

Submitting the Application for State Board of Education Social Studies TEKS Work Groups

Instructions for Submitting the Application as an Attachment by Email (Manually)

You may need to use the manual instructions if any of the following apply:

- The “Submit Form” button does not appear on your application.
- One or more of the three progress notifications below do not appear while submitting your application.
- You do not have an email account configured to send email automatically from a program on your computer.

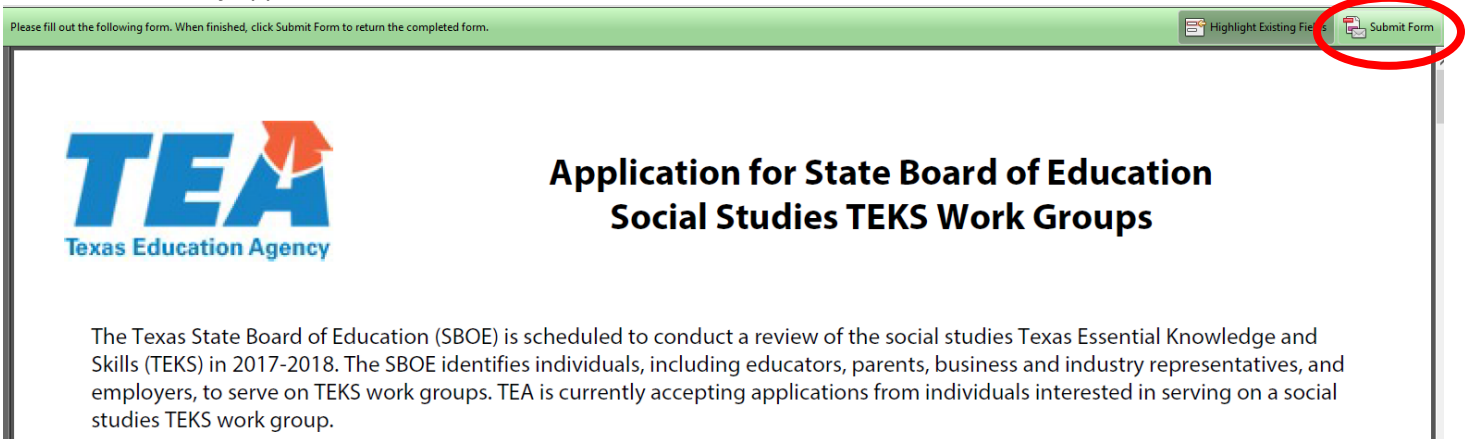
Instructions:

- 1) Save a copy of the completed application. You may wish to print a copy of the application for your records.
- 2) Open a new email and attach the completed application. Please include your contact information in the body of your email.
- 3) **Prior to sending your email:** Open the attachment and confirm that the application fields show your entered responses.
- 4) Send the email to teks@tea.texas.gov.
- 5) **Within five business days,** you will receive confirmation that your application has been received. Please contact the Curriculum Standards and Student Support Division at teks@tea.texas.gov if you experience any technical difficulties or do not receive confirmation within five business days.

Instructions for Submitting the Application Using the “Submit Button” (Automatically)

1. Complete the application.
2. Click on the “Submit Form” button on the top right-hand corner of your screen. If the “Submit Form” button does not appear on your application, see the instructions provided above to manually submit your application as an attachment to an email.

Screen shot of application



Please fill out the following form. When finished, click Submit Form to return the completed form.

Highlight Existing Fields Submit Form

TEA
Texas Education Agency

**Application for State Board of Education
Social Studies TEKS Work Groups**

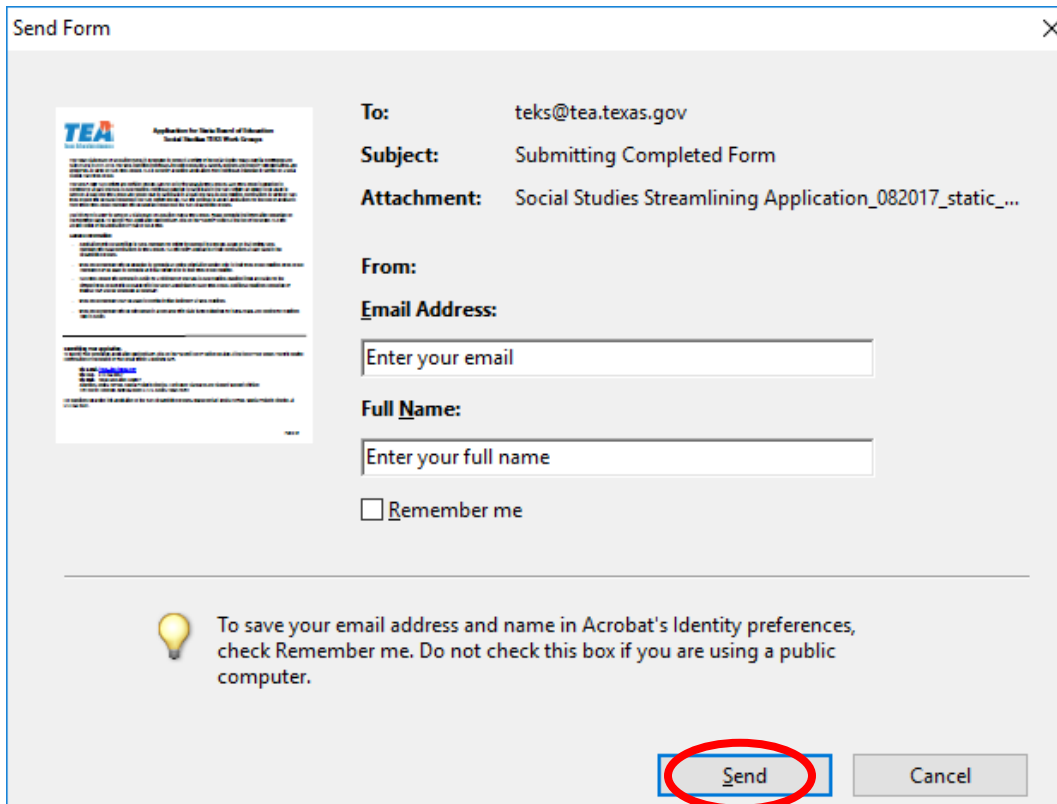
The Texas State Board of Education (SBOE) is scheduled to conduct a review of the social studies Texas Essential Knowledge and Skills (TEKS) in 2017-2018. The SBOE identifies individuals, including educators, parents, business and industry representatives, and employers, to serve on TEKS work groups. TEA is currently accepting applications from individuals interested in serving on a social studies TEKS work group.

