2020-2021 Instructions for Uploading Documentation
Federal Program Compliance Division

Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
Elementary and Secondary School Emergency Relief (ESSER)

ESSER Private Nonprofit (PNP) Equitable Services

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 *2020-2021 **ESSER PNP Equitable Services** Random Validation Coversheet*
2. Assemble the requested material into **one PDF file** in the following order:
    a. Completed copy of the *2020-2021 **ESSER PNP Equitable Services** Random Validation Coversheet*;
    b. Completed copy of the *2020-2021 **ESSER PNP Equitable Services** Random Validation Guidance Document; and*
    c. Required documentation as described in the guidance document and checklist for 2020-2021 **ESSER *PNP Equitable Services*** 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 "***ESSER* PNP Random Validation**"
7. School Year: Select "***2020-2021***"
8. Response Doc Type: Select "Response Document"
9. Click "Choose File" to browse for the file location on your computer
10. Click "Upload Document" button

(Sample Screen Shots of ESSA Reports)

Note: Maximum allowable file size is 10 MB.