

2019-2020 Instructions for Uploading Documentation Federal Program Compliance Division Migrant Education Program (MEP) – Priority for Service (PFS)

LEA Submission Requirements

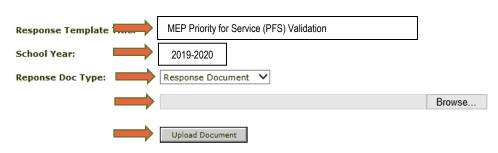
Follow these steps to submit your supporting documentation, as applicable, through the secure *Every Student Succeeds Act (ESSA) Reports* application via TEAL.

- 1. Complete the 2019-2020 Migrant Education Priority for Service (PFS) Random Validation Coversheet
- 2. Assemble the requested material into **one PDF file** in the following order:
 - a. Completed copy of the 2019-2020 Migrant Education Program (MEP) Priority for Service (PFS) Validation Coversheet;
 - b. Completed copy of the 2019-2020 Migrant Education Program (MEP) Priority for Service (PFS) Random Validation Guidance Document; and
 - Required documentation as described in the guidance document and checklist for 2019-2020 Migrant Education Program (MEP) – Priority for Service (PFS) Random Validation.
- 3. Log on to the TEA Login (TEAL)
- 4. Select Every Student Succeeds Act (ESSA) Reports application
- 5. Select "Upload Response Documents" tab

From the dropdown menus:

- 6. Response Template Title: Select "MEP Priority for Service (PFS) Validation"
- 7. School Year: Select "2019-2020"
- 8. Response Doc Type: Select "Response Document"
- 9. Click "Browse" to browse for the file location on your computer





Note: Maximum allowable file size is 10 MB.