



Accessing and Using a PDSES LEA User Role in TEAL to Pull Student Lists

February 17, 2026

Agenda

- Program Overview
- LEA Requirements
- PDSES Student Lists
- How to Apply for a PDSES LEA User role in TEAL
- Using the LEA User PDSES Portal - Walkthrough

Program Overview

Nothing with the program has changed:

The Parent-Directed Special Education Services (PDSES) program is a one-time \$1,500 online grant for parents/guardians of eligible students served by special education and who are enrolled in a Texas public school. Parents/guardians of eligible students can use the online accounts to shop the marketplace to obtain educational materials and resources such as textbooks, curriculum, or technology devices and/or services such as additional speech therapy, tutoring, or other specific services.





2025-2026 SY Application Window

**The PDSES
Application
Window for the
2025-2026
School Year is:**



[PDSES.TEA.TEXAS.GOV](https://pdses.tea.texas.gov)

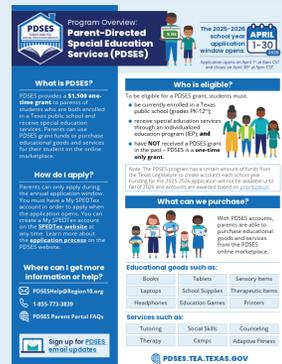
Visit the PDSES
Website:
[PDSES.TEA.TEXAS
.GOV](https://pdses.tea.texas.gov)

April 1, 2026, at 8am CST through April 30, 2026, at 5pm CST

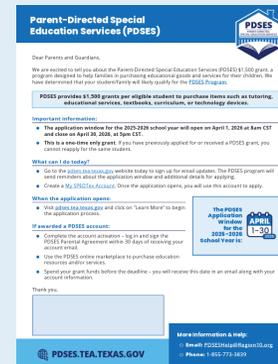
[19 Texas Administrative Code \(TAC\) §102.1601\(j\)](#) - School districts and open-enrollment charter schools shall notify families of the program and, **unless the school district or charter school has verified that a parent has already received or applied for a program grant**, shall provide the following at the student's admission, review, and dismissal (ARD) committee meeting:

- instructions and resources on accessing the online accounts, including the application window established by TEA; and
- information about the types of goods and services that are available through the program grant.

TEA has created resources on the [Outreach Materials](#) page that satisfy this rule.



Program Overview
[ENGLISH](#) | [SPANISH](#)



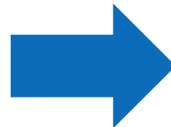
Customizable Letter
[ENGLISH](#) | [SPANISH](#)

“unless the school district or charter school has verified that a parent has already received or applied for a program grant...”

How can LEAs know which of their students have already applied?

Previously:

The director of special education at each LEA was emailed a letter which contained a link to a secure, downloadable excel file.



Starting Spring 2026:

LEAs can use the PDSES Portal to:

- Search for individual students and see their application history
- Export files of multiple/all LEA students

How to Apply for a PDSES LEA User Role in TEAL

Step 1: Login to TEAL

Go to <https://tealprod.tea.state.tx.us/>

Step 2: Find the PDSES Application

Go to “My Application Accounts”

- “Request New Account”
- Scroll down to find “PDSES”
- “Add Access”

Step 3: Complete the application for the LEA User role

Select “LEA User” in the Roles & Parameters section and complete all required fields.

- Do not apply for another PDSES role.
- Type your role and why you need this access in the “Comments” field.
- Be sure to click both “Done” and then “Save Changes” to complete your submission.

LEA Superintendents will be the approvers for individual access.

