

Parent-Directed Special Education Services (PDSES)

APPLICATION & PARENT PORTAL INSTRUCTIONS



PDSES.TEA.TEXAS.GOV



Welcome to the Parent-Directed Special Education Services (PDSSES) Parent Portal Instructions. These instructions are designed to help parents and guardians apply for the PDSSES grant and navigate the PDSSES Parent Portal. In addition to these instructions, you can also refer to the [Frequently Asked Questions \(FAQs\) about the PDSSES Parent Portal](#) for additional help and application support.

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Contact Information:

- Questions about the application and PDSSES Parent Portal can be answered by emailing PDSEShelp@region10.org or by calling 855-773-3839.
- For questions about My SPEDTex accounts can be answered by emailing inquire@spedtex.org or by calling 855-773-3839.

Creating a PDSSES Parent Portal Account and Applying for a Student

This section walks you through how to create a PDSSES Parent Portal Account, and how to add and apply for your student(s).

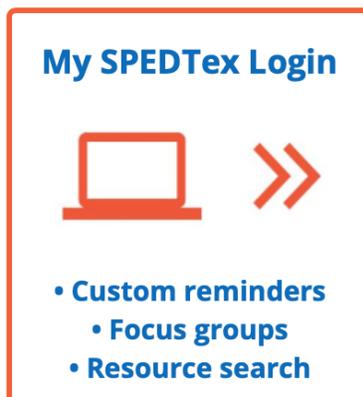
Step 1: Create or Log into your My SPEDTex Account

To apply for the PDSSES grant, you must have a My SPEDTex Account.

- To create a My SPEDTex account, go to the [SPEDTex website](#).
 - If this is your first time visiting SPEDTex, a pop-up screen will appear, you can answer this quick survey, or you can close it by clicking the "Dismiss" button in the corner.
- Create or sign-in to your My SPEDTex Account.
 - On the homepage, click "Create Account/Sign-In", or



- You can log in by clicking on this button on most SPEDTex webpages.



IMPORTANT: You MUST have a My SPEDTex Account to apply for the PDSSES grant.



PDES APPLICATION & PARENT PORTAL INSTRUCTIONS

- If you already have a My SPEDTex Account, log in using your username and password. You can click on "Rest your password" if you do not remember your password.
- **If you need to create a My SPEDTex account**, click on "Create new account."

If you already have an account, select "Log in."

Welcome to My SPEDTex!

[Log in](#) [Create new account](#) [Reset your password](#)

Login

* Username

* Password

Remember username

[Log in](#)

If you do not have an account, select "Create new account."

Welcome to My SPEDTex!

Log in [Create new account](#) [Reset your password](#)

Create new account

Welcome to My SPEDTex! Here you can track important dates for your student and view resources of interest to you, as well as volunteer for focus groups. To get started, simply create an account using the button below. You may choose to proceed in English or switch to Spanish.

[Create New Account](#)

IMPORTANT: You should create your My SPEDTex account with an email address that you use and check often.

Step 2: Access PDES Parent Portal

This is the only place you will be able to access the PDES Parent Portal.

- After you are logged in to your My SPEDTex Account, click on the "Apply for the PDES grant" button to begin.

My SPEDTEX Special Education Information Center

Topics ▾ Important Dates Resource Locator PDES Language/Idioma ▾ [spedtex.user](#)

Alerts

Parent-Directed Special Education Services (PDES) application will open again on 02/03/2025
Upcoming Transition date. [See important dates.](#)

Get Started

Update my account profile

Set important dates

Apply for the PDES grant

What's Trending



Step 3: Add Parent Information

Parents must add their information before adding or applying for their student.

- Enter your information in each field. You will need to provide the following:
 - Parent/Guardian's first and last name
 - Street address – note: this cannot be a P.O. Box
 - City, state, and zip code – note: you must live in Texas
 - Phone number
 - Your My SPEDTex Login email will be automatically populated – You cannot change this in the application, if you wish to change your My SPEDTex account email, please reach out to SPEDTex: 855-773-3839 or inquire@spedtex.org.
 - Secondary email – You may add a second email address to receive notifications about the PDESES application. This is not required. Your My SPEDTex Login email will be the email that is used to create your PDESES account.
 - Communication preference – you can select to receive notifications in English or Spanish.
- After you have entered your information, click the “SUBMIT” button.

