

Texas Education Agency
Instructions for Uploading Documentation
Title I, Part D (Neglected and Delinquent) Program Validation
2018-2019

LEA Submission Requirements

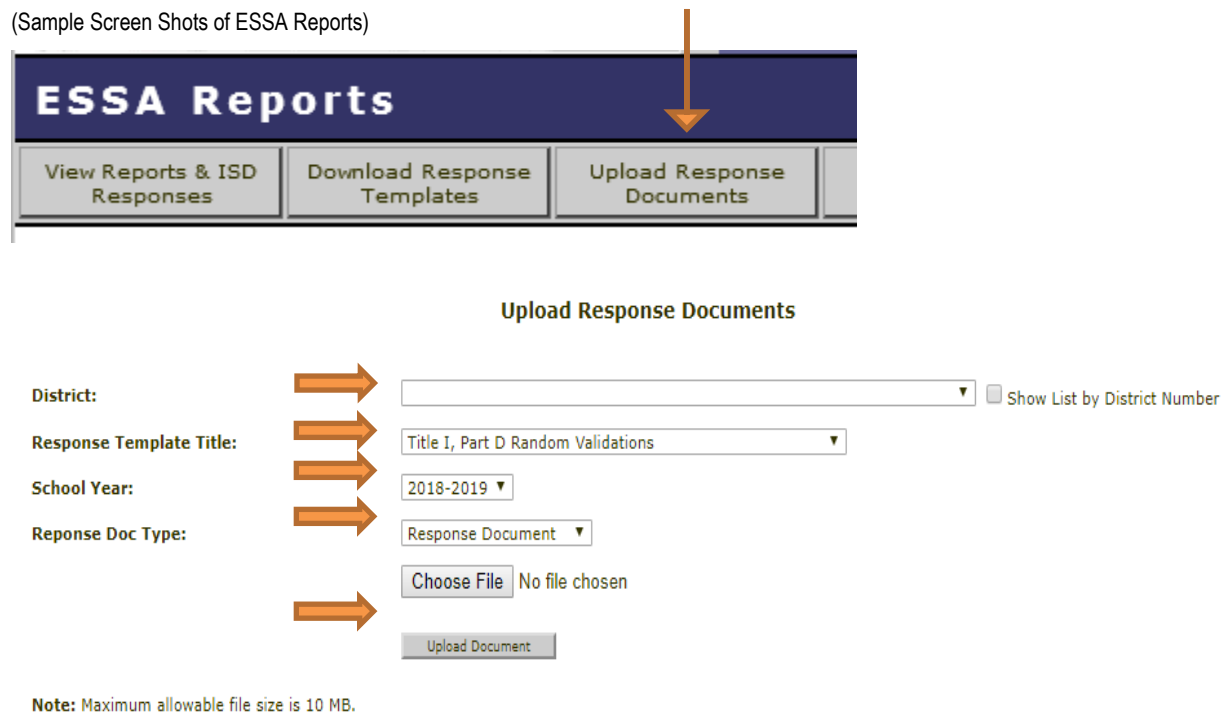
Follow these steps to submit your supporting documentation, as applicable, through the secure *Every Student Succeeds Act (ESSA) Reports* application (**maximum file size is 10MB**):

1. Complete the *2018-2019 Title I, Part D Random Validation Coversheet*
2. Assemble the requested material into **one PDF file** in the following order:
 - **2018-2019 Title I, Part D Random Validation Coversheet**
 - **Random Validation Checklist**
 - **Supportive documentation to meet Column A requirement items #1-5 as described in the Random Validation Guidance Document. All documentation pages must indicate which requirement (items 1-5) it supports.**
3. Log on to the TEA Login ([TEAL](#))
4. Select “*Every Student Succeeds Act Reports*” application
5. Select “Upload Response Documents” tab

From the dropdown menus:

6. Response Template Title: Select “**Title I, Part D Validation**”.
7. School Year: Select “2018-2019”.
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)



The screenshot shows the 'ESSA Reports' application interface. At the top, there is a dark blue header with the text 'ESSA Reports' in white. Below the header, there are three tabs: 'View Reports & ISD Responses', 'Download Response Templates', and 'Upload Response Documents'. The 'Upload Response Documents' tab is selected and highlighted. Below the tabs, the 'Upload Response Documents' form is displayed. The form has the following fields and controls:

- District:** A dropdown menu with an orange arrow pointing to it. To the right is a checkbox labeled 'Show List by District Number'.
- Response Template Title:** A dropdown menu with 'Title I, Part D Random Validations' selected. An orange arrow points to it.
- School Year:** A dropdown menu with '2018-2019' selected. An orange arrow points to it.
- Response Doc Type:** A dropdown menu with 'Response Document' selected. An orange arrow points to it.
- File Selection:** A 'Choose File' button and the text 'No file chosen'. An orange arrow points to the 'Choose File' button.
- Upload Button:** An 'Upload Document' button. An orange arrow points to it.

Note: Maximum allowable file size is 10 MB.

All Title I, Part D random validation documentation is due April 29, 2019.