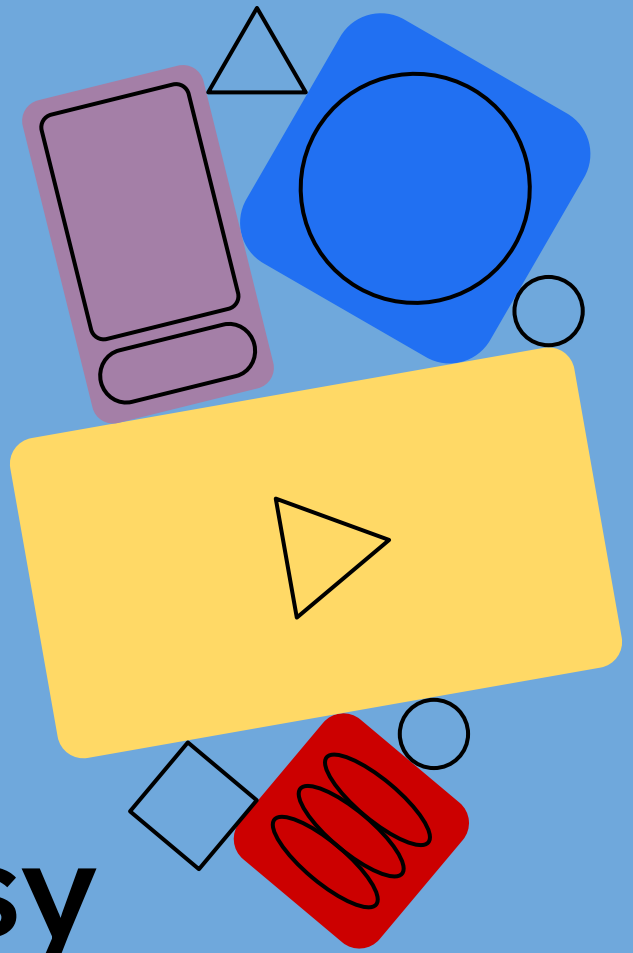
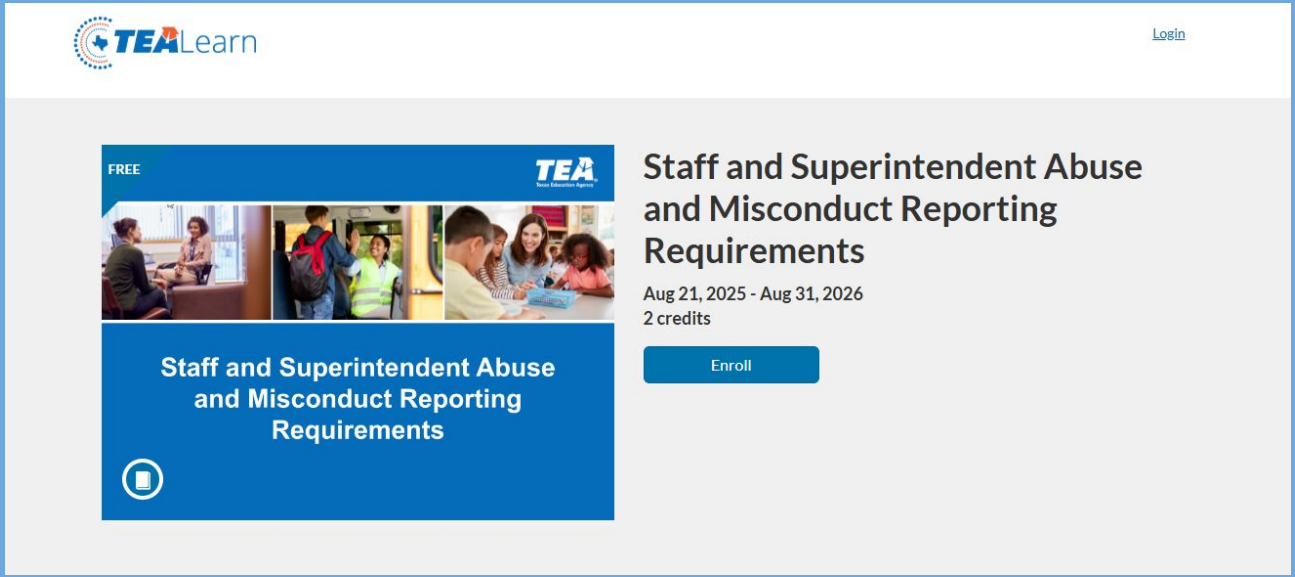
Texas Education Agency & WorkEasy



