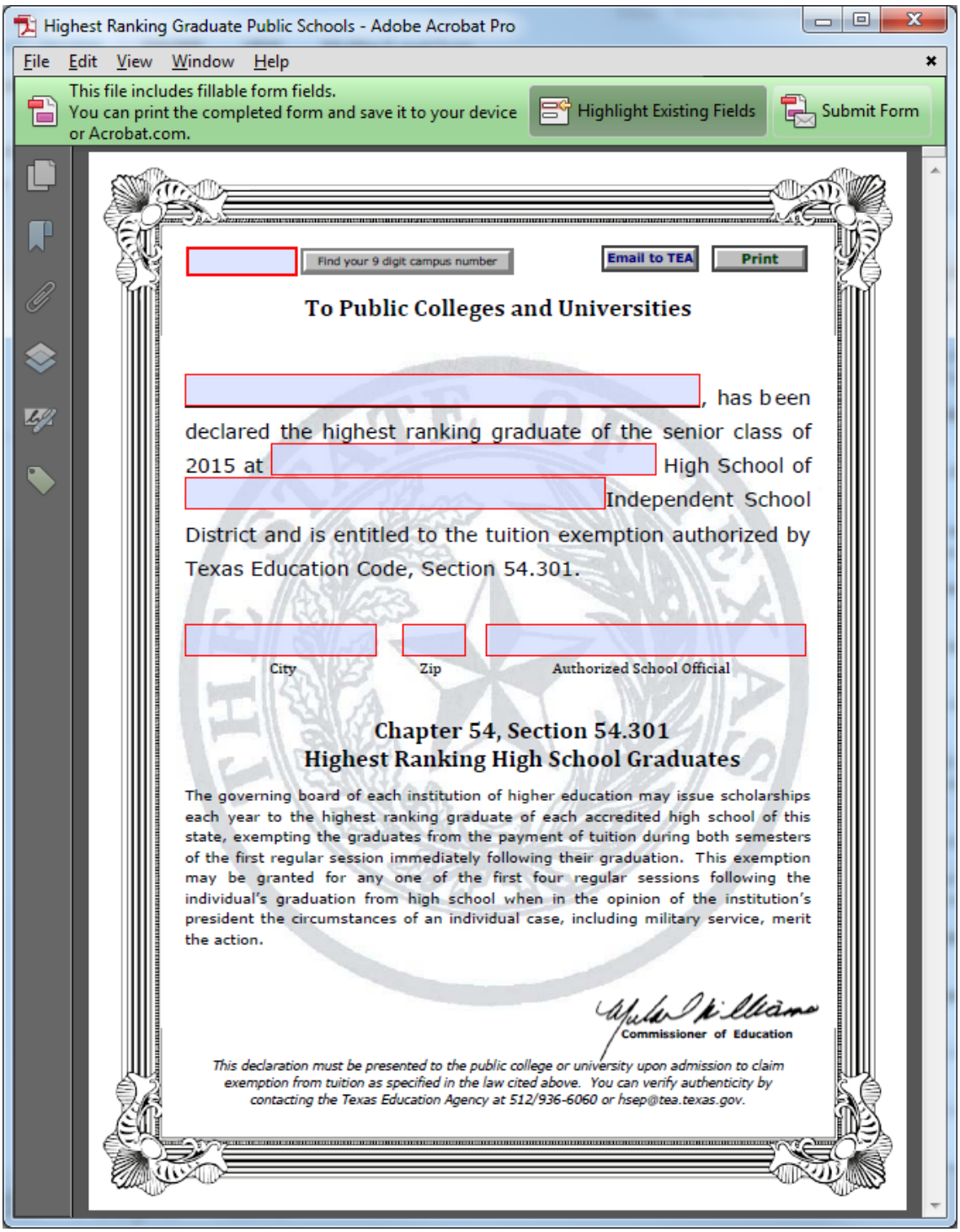
How to submit the “Declaration document” PDF Form

You will need version 9.0 or later from Adobe reader to submit the form. For the latest version of the free Adobe PDF Reader, go to https://get2.adobe.com/reader/

You must open the Declaration document using the Adobe Reader/Acrobat (note: you may have different menu options). Be careful that you are not opening the PDF with your web browser, which does not have all the functionality you need. You may need to save the PDF on your computer, open Adobe Reader, and the File Open from the saved location.



