skyles
Talitha Gaylor
Christie Plummer
Melissa Lautenschlager
Marla Stewart
Jenae Hill

Campus Administration

Bastrop High School

Principal
Associate Principal
Assistant Principal
Assistant Principal
Assistant Principal
Assistant Principal
Assistant Principal (West Campus)
Assistant Principal (West Campus)

Celina Estrada-Thomas
Martin Conrardy
James Matthews
Ed Sanders
Paula Vinklarek
Mark Willoughby
Lisa Gonzalez
Beau Sanchez

Genesis

Principal

Michael Granado

Bastrop Middle School

Principal
Assistant Principal

James Richardson, Interm
Natalie Bennight

Bastrop Intermediate School

Principal
Assistant Principal

Merv Doherty
LaShun Gaines

Cedar Creek Middle School

Principal
Assistant Principal

James Hallamek
Sherri Schwab

Cedar Creek Intermediate School

Principal
Assistant Principal

Shawn Adams
Melinda Solis

Cedar Creek Elementary

Principal
Assistant Principal

Jinger Myers
Lacey Padgett

Emile Elementary

Principal
Assistant Principal

Terrell King
Delores Moore

Campus Administration Continued

Red Rock Elementary

Principal
Assistant Principal

Bruce Nelson
Melinda Howell

Mina Elementary

Principal
Assistant Principal

Kelly McBride
Michelle Stahl

Bluebonnet Elementary

Principal
Assistant Principal

Richard Battle
Sherrell Moore

Lost Pines Elementary

Principal
Assistant Principal

Denise Rogers
Alisa Niemeyer

Gateway Alternative School

Principal

Beth Murray

INSERT SCHOOL CALENDAR

Qualifications

It is the goal of the Bastrop Independent School District to employ substitute teachers who hold Texas Teaching certificates; however, non-certified substitute teachers may be utilized. Each substitute teacher applicant must hold at least a high school diploma.

Application Process

Individuals desiring employment as a substitute in the Bastrop Independent School District are required to complete an on-line support application with the Department of Human Resources. The application must include work experience and references.

Employment

Documentation required in order for an applicant to be added to the substitute list includes a completed on-line application, transcript(s) for all college coursework, Texas Teacher's Certificate (if applicable), high school diploma or GED, copy of social security card, identification card, W-4, Immigration Form I-9, 457 Annuity form, Criminal Record Release Authorization form and Employee Notice of Alliance Requirements.

Individuals will be placed on payroll after they have attended orientation and all the required documentation has been completed.

Pay Rates

The following pay rates apply to substitutes:

Non-certified Substitute Teachers

- A non-certified substitute teacher will receive \$70 per full-day.
- A non-certified substitute teacher, whose continuous employment for an individual **teacher** exceeds 10 consecutive days, shall be paid \$85 per day after the 10th day. This amount will be retroactive to the first day that the substitute began the assignment.

Note: Non-certified teachers who substitute in a *paraprofessional substitute* assignment (i.e. teacher assistant, nurse's assistant, office assistant, etc...) will receive the substitute paraprofessional pay rate of \$70 per full-day (\$75 per full-day of long term assignments as noted in the paraprofessional section on next page).

Certified Substitute Teachers

- A Texas certified substitute teacher will receive \$90 per day.
- A Texas certified substitute teacher, whose continuous employment for an individual **teacher** exceeds 10 consecutive days, shall be paid \$100 per full-day after the 10th day. This amount will be retroactive to the first day that the substitute began the assignment.

Note: Certified teachers who substitute in a **paraprofessional** substitute assignment (i.e. teacher assistant, nurse's assistant, office assistant, etc...) will receive the substitute paraprofessional pay rate of \$70 per full-day (\$75 for long term assignments as noted in the paraprofessional section below).

Fingerprinting Requirements

In 2007, the Texas Legislature passed a law requiring fingerprint-based criminal background reviews for school employees. This law requires that all substitute teachers be fingerprinted prior to employment. The cost for fingerprinting ranges from \$50.20 to \$52.20, depending on the method required. The substitute is required to pay for the fingerprinting upfront, and the district will reimburse this fee once you have successfully worked 10 days in one school year. You will be required to submit a request for reimbursement along with documentation of days worked.

Notice of Change of Address or Telephone Number

If a substitute has a change of address or telephone number, he/she should notify the Department of Human Resources in writing. All written communications should be sent to Bastrop Independent School District, Department of Human Resources, 906 Farm Street, Bastrop, TX 78602.