NOTE: You can change your parent information at any time by clicking the “Edit” button. The “Edit” button will only appear after you have submitted. However, you CANNOT change your My SPEDTex Login Email. If you want to change your My SPEDTex account email, please reach out to SPEDTex by calling 855-773-3839 or emailing inquire@spedtex.org.

Step 4: Add your Student(s)

You must add each student you want to apply for separately.

- After you have entered the parent information, click on the “Add Student” button.

- Clicking on “Add Student” will open the “Student Lookup” pop-up window.
- On the “Student Lookup” page, you will need to provide the following information for your student:

- Identification Number:

- Unique Identification Number (UID) – If you know your student’s 10-digit UID you can enter it here. See below for more information about UIDs.

OR

- Social Security Number (SSN) or State Alternate ID (S#) - (only needed if you do not know your student’s UID) – you can use your student’s SSN (9-digits) or S# (the letter “S” followed by 8-digits) to lookup the UID - whichever number you used to enroll your student. If you do not know your student’s SSN or S#, you will need to contact your student’s school - the PDESES program and TEA are unable to provide this information.

- Student Information:

- First Name
 - Last Name
 - Date of Birth

IMPORTANT: The information you provide MUST match state records. Include any special characters.

UIDs are different than a local ID provided by the district.

A UID is a 10-digit number given to each student in a Texas public school. It is used by the state to identify students without using their social security numbers. The UID is different from a local ID number that may be given by your school district (i.e., Student ID or District ID). You can use the “Student Lookup” in the PDESES Parent Portal in the “Add a Student” page OR, you can contact your student’s school.



PDES APPLICATION & PARENT PORTAL INSTRUCTIONS

- After entering all your student's information, the fields should be green. Next, click on "Search."

You only need to enter your student's UID or their SSN/S#. The PDES program does not collect or save SSNs or S#s.

UID: 4567746244 ✓
Or
SSN or S#: ✓
First Name *: Test ✓
Middle Initial:
Last Name *: Test ✓
Date of Birth*: 01/04/2008 ✓

SEARCH

UID	Student Name	Student DOB
		01/02/2025

CLOSE ADD TO PROFILE

- If you have correctly entered your student's information, you will see their information underneath the search field.
- If this information is correct, click, "Add to Profile."

UID: 4567746244 ✓
Or
SSN or S#: ✓
First Name *: Test ✓
Middle Initial: ✓
Last Name *: Test ✓
Date of Birth*: 01/04/2008 ✓

SEARCH

UID	Student Name	Student DOB
4567746244	Test Test	01/04/2008

CLOSE ADD TO PROFILE

- If you receive an error message, you can view the [table of error messages](#) in the appendix for additional help and descriptions.
- After you have successfully added your student, you will see a green pop-up saying that your student has been added to your profile.
- You may now close this pop-up. You can click on "Close" on the bottom or the "X" in the corner.

Student Lookup

Test Test added to profile

X



- After you have closed the "Student Lookup" page, you will return to your homepage where you will see your student added to the "Students" table.

Students											ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action
1234567890	Test Student	01-01-2010									APPLY

- If you have additional students, repeat step 4 for each student.

IMPORTANT: Adding your student to your profile does not mean that you have applied for your student. To do that you must click "Apply" next to your student's information on the homepage.

Step 5: Applying for your Student

After the application window has opened, and during the application window, you can select "Apply" on the row for each individual student. You must add your student(s) before you can apply for them.

Students											ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action
1234567890	Test Student	01-01-2010									APPLY

- When you click the "Apply" button, a new tab or window will open.
- Before you can click the "Submit Application" button, you must complete three steps:

PDSES Application

PDSES Account Activation Requirement:

All awarded applicants must complete the PDSES Account Activation Requirement within 30-days of the day their award notice was sent by email. Completing the PDSES Account Activation Requirement means that you must log on to your online ClassWallet Marketplace account and accept the PDSES Parental Acknowledgement and Agreement after you log in. If an awarded applicant does not complete the PDSES Account Activation Requirement within 30-days, account funds may be reclaimed.

- 1 I agree to the above terms of the PDSES 30-Day Account Activation Requirement.
- 2 I certify that I have legal authority to make educational decisions for the student(s) for which I am applying - and will provide documentation if requested. Note: if a person opens an account without this legal authority, the account is subject to cancellation.
- 3 By providing my name, I certify the information provided in this application is accurate and true.