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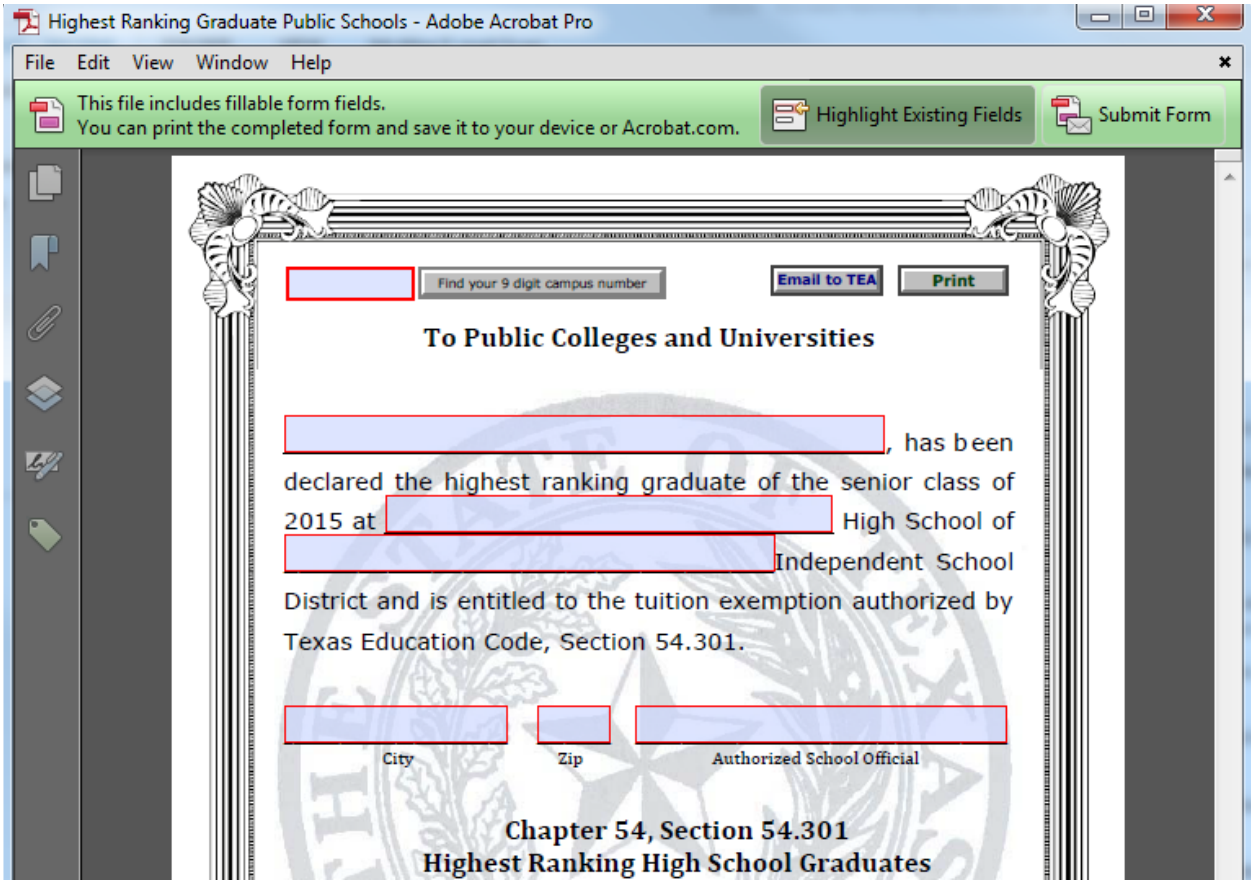


