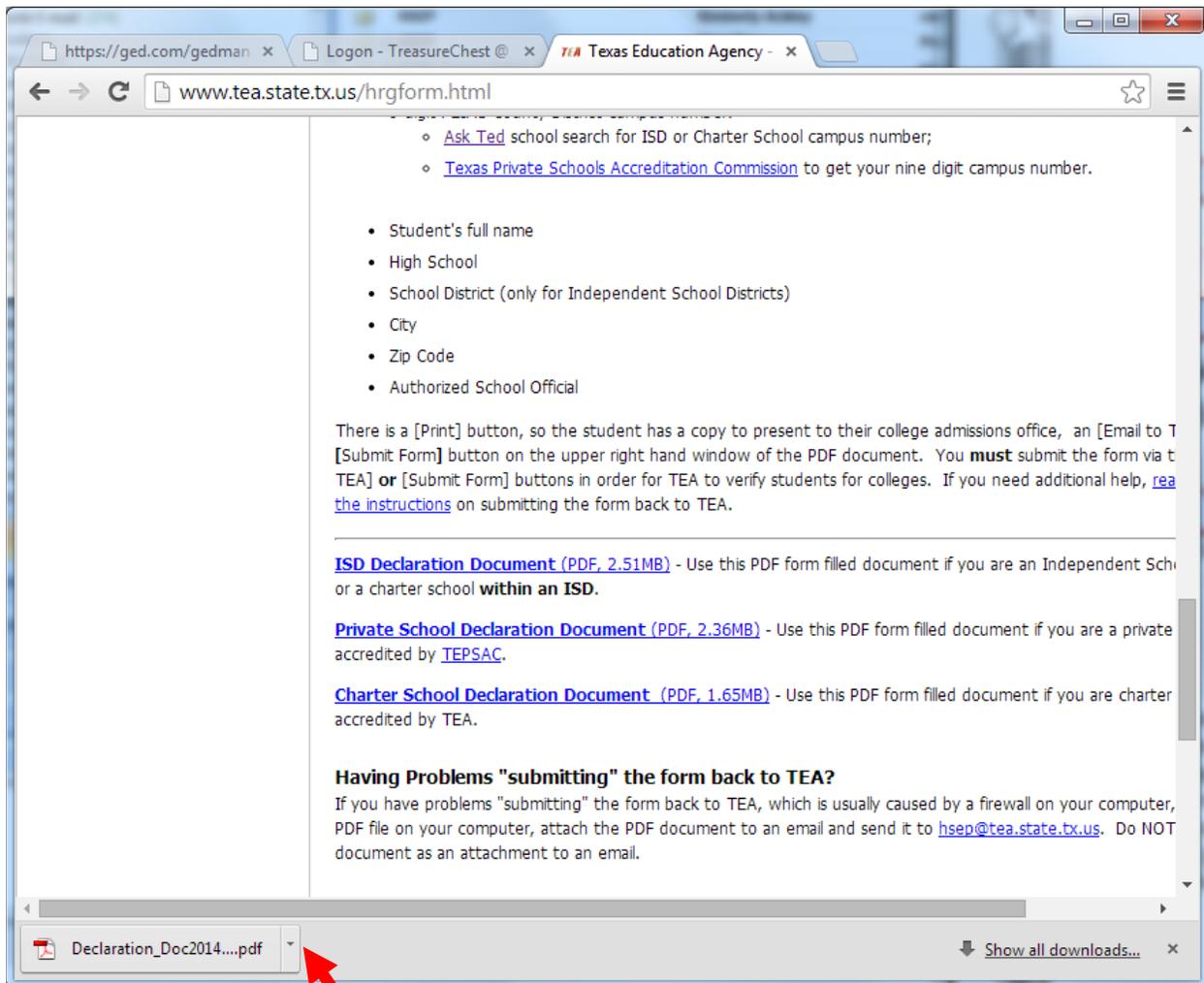


How to submit the “Declaration document” Form Using Chrome

You will need version 9.0 or later from Adobe reader to submit the form. You can verify your version by opening your Adobe Reader and clicking the Help menu and going to About Adobe You may need to contact your technical support staff in order to download the new Adobe Reader on your computer.