You only need to upload documentation if your student recently became eligible for PDSES (after October of the current school year). If your student:

- Began receiving special education services** - if you are applying for a student whose individualized education program (IEP) paperwork show special education services started after October of the current school year, you should upload their IEP as part of the application process.
- Started attending a Texas public school** - if you are applying for a student that enrolled in a Texas public school after October of the current school year, you should upload their most recent IEP.

Digital files such as PDFs are required. You should contact your student's school for a digital copy of your student's IEP. If you need help, please visit this site for tips - [PDSES Parent Portal FAQs](#).

- Acknowledge the PDSES 30-Day Account Activation Requirement:** This states that, if you are awarded an account, you must log in to your online ClassWallet Marketplace account (where you spend the grant funds) and accept the PDSES Parental Acknowledgement and Agreement. If you do not complete these steps within 30-days of receiving your award email, account funds may be removed.



Certify that you have legal authority for your student(s): If you cannot certify that you meet the program’s definition of “parent”, you should not participate in the PDESS program. According to [TEC § 29.041](#), a parent is “a resident of this state who is a natural or adoptive parent, managing or possessory conservator, legal guardian, custodian, or other person with legal authority to act on behalf of (the) child.” When you submit your application, you must certify that you have this authority, and you may be required to provide documentation to verify this upon request from program administration when/if this is in question. If you apply for a student without legal authority, or are unable to verify, your account will be subject to cancellation.



Certify the information provided is accurate and true: Check the box and your first and last name will populate.



NOTE: The application submission page also provides parents the option to add attachments. This step is not required and is not necessary for most applicants.

- If you would like to upload documentation, you can do that now or you can come back and upload documentation later. **Only parents of students who recently became eligible for PDESS (after October 1st of the current school year) should upload documentation.** Go here to [learn more about if you should upload documentation](#).
- After completing all required steps, click the “Submit” button.

Attach document(s) for TEST STUDENT TEST STUDENT
Please name the file using this format: Student First Name_Student Last Name_Document Type (Example: John_Smith_IEP)

ATTACH...

FILE NAME	FILE TYPE	DATE ADDED

SUBMIT

- If you have completed the application correctly, you will receive this message: “Application saved. You may close this page to exit.”

PDESS Account Activation Requirement:

Application saved. You may close this page to exit.

- You can close this tab or page to return to the homepage.
- When you return to your homepage, you will now see that the row for your student has an Application ID, Submission Date, Status, Status Details, Status Date, and the Action button now says “Cancel.” Go here for more information about the [student table](#) below.

Students											ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action
1234567890	Test Student	01-01-2010	24-0000111	02-03-2024	Submitted	--	02-03-2024	No	No	No	CANCEL

- If you have additional students, repeat step 5 for each student.



NOTE: Applications will not be processed until after the application window has closed. Your status will remain “Submitted” or “Submitted with Attachments” until after this time. You will receive an email anytime your status changes. For more information about the statuses, view the [Status Table](#).