Texas Education Agency
SB 571 Misconduct Reporting Training

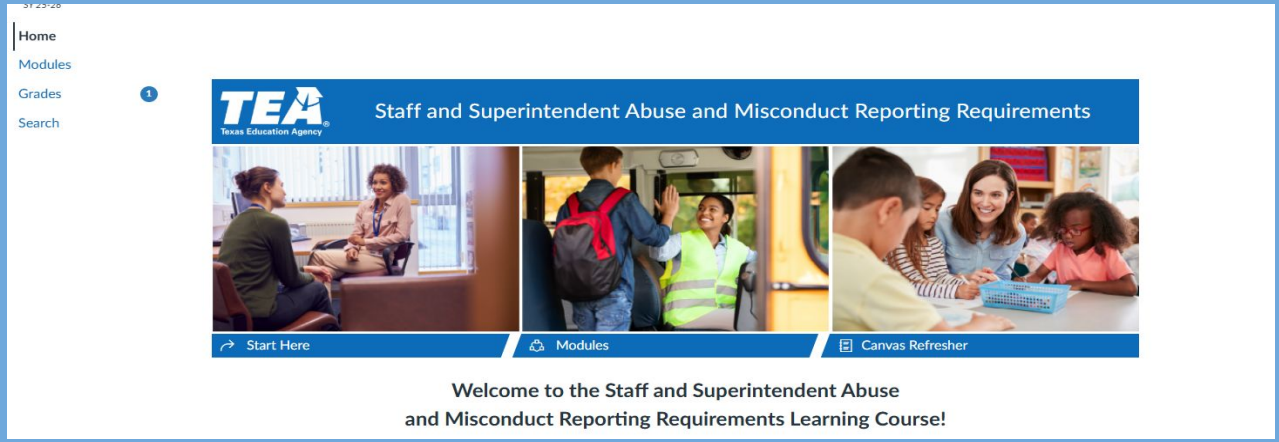
Due Monday, January 6, 2026

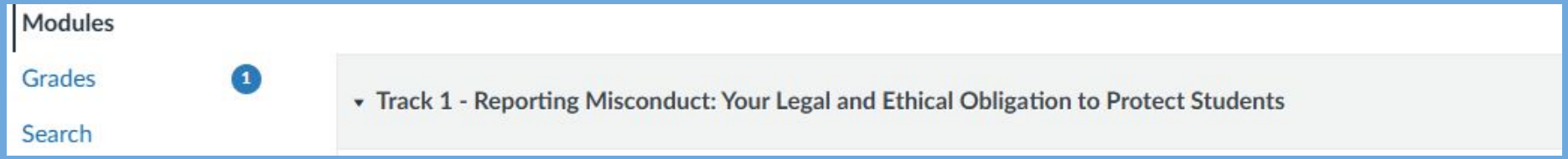


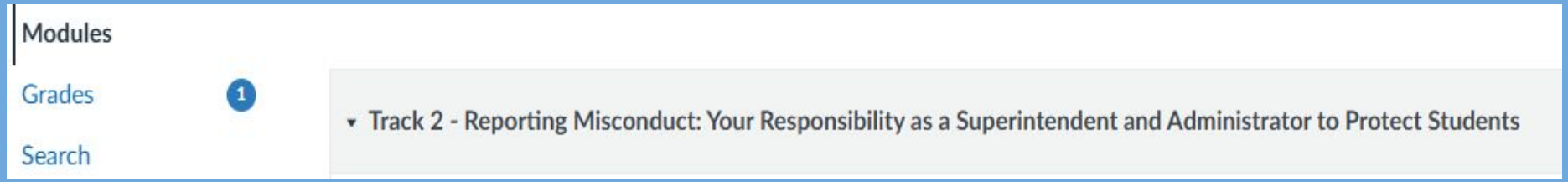
https://register.tealearn.com/courses/staff-and-superintendent-abuse-and-misconduct-reporting-requirements

