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Memorandum

To: Presidents and Chancellors

From: Sarah Keyton, Deputy Commissioner for Administration

Date: July 11, 2024

Subject: Reporting Instructions for Institutions affected by Hurricane Beryl

Hurricane Beryl has affected higher education institutions and students across southern and eastern Texas. The following guidance is provided to public institutions of higher education impacted by the storm.

If your institution is 1) not located within one of the counties listed in the [Governor's Office Major Disaster Declaration](#), but did suffer damage or disruption; or 2) has had other issues arise regarding reporting or any other aspects of operation for which the Texas Higher Education Coordinating Board can be of assistance, please contact at disasters@highered.texas.gov.

CBM and Financial Aid Reporting Extensions

As institutions impacted by Hurricane Beryl are working toward resuming normal operations, THECB has granted a two-week extension for Coordinating Board Manual (CBM) and financial aid-related reporting requirements.

If your institution requires an extension or waiver of a rule, statute, or other reporting requirement administered by the Coordinating Board, please contact us at disasters@highered.texas.gov with "Extension Request" in the subject line.

As part of our goal to be a partner, resource, and advocate to Texas institutions and students, please reach out to disasters@highered.texas.gov with any questions or if you need additional guidance during this challenging time.

c: Chief Reporting Officials
Chief Financial Aid Officers
Institutional Liaisons