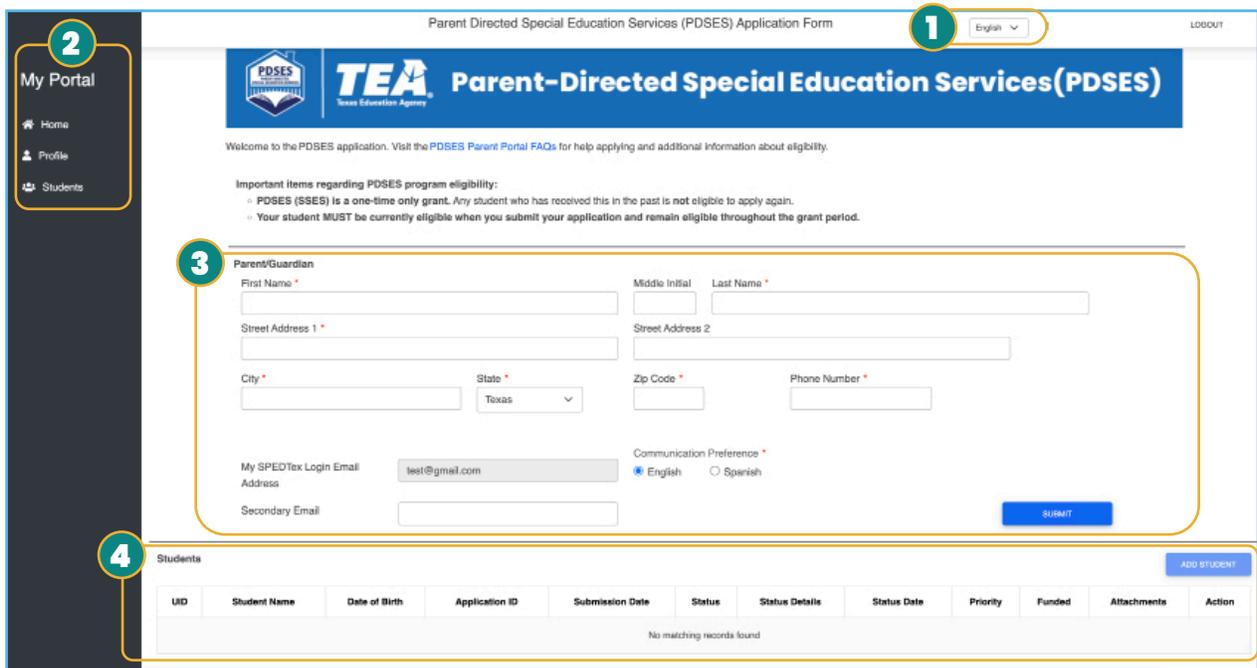
Features of the PDES Parent Portal

The following section is a general overview of the PDES Parent Portal, for step-by-step instructions on how to apply, please go to the first section, "Creating a PDES Parent Portal Account and Applying for a Student".

PDES Parent Portal Homepage

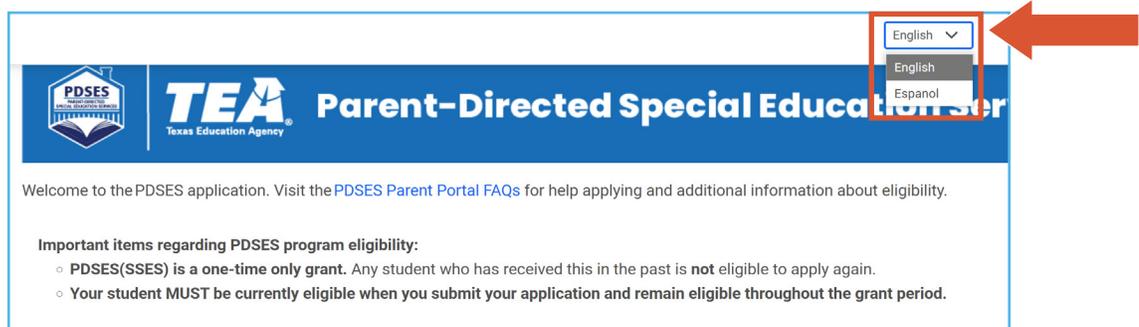
When parents login to their PDES Parent Portal, they will see the following homepage with these items:

- 1 Language Selection
- 2 Navigation Panel
- 3 Parent/Guardian Information Section
- 4 Student Section



1 Language Selection:

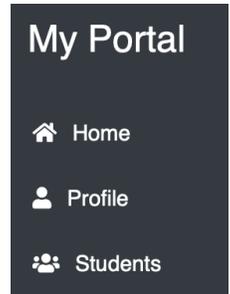
- At the top right of the Parent Portal, you can select your preferred language – the application is only available in English and Spanish – if you need additional language support, reach out to PDES Help.





2 Navigation Panel:

- The navigation bar on the left side allows you to move to different sections of the portal homepage:
 - **Home:** Takes you to the top of the page.
 - **Profile:** Displays parent/guardian information.
 - **Students:** Shows the students linked to your profile.



3 Parent/Guardian Information Section:

- This section must be filled out before you can add or apply for a student.
- This section may be edited at any time after the first submission.
 - You cannot edit your My SPEDTex account email, if you need to change this, please reach out to SPEDTex by calling 855-773-3839 or emailing inquire@spedtex.org.

Parent/Guardian

First Name * Middle Initial Last Name *

Street Address 1 * Street Address 2

City * State * Zip Code * Phone Number *

My SPEDTex Login Email Address Communication Preference * English Spanish

Secondary Email

4 Student Section:

- This is where you will see your student(s) that you have added to your profile and be able to apply for each student.
- You will also see each student's status. The [status table](#) and their descriptions can be found below.

Students											<input type="button" value="ADD STUDENT"/>
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action
No matching records found											



Status Table

The table below lists the statuses you might see for your student on the PDSSES Parent Portal and provides a brief description of each.