Finding and Accepting Assignments (See AESOP Guide)

Substitutes find and accept assignments by logging onto AESOP via the web www.aesoponline.com or by calling (1-800-942-3767). Once a substitute accepts an assignment, it is his/her responsibility to ensure he/she follows through on the commitment. **If a substitute fails to show up for an assignment, the campus administrator may request to have the substitute removed from his/her campus list.**

A substitute will normally sub in the position he/she accepted through AESOP; however, there are occasions when an administrator may need the substitute in another classroom. The campus administrator may change a substitute's assignment depending on the needs of the campus.

A full-day for a substitute is 8 hours. Substitute teachers do not get a conference period. Administrators may assign a substitute to another duty during the conference period of the employee for whom they are substituting.

Cancellation of Assignments

If a substitute cannot report for an assignment, they must cancel as soon as possible, **but no later than 6:00 a.m.** of the day of the assignment. Cancellation can be done by way of the internet at www.aesoponline.com or by calling 800-942-3767. In addition, you will need to call the office of that school to inform them that you cancelled that absence after the 6:00 a.m cutoff. If an absence is cancelled after the 6:00 a.m. deadline, the Campus Administrator and/or District Administrator have the right to remove the substitute from their campus list.

Substitute's Request for Removal from List

Any substitute wishing to be removed from the substitute list, either permanently or temporarily, should notify the Department of Human Resources in writing.

Annuity Withdrawal

If a substitute is resigning, then an annuity distribution form should be requested from the BISD Finance Department. Send this form to the BISD Finance Dept to receive contributions. A substitute must be resigned for twelve consecutive months before this form is submitted in to receive contributions. Please contact the BISD Finance Department if you have a change of address during this time.

Removal from Substitute List by Administrator

If a substitute fails to notify the Department of Human Resources of his/her non-availability or repeatedly is unable to accept substitute positions, he/she could be removed from active status on the substitute list.

Administrators have the right to exclude a particular substitute from their campus. In the event an exclusion request is received, the substitute will be notified by letter or via telephone by the Department of Human Resources. Depending on the nature of the complaint, the substitute may be allowed to substitute in other campuses. However, if the Department of Human Resources receives a second exclusion request from another campus for the same substitute, the substitute may be removed from the substitute list and will not be allowed to substitute in the district.

In some cases, suspension from the substitute list may be necessary pending an investigation. If the investigation proves that actions taken by the substitute violated policies and procedures, the Department of Human Resources has no other recourse than to remove the substitute from the substitute list.

Campus Contacts

Bluebonnet Elementary	Sherrell Moore, Asst. Principal	308-1325
Cedar Creek Elementary	Lacey Padgett, Asst. Principal	332-0699
Emile Elementary	Deloris Moore, Asst. Principal	321-4451
Lost Pines Elementary	Alisa Niemeyer, Asst. Principal	321-2086
Mina Elementary	Michelle Stahl, Asst. Principal	321-2565
Red Rock Elementary	Melinda Howell, Asst. Principal	332-2670
Bastrop Intermediate School	Merv Doherty, Principal	321-6023
Bastrop Middle School	Natalie Bennight, Asst. Principal	321-3911
Cedar Creek Intermediate	Melinda Soliz, Asst. Principal	308-0702
Cedar Creek Middle School	Sherri Schwab , Asst. Principal	332-2626
Bastrop High School	Mark Willoughby, Asst. Principal	321-1151
Bastrop High School West	Paula Vinklerek, Asst. Principal	332-0679
Gateway	Beth Murray, Principal	321-2339
Genesis High School	Michael Granado, Principal	321-2593
Special Education Coop	Sherri Gilmore, Executive Director	321-4488

Duty Hours

The substitute will follow the schedule of the teacher or paraprofessional he/she is replacing for the day. In most cases, the substitute will report to the principal's office by 7:00 a.m. for **elementary** campuses and 8:00 a.m. for **intermediate, middle and high school** campuses. The substitute will work in the assignment until officially released by the principal. Before leaving the campus, the substitute should report to the principal's office to see if his/her services are needed the following day.