District or Campus Administrator - Track 2

Educator or Support Staff - Track 1

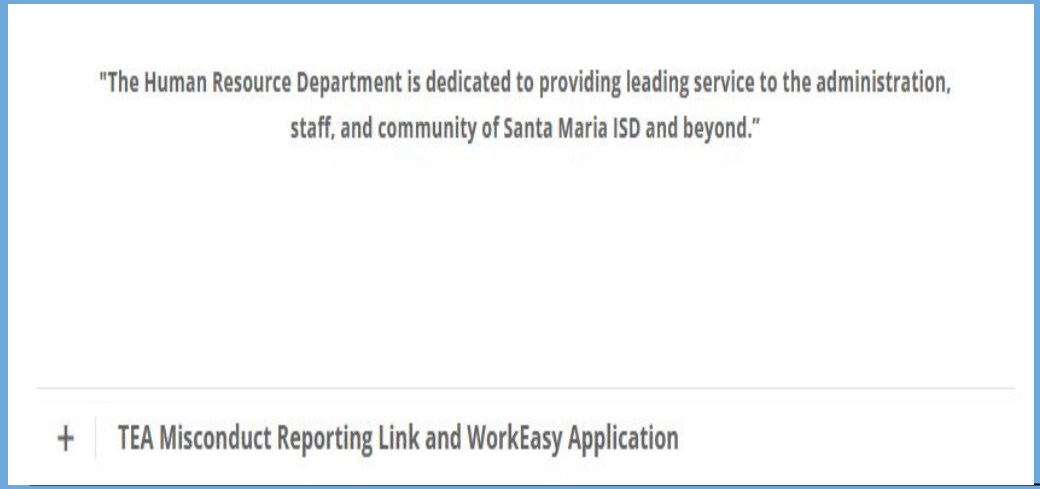






Steps to Access:

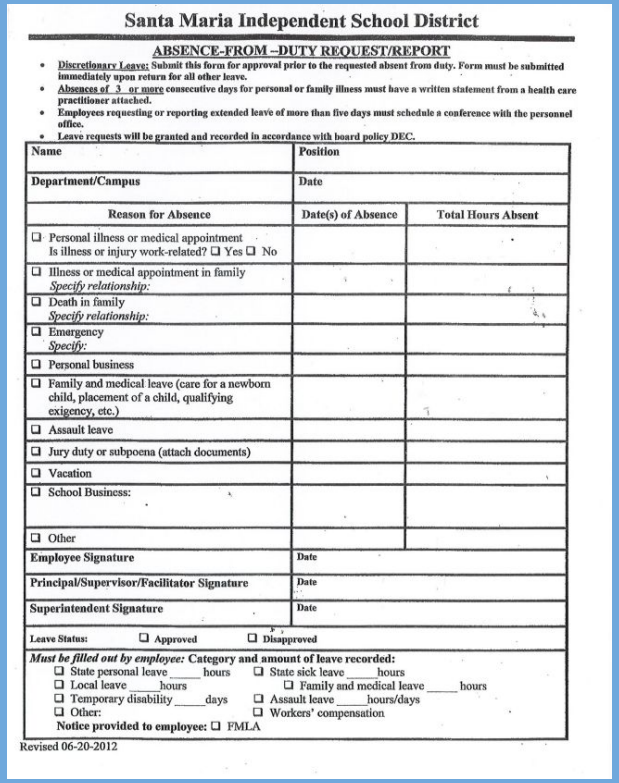
1) www.smisd.net
2) Departments
3) HR Specialist & Title IX Coordinator
4) TEA Misconduct Reporting Link and WorkEasy Application