Status	Status Details	Description
Submitted	Submitted	Your application has been successfully submitted. We will review applications after the application window closes. You will receive status updates by email, and you can check your status in the PDSSES Parent Portal.
	Submitted - With Attachments	Your application and attachments have been successfully submitted. We will review these after the application window closes. You will receive status updates by email, and you can check your status in the PDSSES Parent Portal.
In Review	Documents attached - Application is being reviewed	Your application and documents are under review. The process to review applications with attachments can take several weeks. You will receive status updates by email and can check your status in the PDSSES Parent Portal.
Eligible	Funded	Your student is eligible for a PDSSES grant. Your student's account has been funded. Check your email for next steps.
	Waiting to be funded	Your student is eligible for a PDSSES grant, but you must wait for your account to be funded. We are unable to provide a date you can expect to receive your funded account. You will receive an email when your account has been funded, and you can check your status in the PDSSES Parent Portal.
Denied	Student does not attend a Texas public school and is not served through special education	Your student is not eligible for a PDSSES grant. According to our records they are not enrolled in a Texas public school. If you believe this is incorrect, you may appeal within the PDSSES Parent Portal. See the appeals section for more information on how to appeal.
	Student is not served by special education.	Your student is not eligible for a PDSSES grant. According to our records they are not receiving special education services. If you believe this is incorrect, you may appeal within the PDSSES Parent Portal. See the appeals section for more information on how to appeal.
	Student receives services through proportionate share. Student does not receive their instruction in a Texas public school.	Your student is not eligible for a PDSSES grant. According to our records they are not receiving instruction in a Texas public school. If you believe this is incorrect, you may appeal within the PDSSES Parent Portal. See the appeals section for more information on how to appeal.
Appeal	Application has been appealed - In Review	Your appeal has been received and is under review. You will receive status updates by email and can check your status in the PDSSES Parent Portal. See the appeals section for more information about the appeals process.



Status	Status Details	Description
Appeal - Eligible	Funded	Your appeal is complete. Your student is eligible, and their account has been funded. Check your email for next steps.
	Waiting to be funded	Your appeal is complete. Your student is eligible for a PDSes grant, but you must wait for your account to be funded. We are unable to provide a date you can expect to receive your funded account. You will receive an email when your account has been funded, and you can check your status in the PDSes Parent Portal.
Appeal - Denied	Appeal Denied	Your appeal is complete and was unsuccessful. This ends the appeal process. You can apply again in the future if your student becomes eligible.
Canceled	Parent/Guardian can apply again	Your application has been canceled. You can apply again during the next application window if your student is eligible.
	Parent requested	You requested to cancel your application.
		Your application and/or PDSes account has been canceled. You cannot apply again for this student.

Documentation and Appeals

The PDSes Parent Portal “Attachment” feature provides a way for parents to upload documentation to help the PDSes team confirm eligibility for students.

During the application window, you should upload documentation to confirm your student’s eligibility **only if your student became eligible for PDSes after October 1st of the current school year.**

For example, if:

- 1. Your student recently started receiving special education services (after October 1st of the current school year)** - If your student’s IEP paperwork shows special education services started after October, you should upload IEP documentation. Our records may not show your student is receiving special education services.
- 2. Your student recently started attending a Texas public school (after October 1st of the current school year)** - if your student enrolled in a Texas public school after October 1st of the current school year (even if his/her Initial ARD was held before October 1st), you should upload documentation. Our records may not show your student is enrolled in a Texas public school.

Uploading Documentation

Parents can upload their student’s Individualized Education Program (IEP) to the PDSes parent portal during the application window. You can upload an IEP before you submit your student’s application. However, if you don’t have your student’s IEP ready to upload when you apply, you can still submit their application. After you have the IEP ready, you can log back into your PDSes Parent Portal to upload it any time before the application window closes. Uploading documentation is not required.

Uploading documentation is NOT required.



To upload documentation, follow these steps:

If you have already submitted your application:

- If you have already submitted your application and wish to upload documents, you can do so by clicking on the Application ID of the student(s) you wish to add attachments.

Before attaching a document to your application, you should upload and save your files to your computer or device.

Please save your documents: Student First Name_Student Last Name_Document Type
(Example: John_Smith_IEP)

Students											ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action
1234567890	Test Student		24-0000111	02-03-2024	Submitted	--	02-03-2024	No	No	No	CANCEL

Before you have submitted your application:

STEP 1: Below the three checkboxes on your application you will see a section where you can attach your documents. Click on the "Attach" button.

