



214-379-2830
3725 Blackburn Street, Dallas TX 75219
www.csodallas.org

FORMING SAINTS AND SCHOLARS 

FALL - Required Forms Checklist for **DIOCESAN** Schools

[CSO Employee Portal -- https://forms.csodallas.org/](https://forms.csodallas.org/)

Due Date	Form Name	Form ID	Submit via
_____ 7-Aug	Key Personnel	CSO FALL-115	CSO Employee Portal
_____ 7-Aug	School Employees Roster	CSO FALL-126G	CSO Employee Portal
_____ 10-Aug	Employee Handbook	N/A	CSO Employee Portal
_____ 10-Aug	Family Handbook	N/A	CSO Employee Portal
_____ 14-Aug	Current Textbook List (Grades K-8)	CSO FALL-120	CSO Employee Portal
_____ 21-Aug	Student Retention Data	CSO FALL-128	CSO Employee Portal
_____ 1-Sep	Official Employment Service Records	N/A	CSO Employee Portal
_____ 1-Sep	Roster of Religion Teachers	CSO FALL-140	CSO Employee Portal
_____ 11-Sep	Crisis Management Plan Updates	N/A	CSO Employee Portal
_____ 15-Sep	Income Survey - Data Collection Spreadsheet (check the income survey templates under Other Forms)	N/A	CSO Employee Portal
_____ 15-Sep	NCEA Databank Report (Enrollment must agree with TCCB-Ed Annual Report)	N/A	DART/FACTS SIS
_____ 15-Sep	Official Student Enrollment (Only non-FACTS schools have to submit this form)	CSO FALL-125G	CSO Employee Portal
_____ 20-Sep	TCCBED Annual Accreditation Report (Enrollment must agree with NCEA Databank Report)	Submit through Accreditrac	https://txcatholic.accreditrac.com/