Guide:

1) Login - create account
2) Save 1 to 1 ½ hours to complete
3) There is no progress save
4) Once complete, you will answer one question
5) Receive certificate or proof of completion
6) Give certificate to your campus or department secretary
7) Due date is 01/06/2026
8) January 2026 - HR/Cybersecurity updates will include recap of training

Absence of Duty to WorkEasy



Santa Maria Independent School District

ABSENCE-FROM –DUTY REQUEST/REPORT

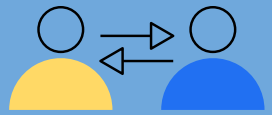
- **Discretionary Leave:** Submit this form for approval prior to the requested absent from duty. Form must be submitted immediately upon return for all other leave.
- **Absences of 3 or more** consecutive days for personal or family illness must have a written statement from a health care practitioner attached.
- Employees requesting or reporting extended leave of more than five days must schedule a conference with the personnel office.
- Leave requests will be granted and recorded in accordance with board policy DEC.

Name	Position	
Department/Campus	Date	
Reason for Absence	**Date(s) of Absence**	**Total Hours Absent**
☐ Personal illness or medical appointment Is illness or injury work-related? ☐ Yes ☐ No		
☐ Illness or medical appointment in family *Specify relationship:*		
☐ Death in family *Specify relationship:*		
☐ Emergency *Specify:*		
☐ Personal business		
☐ Family and medical leave (care for a newborn child, placement of a child, qualifying exigency, etc.)		
☐ Assault leave		
☐ Jury duty or subpoena (attach documents)		
☐ Vacation		
☐ School Business:		
☐ Other		
Employee Signature	**Date**	
Principal/Supervisor/Facilitator Signature	**Date**	
Superintendent Signature	**Date**	
Leave Status: ☐ Approved ☐ Disapproved		

Must be filled out by employee: **Category and amount of leave recorded:**

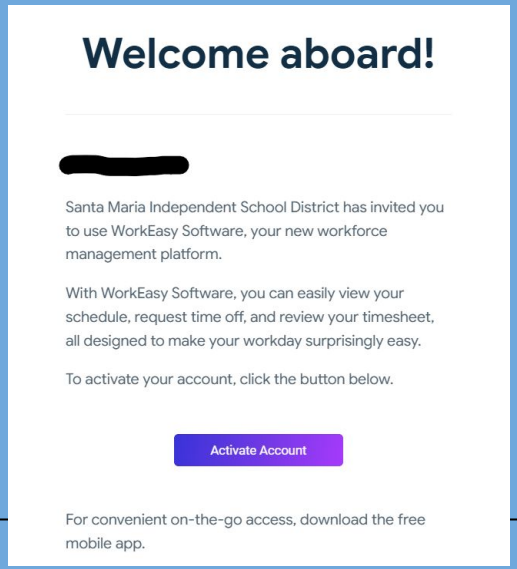
☐ State personal leave _____ hours ☐ State sick leave _____ hours
☐ Local leave _____ hours ☐ Family and medical leave _____ hours
☐ Temporary disability _____ days ☐ Assault leave _____ hours/days
☐ Other: ☐ Workers' compensation
Notice provided to employee: ☐ FMLA

Revised 06-20-2012



Communication

WorkEasy Email Invite



Welcome aboard!

[redacted]

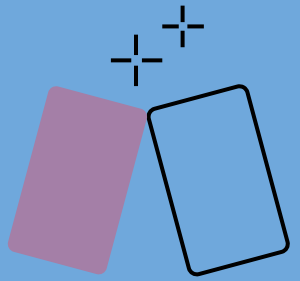
Santa Maria Independent School District has invited you to use WorkEasy Software, your new workforce management platform.

With WorkEasy Software, you can easily view your schedule, request time off, and review your timesheet, all designed to make your workday surprisingly easy.

To activate your account, click the button below.

Activate Account

For convenient on-the-go access, download the free mobile app.



