

Charter School Depository Contract Submission in TEAL

Step 1: Log in to TEAL and Access the Depository Contract Submission link

Begin by navigating to the [TEAL website](#). Enter your username and password. Click Login to access your dashboard. Click the Depository Contract Submission link to access the Audit Main Menu. To access the Depository Contract Submission portal, you must have the Depository Contract User or the Charter AFR and Depository Contract User role in TEAL. If you do not have access, consult the “Help” guide in TEAL to request the necessary permissions.

Step 2: Audit Main Menu

Click the “**IMPORT Depository Contracts**” option, then select **Display** to access the import page. The fiscal year entered on the Audit Main Menu will not affect the year you access. You will be able to select the appropriate fiscal year for submission on the import page in Step 3.



Step 3: Charter School Import Page – CDN and Year

In the Import page, insert the Charter School's CDN and select the correct year in the drop-down menu. The current submission year is 2026.

**Depository Contract for Independent School Districts and Charter Schools
PDF Documents Import Utility**

Step 1: Enter the County-District number and select the Fiscal Year for the file(s)
Step 2: Type in the full path to the file you wish to upload or click on 'Browse...'
Step 3: Click on 'Upload Now'
Step 4: Wait for a minute while the file is uploaded, the results will be displayed in your browser when the process is complete

IMPORTANT NOTES

- Verify that the file is in the proper PDF format before uploading the file.
- All uploaded PDF files must be reviewed and approved by Texas Education Agency (TEA) personnel for public viewing before it will be visible on the TEA public web page.

District Year

Step 4: Charter School Import Page – Upload the Files

Select the file to upload and choose the appropriate document type from the drop-down menu (“Choose a Note”). One of the following three document types must be selected:

- Contract – Depository Contract
- Statement – Depository Statement
- Direct Deposit Form – Direct Depository Authorization Form

[Charter Schools](#)
Depository Documents

PDF to upload: No file chosen

Note:

Contract
Statement
Direct Deposit Form

Depository Documents PDF File naming convention:

999999 = the charter school county-district number
DC = depository contract (only for new contracts)
DS = depository statement
VDDA = vendor direct deposit authorization form (only if there is a change in bank information)
X = the effective year of the contract or statement (ex: for a contract or statement effective for the year 2015-2016, please use 6)

Please submit the following documents that are applicable:

Depository contract for charter schools: 999999DCx
(Example: 999999dc6)

Vendor direct deposit form (only if there is a change in bank information): 999999VDDAx
(Example: 999999vdda6)

The depository statement of no change to depository information: 999999DSx
(Example: 999999ds6)

Step 5: Upload the document

Upload the document by clicking "Upload Now" button.

IMPORTANT NOTE:
Maximum allowable PDF size is 50mb.

Questions?

Email: DepositoryContract@tea.texas.gov