Campus Schedules

Classes begin on each campus at the following times:

- All elementary campuses begin at 7:45 a.m. and end at 2:45 p.m.
- Bastrop Intermediate School and Cedar Creek Intermediate School will begin at 8:30 a.m. and end at 3:50 p.m.
- Bastrop Middle School and Cedar Creek Middle School will begin at 8:30 and will end at 3:50 p.m.
- Bastrop High School tutorials will begin at 8:00 a.m., first period will begin at 8:30 a.m., and classes will dismiss at 3:40 p.m.

Supervision begins on each campus at the following times:

- All elementary schools 7:15 a.m.
- Bastrop Intermediate School 8:00 a.m.
- Bastrop Middle School 8:00 a.m.
- Cedar Creek Middle School 8:00 a.m.
- Bastrop High School 8:00 a.m.

Dress and Grooming

All substitutes shall observe appropriateness, and neatness in clothing and personal appearance. Generally, a strong relationship exists between a person's appearance and his/her ability to be accepted as the instructional leader in the classroom.

A substitute is not appropriately dressed if the substitute is a disturbing influence in class or school because of the mode of dress or grooming. Substitutes are expected to serve as a model for students in their manner of dress.

Bastrop Independent School District shall have the right to appraise any current fashion or fad and determine whether it is appropriate for school wear. The district has the right to ask substitutes to change their attire if it is of such a nature that it provokes unfavorable comment.

Professional Ethics

- ✓ The substitute has a professional obligation even though he/she is not a regular classroom teacher. He/she should use caution in expressing personal reactions and opinions about what he/she sees and hears in the classroom or in the schools.
- ✓ Under no circumstances should a substitute teacher criticize a regular teacher or the student in the presence of other students or teachers
- ✓ Comments comparing one school with another.
- ✓ The schools exist for the student. The first obligation of the substitute is therefore to the students.
- ✓ Be prompt and professional in making and keeping agreement to work.
- ✓ Complaints, comments, and/or questions should be directed to the building assistant principal or principal.
- ✓ No substitute teacher shall intentionally or knowingly solicit, accept, or agree to accept any gift, service or benefit in the discharge of their duties.
- ✓ Refrain from imposing religious or political views upon students or other staff members.
- ✓ Under no circumstances may a substitute make ethnic, racial, or religious jokes, statements or slurs.
- ✓ Maintain the dignity necessary to gain the respect of students. Always act professionally regardless of whether on campus as a substitute or as a parent.

- ✓ Show respect and high regard for each student and address each student by his/her actual name.
- ✓ Substitutes shall maintain confidentiality in regards to student information and other staff members.
- ✓ Respect the property of others, including District property and facilities.
- ✓ Do not engage in verbal abuse or make derogatory and/or offensive comments to students or other district employees.
- ✓ Under no circumstances may a substitute use profanity, lewd language, or obscene gestures.

Tobacco and Drugs

Use of tobacco products is prohibited within all school buildings, on school grounds, and not less than 300 feet from school property. The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol on school premises or as part of any of the District's activities.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

Responsibilities of the Substitute Teacher

I. General

- A. The substitute teacher is expected to be on duty for a full or half-day and to perform the duties, both curricular and extracurricular, of the regular teacher.
- B. Sign-in and show your substitute teacher badge in the office in the respective school.
- C. Pick up lesson plans, keys, and duty assignment from the principal's office.
- D. The substitute teacher should preserve the regular routine of the class and perform all duties of the regular teacher. Follow the lesson plans left by the regular teacher, unless otherwise instructed by the principal. If you can't understand or figure out the teacher's plan, improvise, but do not move ahead in the lesson plans.
- E. Clarify any concerns, questions, or criticisms with the building principal or assistant principal that supervises substitute teachers.

- F. The substitute teacher should not leave the building during the day without notifying the principal. If you work an 8 hour day you are entitled to a 30-minute lunch. If substituting for a teacher you will probably have a *conference period* without students. During *conference periods* you may be asked to do something in another classroom or in the office.
- G. Teachers appreciate your written comments about the class.
- H. Under no circumstances should a *substitute take a book to read, talk on the cell phone or any other personal work* while on duty.
- I. The substitute teacher is responsible for pupils, equipment, and materials assigned to his/her care, as is the regular teacher for whom he/she is substituting.

II. Student Illness or Accident

- A. If a student becomes ill while at school or has an accident, the student should be sent to the nurse's office. In the case of a serious accident or injury, send for the school nurse or an administrator immediately.
- B. Under no circumstances should a substitute teacher administer medicine to a student.