Using the LEA User PDSES Portal - Walkthrough

1. Use the Application Window dropdown. Be sure all are selected to see all students from all years.

Applications
APPLICATION WINDOW ▾
 26-2 (1/26/2026 - 1/29/2026)
 26-1 (1/3/2025 - 3/1/2026)
 21L-23L

2. Use the fields to search for individual students.

3. Use the “Export” button to get an excel file of all applications.

4. Use the information in the columns to learn application details (status, prioritization, district/campus, and dates).

PDSES TEA PORTAL

LEA Name:

Applications
APPLICATION WINDOW ▾

UID	Student Name	DOB	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Funded On	District	Campus
		01-27-2020	25-0001634	02-03-2025	Eligible	Funded	09-04-2025	Yes	Yes	09-04-2025	ISD	EL
		05-23-2014	25-0001614	02-03-2025	Eligible	Funded	07-01-2025	No	Yes	07-01-2025	ISD	EL
		02-19-2017	25-0001607	02-03-2025	Eligible	Funded	07-01-2025	Yes	Yes	07-01-2025	ISD	EL
		06-11-2015	25-0001553	02-03-2025	Eligible	Funded	07-01-2025	Yes	Yes	07-01-2025	ISD	EL

Note: If you have any filters applied, the export will only include the filtered results.

Status and Status Details for LEAs to know

There are a several different statuses for the students:

Status	Status Details	What it Means
Submitted	—	Student has applied for a PDSES account, and their application has not been processed
Eligible	Funded	Student has already received their PDSES account
	Waitlist	Student has applied, is eligible, but has not received an account
Denied	—	Student has applied but was denied. If this student is now eligible to receive an account, they will need to reapply
In Review	—	Application needs a manual TEA review to determine eligibility based on paperwork attached at the time of application
Appeal	—	Parent has appealed the denial decision
Cancelled	—	Application was cancelled by parent or by PDSES

Note, most of these statuses you will not see when you log in today, but all are possible statuses.

LEA USER PORTAL VIEW

The screenshot shows the LEA User Portal interface. At the top, it says "PDSSES TEA PORTAL" and "Hello qa Leauser | LOGOUT". Below that, there's a "Reports" sidebar and a "LEA Name" field with "ISD" selected. The main content area is titled "Applications" and features an "APPLICATION WINDOW" dropdown and an "EXPORT" button. Below this is a table with columns for UID, Student Name, DOB, Application ID, Submission Date, Status, Status Details, Status Date, Priority, Funded, Funded On, District, and Campus. The table contains five rows of application data.

UID	Student Name	DOB	Application ID	Submission Date	Status	Status Details	Status Date	Priority	Funded	Funded On	District	Campus
		01-27-2020	25-0001634	02-03-2025	Eligible	Funded	09-04-2025	Yes	Yes	09-04-2025	ISD	EL
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		06-11-2015	25-0001553	02-03-2025	Eligible	Funded	07-01-2025	Yes	Yes	07-01-2025	ISD	EL

The PDSSES LEA User portal is for approved school professionals to view the application history of their students.

PARENT PORTAL VIEW

The screenshot shows the Parent Portal interface. At the top, it says "PDSSES TEA Parent-Directed Special Education Services (PDSSES)" and "Hello Huckieberry Spear | LOGOUT". Below that, there's a "My Portal" sidebar with "Home", "Profile", and "Students" options. The main content area has a welcome message and "Important items regarding PDSSES program eligibility:" followed by two bullet points. Below this is a "Parent/Guardian" form with fields for First Name, Middle Initial, Last Name, Street Address 1, Street Address 2, City, State, Zip Code, and Phone Number. There are also fields for "My SPED Tex Login Email Address" and "Secondary Email", and a "Communication Preference" section with radio buttons for English and Spanish. An "EDIT" button is at the bottom right of the form.

The PDSSES Parent portal is for parents. Parents can update their contact information, add their students, apply, appeal, and check their status.



Questions/Contact:

General PDSES Questions – can be directed to the PDSES team at:

- Email: PDSESHelp@Region10.org
- Phone: 1-855-773-3839 (SPEDTex)

TEAL Access and Login support – can be found at:

- tealprod.tea.state.tx.us