

What Documents are Needed and How to Upload them



You can access the application for the TEA Supplemental Special Education Services by clicking on the link provided on the website: tea.texas.gov/ses

For assistance submitting documents for your application, contact FACTS at 844-649-2921.

Required Documentation

Depending on your responses to application questions some or all of the following documents may be required.

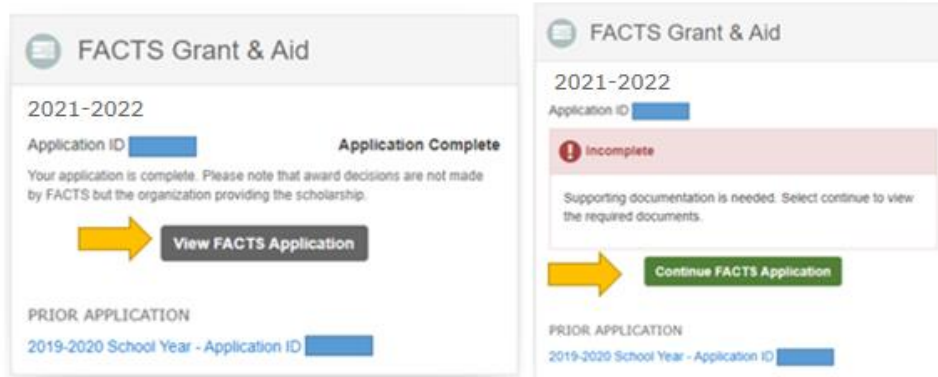
- Student UniqueID (Is a 10-digit TEA issued ID for your student and available from your school or district registrar)
- Copy of U.S. Individual or Joint Income Tax Return for applicant and/or co-applicant. To obtain a copy of your tax return you can go to www.IRS.gov
 - 2019 IRS Federal Form 1040

The image shows a 2019 U.S. Individual Income Tax Return (Form 1040) from the Department of the Treasury - Internal Revenue Service. The form is for the year 2019 and includes sections for Filing Status, Home address, Foreign country name, Standard Deduction, Age/Blindness, Dependents, and a table for Standard Deductions for 2019. The table lists various income and deduction categories such as Wages, salaries, tips, etc.; Tax-exempt interest; Qualified dividends; IRA distributions; Pensions and annuities; Social security benefits; Capital gain or (loss); Other income from Schedule 1, line 9; Adjustments to income from Schedule 1, line 22; Standard deduction or itemized deductions from Schedule A; and Qualified business income deduction. The form also includes a section for Taxable income, which is calculated by subtracting line 11a from line 8b.



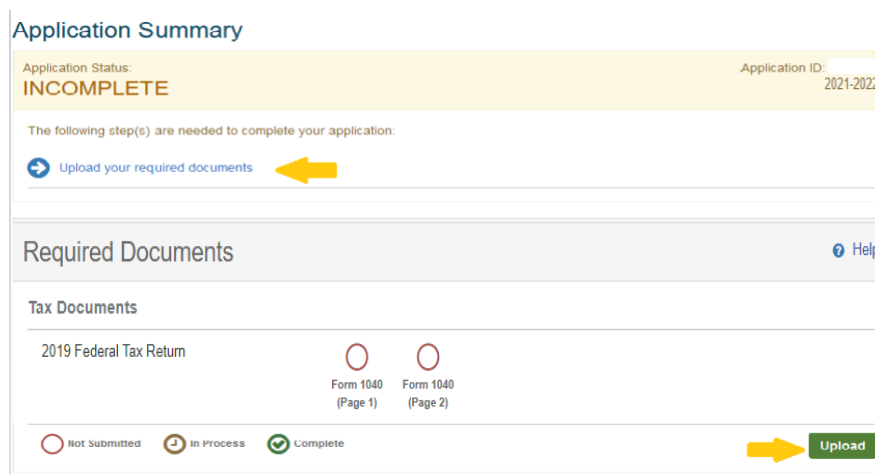
How to upload your documents

Upon submitting your application you will automatically be taken to the document section to begin submitting documents, however if you leave the application and return then log into your FACTS account and select “View FACTS Application” or “Continue FACTS Application” from your dashboard. The option that appears will depend on if you have already fully completed the application process or had just started previously.



When viewing your Application Summary page you will be able to view what documents are required.

To upload documents you can click on either the Upload your required documents link or the Upload button on the bottom of the page. Documents can be uploaded through any device, including mobile devices.



- Once the applicant has chosen to upload their documents the upload documents window populates listing Taxable and Non-taxable document options.
- Once the document type has been selected click the “Ready to Upload” button.

What Documents are Needed and How to Upload them



1 Documents
Select the document(s) you want to upload

Tax Documents

Form 1040/1040A/1040EZ Schedules 1 - 5 W-2

Schedule C Form 4562

(View All)

Ready to Upload ←

2 Upload
Select your document(s) before uploading

You can choose to upload either PDF or Images-JPEG. If you are choosing to upload an image-JPEG this image must be vertical, as horizontal images are not accepted. Once the image has been selected click the “upload” button.

1 Documents Change
Tax Document: Form 1040/1040A/1040EZ

2 Upload

1 of 3 **Remove**

Upload

You will then receive a message once your file has been uploaded successfully. If you have additional documents to upload you can click “upload another document” and this will allow you to continue uploading documents to your application.

Upload Complete

Your file(s) uploaded successfully.
What would you like to do next?

View Summary [Upload another Document](#) ←

For assistance submitting documents for your application, contact FACTS at 844-649-2921.