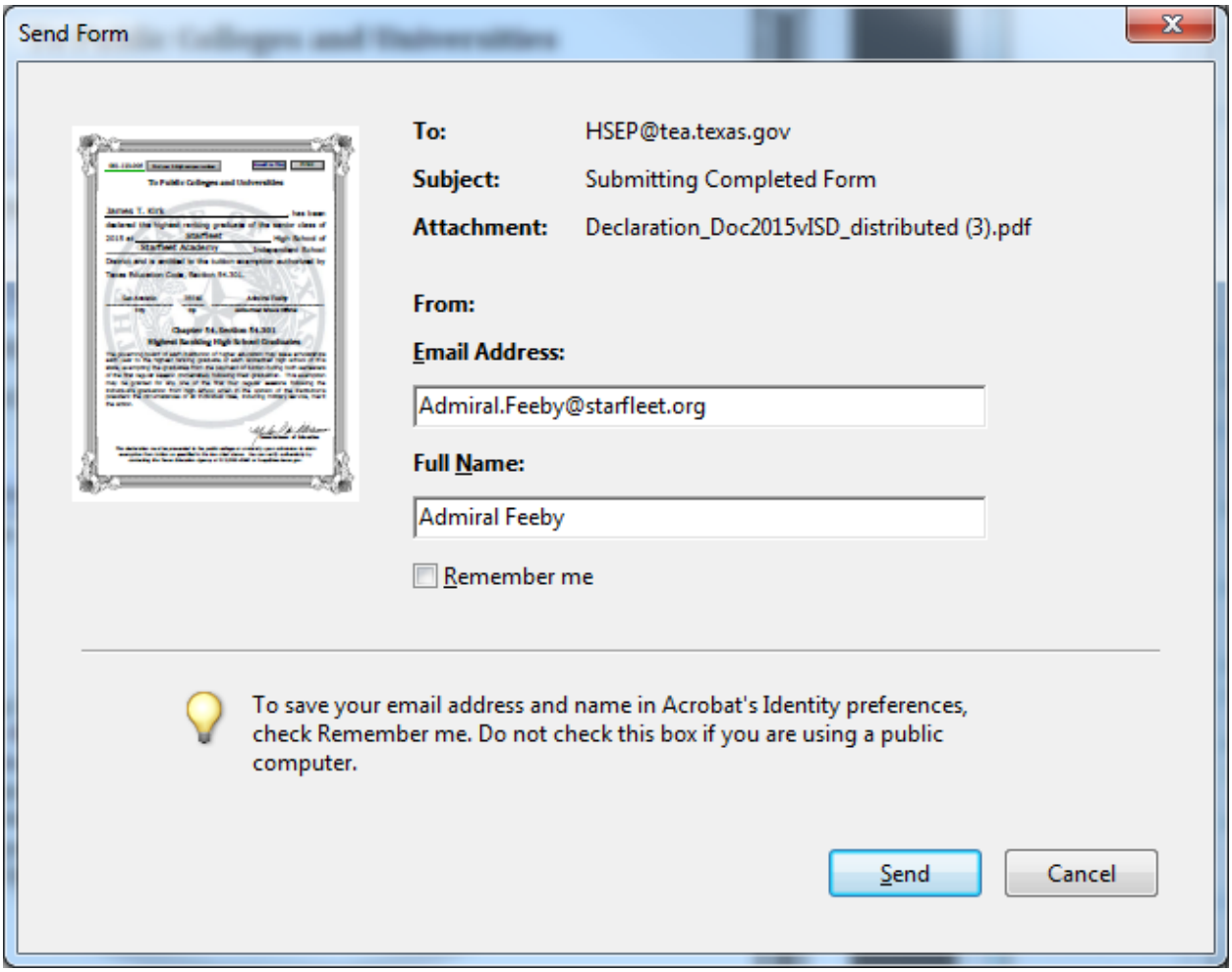
If the fields are not highlighted, click on the [**Highlight Existing Fields**] button at the top of the window. Move your pointer to the top box and enter your county-district-campus number○. You can press the [Tab] button to move from box to box or use your mouse pointer. All fields are required.

