

Permit Processing FAQs

1. What if we do not have an ISD credit card?
All ISDs were required to register an electronic account with the Comptroller's office which means the district has an ACH that can be used (electronic check). You may need to contact your business office for the account and routing numbers or have the business office representative complete payment.
2. Are we able to pay for multiple permits at the same time?
Yes. Select the permits you wish to pay for in the "Pay Permit" column.
3. Why am I not able to submit a payment?
Not every ISD employee is authorized to submit payments. If it has been determined at your district that you should be authorized, you will need to "Add/Modify" your access in TEAL to include "District_Submit Permits".
4. Do we still need to send a fee remittance form?
No. The fee remittance form is no longer required for permit payments. Nothing is mailed to TEA. Payments received by mail will be returned to the ISD.
5. How do I submit a hardship emergency permit?
Hardship emergency permits are entered online (save as denied). Due to system limitations, if the request has more than one subject area, enter the subject area(s) that meet permit requirements first and enter the hardship subject area(s) last.
6. Do I need to send a copy of the TCAP application to TEA?
No. A copy should be maintained in the educator's file.
7. How do I request a hardship TCAP?
Submit the request on district letterhead signed by an authorized human resources representative who has "District_Submit Permits" authority through the TEA Help Desk. The letter must contain the educator's name, TEA ID #, subject area and grade level of the assignment, how many semester hours in the subject taught, the number of class periods being taught, why it is a hardship for the district, and the educator's qualifications to teach the assignment. The letter must also verify the educator is registered for the next available exam.
8. Does the educator need to be registered for the subject area exam?
Yes. The educator must be registered for the next available exam. Program candidates must have test approval for the permit area.



9. Is a passing score on the Science of Teaching Reading (STR) required for an emergency permit?

No. A passing score on the STR is not required for issuance of an emergency permit.

10. What is the earliest date a permit can be submitted to TEA for the next school year?

The earliest date is July 1st.

11. How far can we backdate the effective date?

The permit may be backdated no more than 60 days from the date of the application.

12. What am I supposed to enter for the low/high grade in the emergency permit application?

This is the grade range of the assignment.

a. Example 1: The educator is teaching 6th, 7th, and 8th grades. The low-grade is 6th and the high grade is 8th.

b. Example 2: The educator is teaching only 6th grade. The low-grade is 6th and the high grade is 6th.