III. Fire and Emergency Drills (See Attachment)

- A. The substitute teacher should be familiar with the district-wide Emergency Procedures and Quick Reference Guide. This guide is included in this handbook; however, each classroom should have the emergency information with colored

IV. Classroom Instruction

- A. The substitute teacher should not feel that he/she is merely "baby-sitting". Instead, make every effort to carry on the work of the regular classroom teacher.
- B. The substitute teacher should not assign written work and leave it to be graded, except by request of the regular teacher or the principal. Any written work assigned, which is beyond the lesson plans of the regular teacher, should be graded and left in the teacher's mailbox.
- C. We realize you cannot know all policies and procedures. We want and expect you to have questions.

- D. If the assignment is to be for more than one day, the substitute should contact the principal concerning contacting the regular teacher.
- E. The substitute teacher should not enter grades in the grade book when he/she is substituting for one day. On long-term assignments, work should be graded and recorded in the proper place in the grade book unless otherwise directed.
- F. If a need arises for a parent conference, it would be approved by the campus administrator to do so and held in the principal's office.
- G. The substitute teacher is under the supervision of the campus administrator and should comply with all instructions given by the principal.

V. Student Discipline

- A. The Bastrop Independent School District has a Discipline Management Plan which establishes expectations of student conduct. (See Attachment) We believe students should be expected to exhibit a high degree of self-discipline in their behavior and to contribute to an educational climate that maximizes opportunities to learn for all students.
- B. The substitute teacher is expected to maintain a level of discipline in the classroom, which is conducive to a positive learning environment for the students. This can be accomplished by following the district's guidelines that are included in this handbook.
- C. Teacher may have a set of rules, consequences, and rewards posted in the classroom. It is the student's responsibility to follow these posted rules. If the student fails to follow these rules, the incident should be reported to the teacher. If the rules violation is severe or persistent, the student should be reported to the principal's office.
- D. The substitute teacher should not leave the class unattended. If the need arises call an administrator to your room by phone, intercom or send a reliable student.
- E. When a student's behavior is disruptive and he/she must be removed from the classroom, send the student to the principal's office with a discipline referral. If a student refuses to report to the principal's office, the substitute teacher should call the office via the telephone (if available), the intercom system or send another student to the office to ask for assistance.

- F. Under no circumstances may a substitute teacher administer corporal punishment.
- G. Firm, fair treatment of all pupils, combined with general explanation and direction will prevent many disciplinary problems.
- H. A campus administrator will always be available to you to give guidance and assistance in the area of discipline.

VI. Suggestions For Successful Classroom Management

- A. Start the day promptly, firmly and prepared. Be pleasant and appear confident.
- B. Get the students busy and on task at the beginning of the class.
- C. Be consistent.
- D. Put things on the students' level. Involve the students.
- E. Be prepared for the unexpected (whatever it may be).
- F. With any group...Smile, Be Friendly and Enthusiatic and remain calm. Don't lose your "cool".
- G. Be positive.
- H. Firmness is important. Students need to know that you can control the situation and will. Never argue with a student.
- I. Solve problems, do not degrade the student in front of the others, but do handle situations when they occur.
- J. Deal with the individual student, not the class, when correction is necessary. Be sure to have all the facts. Listen to both sides of the story. Focus attention on the problem. Give the student the benefit of the doubt.
- K. Never say anything to a student in front of a class that you would not say in the presence of his/her parents.

L. Don't be a screamer.

M. Students have plenty of buddies. Don't be a buddy; be a teacher.

College Tuition and Partial Fee Exemption for Educational Aides and Substitute Teachers

Texas Education Code §54.214 authorizes an exemption from tuition and mandatory fees, other than class and laboratory fees, for individuals who have been employed as an Educational Aide for at least one academic school year during the past 5 years at a public school in Texas and who are attending a public institution of higher education in Texas to become a certified *teacher*.

Substitute Teachers who have at least **180** full days of employment as a substitute during the past 5 years and employees serving in any capacity who have met the one academic school year of educational aide experience within the past 5 years may participate in the program.

To obtain a current Educational Aide Exemption Application and additional eligibility requirements, please go to the following web site: www.collegefortexans.com. You'll need to select English or Spanish and then select Forms and Applications. If you do not have access to a computer, you may contact the Texas Higher Education Coordinating Board at 800-242-3062, ext. 6387, to have an application packet mailed to you.