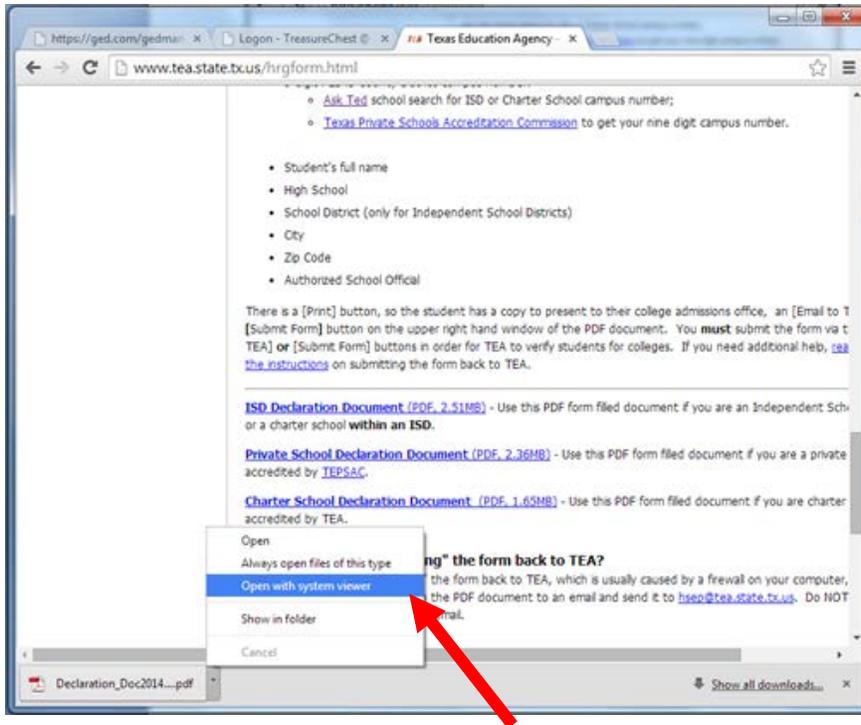
For the latest version of the free Adobe PDF Reader, go to <https://get2.adobe.com/reader/>

When you download the Declaration document from the web page using the Google Chrome browser, the PDF form filled document will appear on the bottom left of the screen.