3. After clicking on “Submit Form,” you will be directed through a series of progress notifications that you will need to navigate through to complete your submission. If any of the notifications do not appear during the application submission process, please follow the manual instructions provided above.

Submitting the Application for State Board of Education Social Studies TEKS Work Groups

Progress Notification #1: Send Form

1. Enter your email address and full name in the spaces provided.
2. Click on "Send" at the bottom of the notice.



Send Form

To: teks@tea.texas.gov

Subject: Submitting Completed Form

Attachment: Social Studies Streamlining Application_082017_static_...

From:

Email Address:
Enter your email

Full Name:
Enter your full name

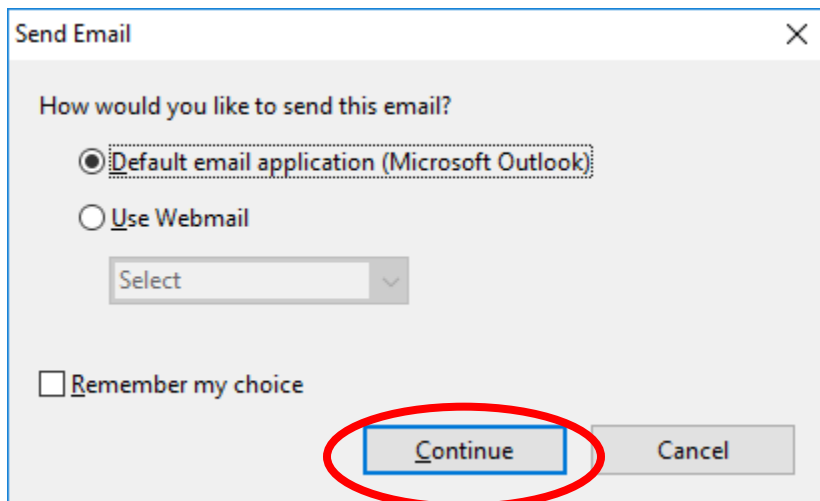
☐ Remember me

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

Progress Notification #2: Send Email

1. Click on continue if your email account is configured to send email automatically or indicate the email application through which you are submitting the application and then click on continue.
2. NOTE: If you do not have an email application configured to send email automatically, you will need to either set up the configuration or follow the manual instructions provided above.



Send Email

How would you like to send this email?

☒ Default email application (Microsoft Outlook)

☐ Use Webmail

Select

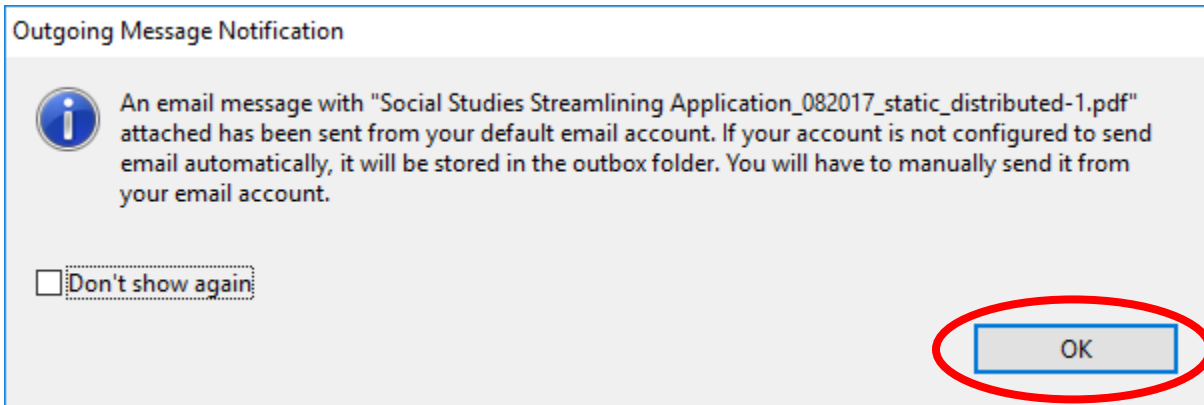
☐ Remember my choice

Continue Cancel

Submitting the Application for State Board of Education Social Studies TEKS Work Groups

Progress Notification Window #3: Outgoing Notification

1. Click on OK to submit the application.



Within five business days, you will receive confirmation that your application has been received. Please contact the Curriculum Standards and Student Support Division at teks@tea.texas.gov if you experience any technical difficulties or do not receive confirmation within five business days.

Curriculum Standards and Student Support
(512) 463-9581

teks@tea.texas.gov