Attach document(s) for **TEST STUDENT TEST STUDENT**
Please name the file using this format: Student First Name_Student Last Name_Document Type (Example: John_Smith_IEP)

ATTACH...

FILE NAME	FILE TYPE	DATE ADDED

SUBMIT

STEP 2: This will open a pop-up with your files saved on your computer or device. Search for and upload the correct file(s) saved on your computer or device, then click the "Open" button.

STEP 3: If the attachment looks correct, use the dropdown menu to select the type of document you have uploaded.

- Once you have uploaded your file, it will appear in the application window.
- Repeat this process if you have multiple documents to upload.
- If you want to remove a document you have uploaded, you can click on the "Delete" button next to that attachment.

ATTACH...

FILE NAME	FILE TYPE	DATE ADDED	
Jane_Doe_IEP.docx	IEP/ARD Document	16/2024	Delete

SUBMIT



STEP 4: When your document(s) are correct, click submit.

FILE NAME	FILE TYPE	DATE ADDED	
Jane_Doe_IEP.docx	IEP/ARD Document	12/16/2024	Delete

SUBMIT

STEP 5: After you click the "Submit" button, you will see your uploaded document listed, along with a green banner at the top of the page stating "Application saved. You may close this page to exit." Close this window to return to the homepage.

PDES Application

PDES Account Activation Requirement:

Application saved. You may close this page to exit.

STEP 6: After you have uploaded your attachments you will see "Yes" in the "Attachments" column and the "Status Details" column will change to "Submitted - With Attachments."

Students												ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action	
1234567890	Test Student	01-01-2010	24-0000111	02-03-2024	Submitted	Submitted - with Attachments	02-10-2024	No	No	Yes	CANCEL	

NOTE: To view, delete, or add attachments after you have submitted them, you can click on the "Application ID" link. You will only be able to edit or delete while the application window is open.

Students												ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action	
1234567890	Test Student	01-01-2010	24-0000111	02-03-2024	Submitted	Submitted - with Attachments	02-10-2024	No	No	Yes	CANCEL	

Appeals

After the application window closes, parents who receive a denial notification can appeal during the appeal window. Uploading documentation is required to complete the appeals process.

- To start the appeals process, click the "Appeal" button for the correct student. The "Appeal" button will only appear if you received a denial.

Before starting the appeals process, you should upload and save your files to your computer or device.

Please save your documents: Student First Name_Student Last Name_Document Type (Example: John_Smith_IEP)

Students												ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action	
1234567890	Test Student	01-01-2010	24-0000111	02-03-2024	Denied	Student is not served by special education	03-12-2024	No	No		APPEAL	



PDSSES APPLICATION & PARENT PORTAL INSTRUCTIONS

- Click the “Add Attachment” button, this will open a pop-up with your files saved on your computer or device. Search for and upload the correct file(s) saved on your computer or device. Upload your file(s) by selecting the correct file(s) and then clicking the “Open” button.

Appeal my PDSSES application decision:

[PDSSES Appeals FAQs](#)

To complete the appeal process, you are required to provide documentation verifying your student's eligibility:

- Appeals for a denial based on my student not being served by special education:** The only documentation we will accept to confirm your student's special education status is the current **individualized education program (IEP)** from the initial or most recent Admission, Review, and Dismissal (ARD) committee meeting. **The date on your student's IEP MUST show your student began receiving special education services on or before the date you submitted your application.** Appeals for students who were being evaluated for special education at the time of their application will not be accepted. All pages of the IEP must be provided including the signatures page. IEPs older than one-year will not be accepted, nor will other forms of documentation such as Full Individualized Evaluation (FIE) reports, IEP goals reports, and/or medical reports. **Please do not upload 504 plans**, as students served through 504 are NOT eligible for PDSSES, and appeals will not be granted.
- Appeals for a denial based on my student not being enrolled:** Upload proof that your student is currently enrolled in a Texas public school and served by special education. See above for IEP upload requirements.

Digital files such as PDFs are required. Contact your student's school for a copy of your student's IEP to upload. If you need help, please visit this site for tips – [PDSSES Upload Help](#).