Connection

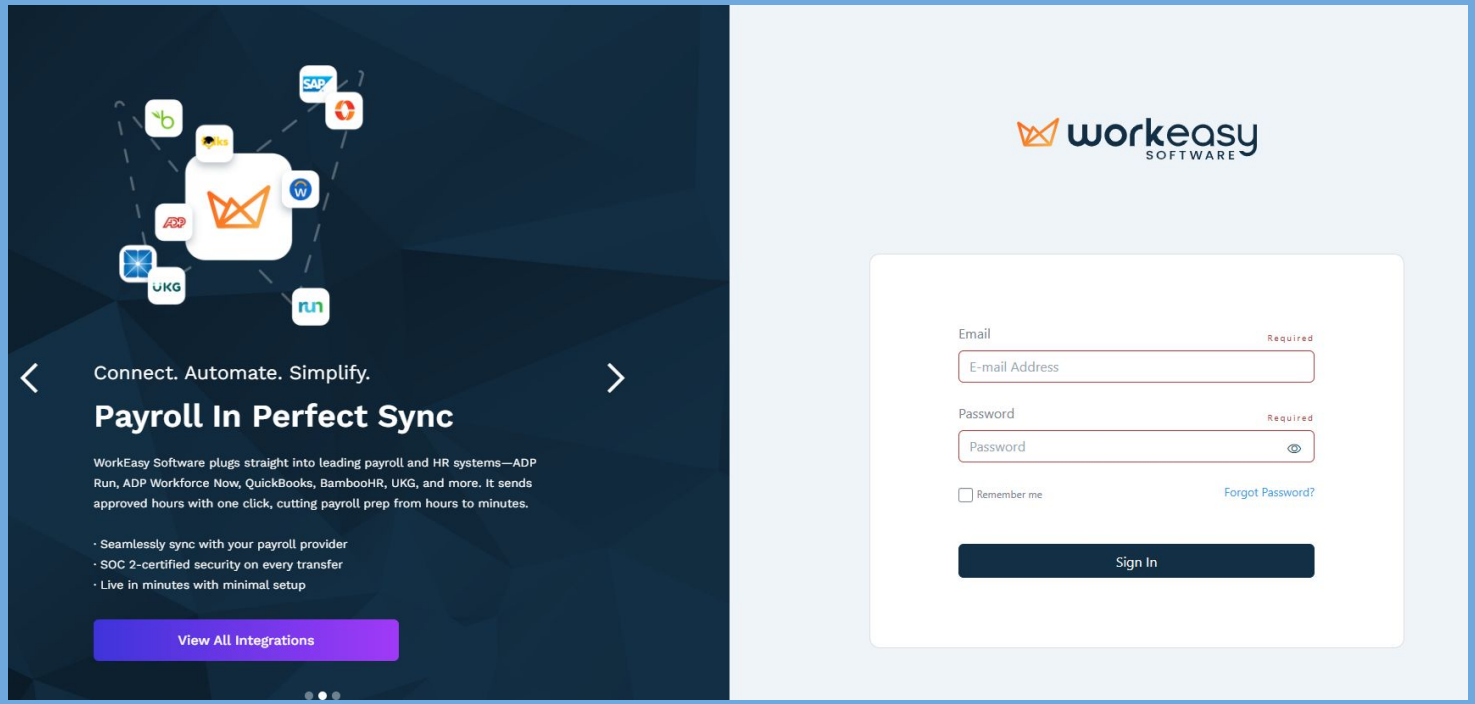
workeasy SOFTWARE

Download on the App Store

GET IT ON Google Play

Starting Wednesday, October 1st

https://accounts.workeasysoftware.com/account/login



Questions?

1) Hourly employees cannot clock in or out using the application but you can view your daily clock in and outs
2) Salaried employees do not have to clock in and out - optional
3) WorkEasy application is only for submitting absences
4) Superintendent of Schools will have the final approval on all absences
5) Athletics (Instructional Aides) - record your arrival time to work on a separate form your campus secretary has - use WorkEasy to record your original assignment only
6) Athletics - All Coaches - When you leave for a game during working hours, submit your request for absence on WorkEasy