- Ask Ted school search for ISD or Charter School campus number;
- Texas Private Schools Accreditation Commission to get your nine digit campus number.

You can click on the [**Print**] button to print the document. The student will need a hard copy to present to their college. Be patient it may take some time to print.

How to submit the “Declaration document” PDF Form

For verification purposes, click on the [**Submit Form**] button at the top right corner of the PDF form or the [**Email to TEA**] button. You will get the following pop up window. The form may populate your Email Address and Name, but if it does not enter your email address and your full name.

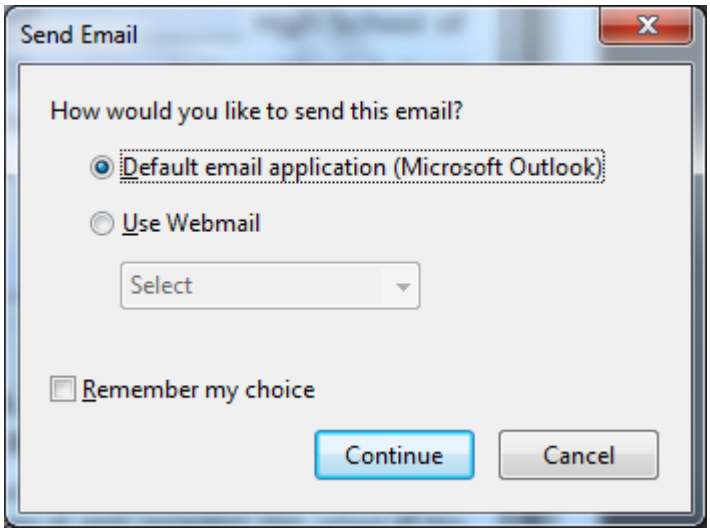


Click the [**Send**] button.

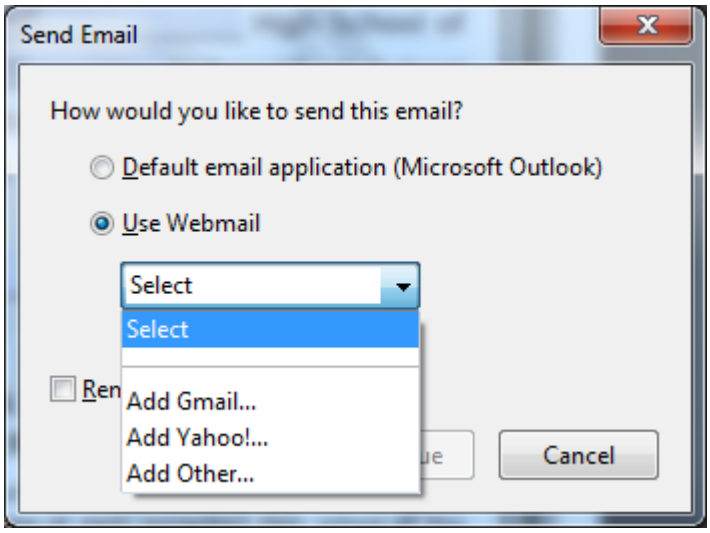
How to submit the “Declaration document” PDF Form

Another pop up window will appear, choose an option to email back to TEA.

If you have problems, see *Submitting the Form Does Not Work, What to Do* below



If you choose **Use Webmail:**



Follow the instructions, you may need to find your IMAP and SMTP protocols. It may be easier to go to *Submitting the Form Does Not Work, What to Do* below.

If you haven’t at this point, print the document for the highest ranking graduate. The student will need a hard copy to present to their college of choice. You may want to save a copy on your computer by clicking on File > Save As… for your records.

How to submit the “Declaration document” PDF Form

Submitting the Form Does Not Work, What to Do:

1. Save the PDF on your computer by going to the upper left of the screen: File > Save As…
    a. Remember the location of where you saved the PDF document.
2. Send an email to hsep@tea.texas.gov and attach the saved document.

If you have any issues email hsep@tea.texas.gov or call 512.936.6060 and ask for Highest Ranking Graduate technical support.