Attach document(s) to support PDSSES application for <insert Student First Name + Middle Initial + Last Name>

Please name the file using this format: Student First Name_Student Last Name_Document Type (Example: John_Smith_IEP)

ADD ATTACHMENT



File Name	File Type	Date Added

Please provide the reason for your appeal, the date of your student's most recent or initial ARD meeting, and if you have any additional comments that will help us determine your student's eligibility (please limit responses to 200 words or less).

SUBMIT APPEAL

- If you need to upload more than one document, repeat the process above.
- After you have selected your attachment(s), you will see all the documents you uploaded.

Attach document(s) to support PDSSES application for <insert Student First Name + Middle Initial + Last Name>

Please name the file using this format: Student First Name_Student Last Name_Document Type (Example: John_Smith_IEP)

ADD ATTACHMENT

File Name	File Type	Date Added
Test_Student_IEP.PDF	IEP/ARD Document	03-20-2024

- Describe the reason for your appeal in the box below your submitted documents. Please add as much detail as possible as this will help the PDSSES team make an eligibility decision.

Please provide the reason for your appeal, the date of your student's most recent or initial ARD meeting, and if you have any additional comments that will help us determine your student's eligibility (please limit responses to 200 words or less).

My student had their initial ARD meeting on November 14, 2024, where it was determined they needed special education services for a learning disability. I have included a copy of their IEP for you to review.

SUBMIT APPEAL



- After you have completed the appeals process, click the "Submit Appeal" button.

Please provide the reason for your appeal, the date of your student's most recent or initial ARD meeting, and if you have any additional comments that will help us determine your student's eligibility (please limit responses to 200 words or less).

My student had their initial ARD meeting on November 14, 2024, where it was determined they needed special education services for a learning disability. I have included a copy of their IEP for you to review.

SUBMIT APPEAL ←

- After you have closed the appeal window, go back to your homepage and you will see the status column has changed to "Appeal." After the PDESE Team processes your appeal, you will receive a status change email with your appeal decision. Appeals are processed in the order they are received and can take a couple of months to complete. To make this process quicker, you should upload the correct documentation. Appeals can be delayed if the PDESE team has to request additional documentation.

Students											ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action
1234567890	Test Student	01-01-2010	24-0000111	02-03-2024	Appeal	Application has been appealed - In Review	03-20-2024	No	No	Yes	CANCEL

Canceling an Application

If you wish to cancel a submitted application, you can do so in the PDESE Parent Portal until the application window closes. To cancel, click the "Cancel" button at the end of the row for the student whose application you wish to cancel. After clicking "Cancel," a confirmation window pop up. Select "Yes" to confirm the cancellation.

Students											ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action
1234567890	Test Student	01-01-2010	24-0000111	02-03-2024	Submitted	--	02-03-2024	No	No		CANCEL

After you have canceled your application, the "Status" will change to "Canceled" and the "Status Details" will show "Parent Requested." The "Action" column will also change to "Apply" if the application window is still open, allowing you to reapply for this student in the future if they are still eligible.

Students											ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action
1234567890	Test Student	01-01-2010	24-0000111	02-03-2024	Canceled	Parent Requested	03-14-2024	No	No	Yes	APPLY

NOTE: If the application window is closed and you wish to cancel an application, please contact the PDESE Team by emailing PDSEShelp@region10.org or by calling 855-773-3839.



Appendix

Acronym Glossary

Acronym	Term
TEA	Texas Education Agency
PDSSES	Parent-Directed Special Education Services
IEP	Individualized Education Program
ARD	Admission, Review, and Dismissal
SSN	Social Security Number – 9-digits
S#	State Alternate ID - the letter "S" followed by 8-digits
UID	Unique Identification Number – 10-digits
FIIE	Full and Individual Initial Evaluation
FIE	Full and Individual Evaluation
PDF	Portable Document Format – file type
JPG	Joint Photographic Group – file type

Error Table

If you receive an error message that is not on the list below or need additional help, you can reach out to PDSESHelp@region10.org. My SPEDTex account questions should be directed to SPEDTex by calling 855-773-3839 or emailing inquire@spedtex.org.