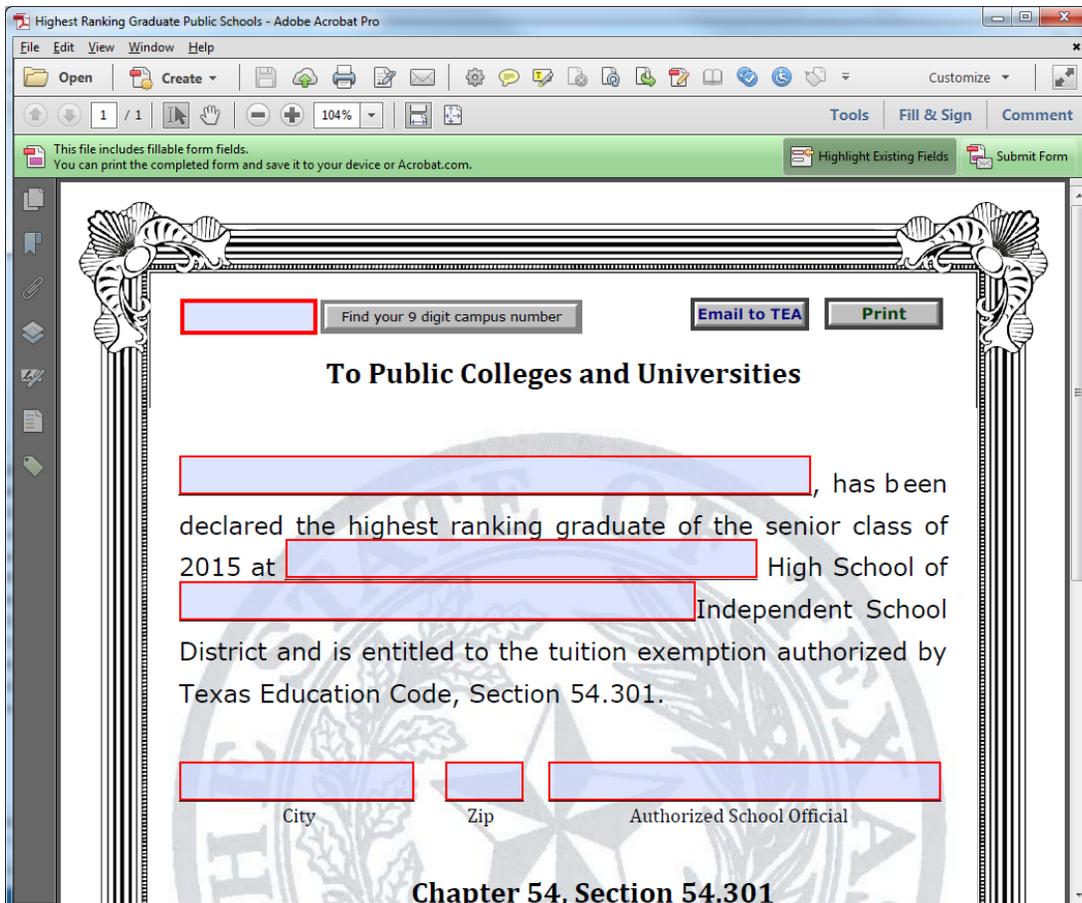
Move your mouse pointer to the downward arrowhead on the PDF. See red arrow above.

How to submit the “Declaration document” PDF Form



A window should pop up. Move your mouse over “Open with system viewer” and click on it.

A new window will pop up with the form that you can submit back to TEA.



