



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
 - c. 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
10. Click “Upload Document” button

(Sample Screen Shots of ESSA Reports)



Response Template: MEP Priority for Service (PFS) Validation

School Year: 2019-2020

Response Doc Type: Response Document

Browse...

Upload Document

Note: Maximum allowable file size is 10 MB.