Error Message	What the message means	Why you are getting this message, and recommendations on how to fix
"Student is currently added to another profile"	<p>This means that the student you are trying to add has already been connected to the profile of a different account.</p> <p>Students may only be assigned to one PDSSES Parent Portal account and applications can only be submitted once per student.</p>	<p>There are two possible reasons for this message:</p> <ol style="list-style-type: none"> 1. You may have created more than one My SPEDTex account, and the student is already connected to that account. If this is the case, you will need to login to that My SPEDTex account and apply from there, or, if you wish to transfer your student from one My SPEDTex account to another, reach out to SPEDTex for assistance. 2. Someone else may have already added this student to their PDSSES Parent Portal. For example, your student's other parent(s) may have already applied. If this is true you will not be able to apply since only one application can be submitted per student. If you feel someone may have applied for your student without permission, please reach out to PDSSES help.
"An account has already been awarded for this student"	<p>This means records show a grant was already awarded to your student in the past and you cannot apply again.</p>	<p>The PDSSES program (previously SSES) began in 2021 and is a one-time only grant, you are not able to apply for a student that has already received an account.</p>



Error Message	What the message means	Why you are getting this message, and recommendations on how to fix
"The information entered does not match state records"	This means that the student information you entered does not match the Texas Student Data System (TSDS).	We recommend double-checking the information you entered. If your student's name contains special characters, such as hyphens and/or apostrophes, make sure those are included. If you continue to have trouble, contact your student's school to confirm their TSDS information.
"Must provide a valid Social Security Number or 'S#'."	This means that you have not entered your student's identification number correctly. The problem may be that you are mistyping the number, or that you are entering an SSN when the system needs the S# to create a match.	To fix this we recommend that you: <ol style="list-style-type: none"> 1. Reenter the SSN or S# again making sure that: <ul style="list-style-type: none"> • The entered SSN is exactly 9 digits in length without any letters or special characters, OR • The entered S# consists of an uppercase or lowercase letter 'S' followed by 8 digits. 2. Contact your student's school to confirm whether you enrolled your student with an SSN or S#.
"You must agree to the <insert missing agreement(s)> to submit this application."	This means that you have not completed one or more of the application requirements.	Please go back and select these three checkboxes to agree to the terms for: <ol style="list-style-type: none"> 1. 30-Day Account Activation Requirement 2. Legal Authority to apply for a student 3. Certify the information provided is accurate and true and provide your name.

Uploading the Correct Documentation

We recommend checking three areas to make sure you upload your student's ARD/IEP documentation and not some other special education document:

1. Check the length – the ARD/IEP paperwork is long (typically 20-50 pages), while most other documents (except for FIE evaluation reports) are typically only a few pages.
2. Check for "Individualized Education Program (IEP) Meeting" in the title of the first page. (Evaluation reports such as a Full and Individual Evaluation (FIE) have "Full and Individual Evaluation" in the title)
3. Check near the end for the signatures page – ARD/IEP paperwork contains a page with a table which lists the name and role of all members present and provides space for their signature.

Correct Documentation	Incorrect Documentation – Will NOT be accepted
Individualized Education Program/ Admission, Review, and Dismissal (IEP/ARD)	Full and Individual Initial Evaluation (FIIE)
	Full and Individual Evaluation (FIE)
	Version that says "DRAFT"
	Unsigned version
	Invitation to an ARD committee meeting
	Medical report
	Progress report



Correct Documentation	Incorrect Documentation – Will NOT be accepted
	Individualized Education Program (IEP) Amendment
	Individualized Education Program (IEP) Goals Report
	Consent to Evaluate form
	504 Plans

Student Table

Below the Parent/Guardian section, the PDSES Parent Portal will show a table listing all the students you have added:

Students											ADD STUDENT
UID	Student Name	Date of Birth	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Attachments	Action
1234567890	Test Student	01-01-2010	24-0000111	02-03-2024	Submitted	Submitted - with Attachments	02-10-2024	No	No	Yes	CANCEL

Column Title	Description
UID	Your student's UID within the state TSDS records system
Student Name	Your student's name within the state TSDS records system
Date of Birth	Your student's date of birth within the state TSDS records system
Application ID	Your application ID number. Clicking this link will show you a record of the application you submitted; this is also where you can go if you wish to upload attachments
Submission Date	The date you submitted your application
Status	Shows the status of your application (see Status Table for more)
Status Details	Shows additional details for the status of your application (see Status table for more)
Status Date	Shows the most recent date your status was updated
Priority	Shows if state data shows your student qualifies to receive reduced-price meals
Funded	Shows if your account has been created and funded or not
Attachments	Shows if you have added attachments and uploaded documentation
Action	Provides action buttons with options such as APPLY, CANCEL, WITHDRAW, and APPEAL