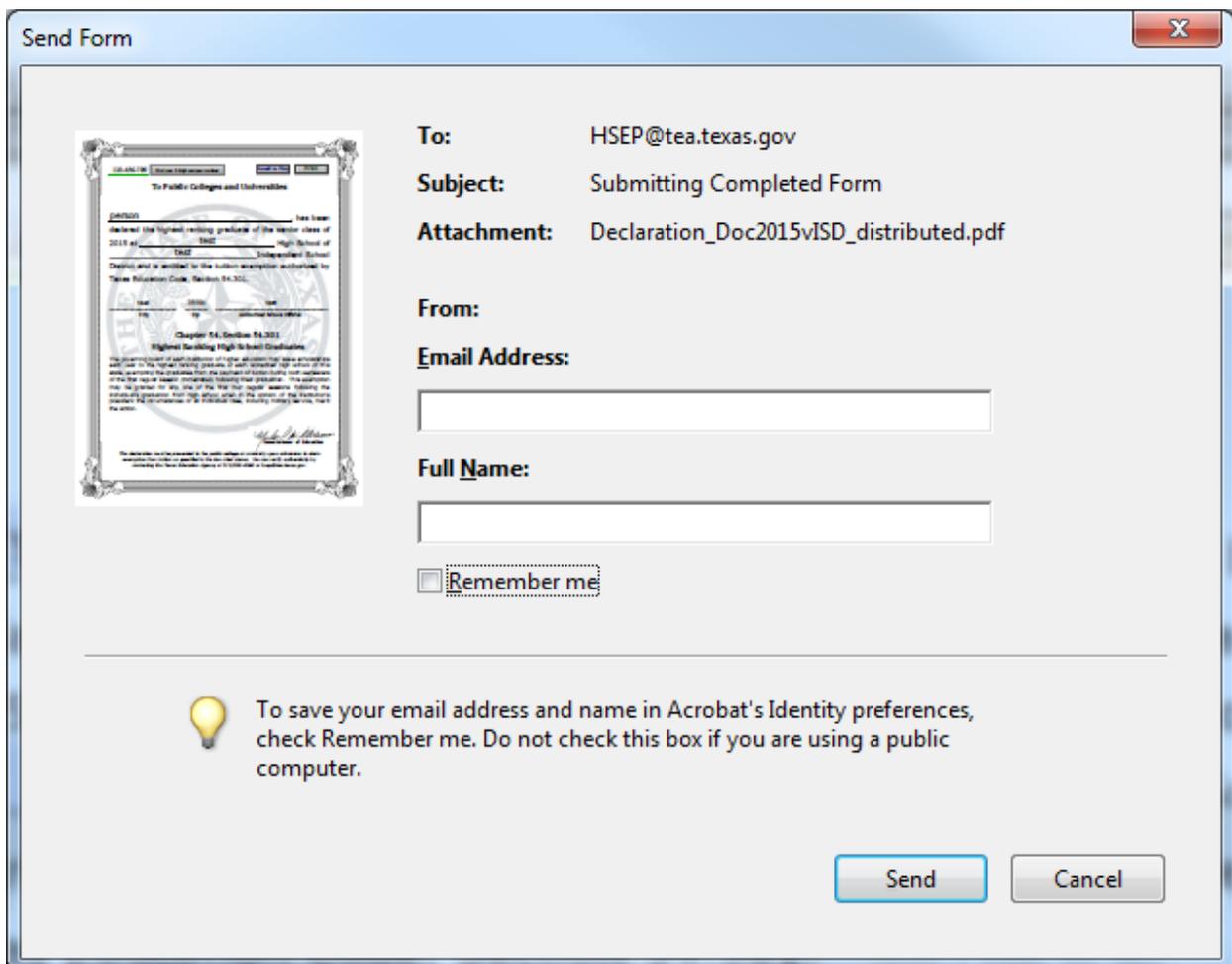
How to submit the “Declaration document” PDF Form

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

- o [Ask Ted](#) school search for ISD or Charter School campus number;
- o [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.

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 please enter your email address and your full name.



To: HSEP@tea.texas.gov

Subject: Submitting Completed Form

Attachment: Declaration_Doc2015vISD_distributed.pdf

From:

Email Address:

Full Name:

Remember me

To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.

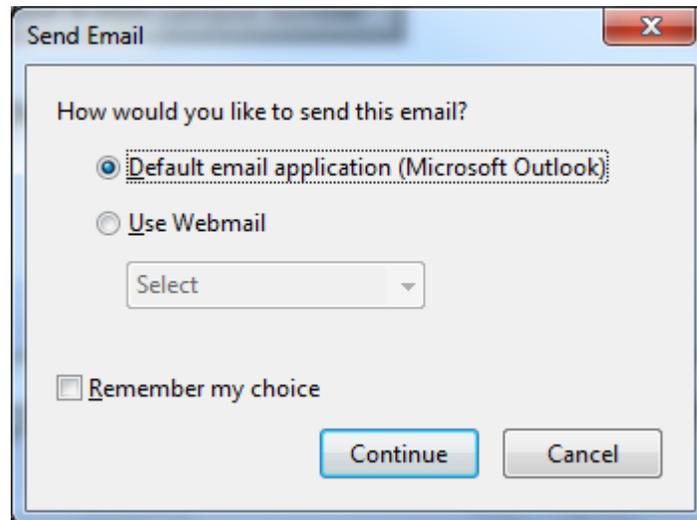
Send **Cancel**

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...* below



If you haven't at this point, print the document for the highest ranking graduate. You may want to save a copy on your computer by clicking on File > Save As... for your records.

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 above mentioned 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.