



# Education Savings Accounts (ESAs) and Special Education – APEX ESA Guidance

TEA Webinars – January 20, 2026

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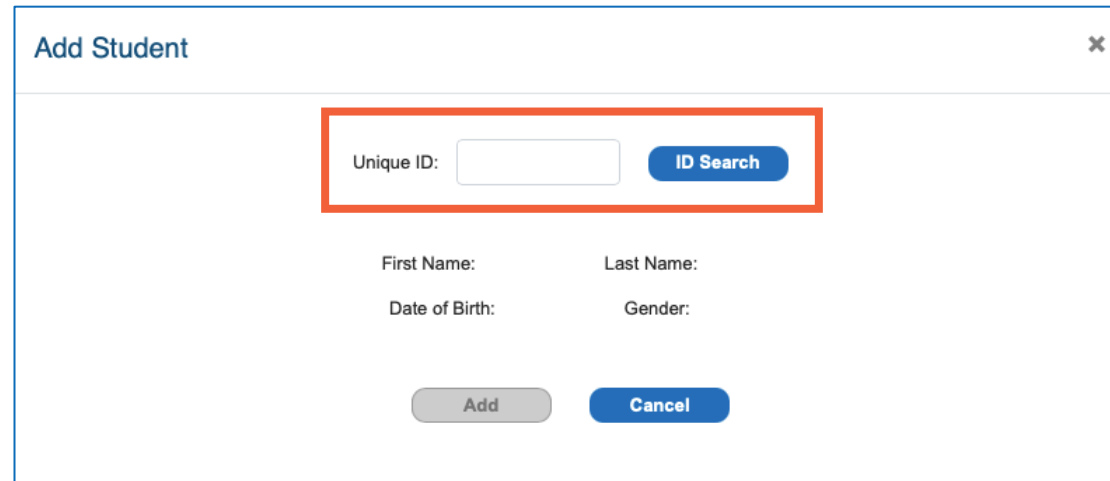
## Step 1: Request TEAL Access

- This **application and upload will be done in APEX ESA** – built from our current APEX system.
  - This will require additional TEAL access if you already have APEX access.
  - LEAs should request access to **APEX in TEAL**. This will be by LEA, so superintendents will be the approvers for individual access.
    - **“LEA ESA Rep”** is the access needed for uploading documentation and adding a student.
    - You can request TEAL access today but will not have access to the application to add students until Feb. 2, 2026.

View the [APEX-ESA Guidance Document](#) (including how to upload IEPs and add students)

## Step 2: Add Student:

- Click “Add” on the “Application Summary” page and look-up a student using their 10-digit UID. ***Students must have a 10-digit UID to apply as a child with a disability.***
- After you add the student here, you will return to the “Application Summary” page, you will then need to click on the student’s name to apply for that student.



The screenshot shows a web form titled "Add Student" with a close button (x) in the top right corner. The form contains the following elements:

- A "Unique ID:" label followed by an input field and an "ID Search" button. This entire section is enclosed in a red rectangular border.
- Below the ID search section, there are four input fields: "First Name:", "Last Name:", "Date of Birth:", and "Gender:".
- At the bottom of the form, there are two buttons: "Add" (disabled) and "Cancel" (active).

## Step 3: Enter “Student Information”:

The top section will auto-populate based on the student’s UID.

You will need to enter the following items manually.

- Most recent evaluation date
- Most recent IEP date
- ESA Applicant
- Special Education
- Current Education Setting

**Student Information** Status : Not Started

Unique ID	1234567890	District Name	Learn a Lot ISD
First Name	First Name	Date of Birth	09/18/1995
Last Name	Last Name	Gender	F

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Most Recent Evaluation Date	12/31/2025	Special Education	<input type="radio"/> Yes <input type="radio"/> No
Most Recent IEP Date	12/31/2025	ESA Applicant	-- SELECT --
		Current Education Setting	-- SELECT --

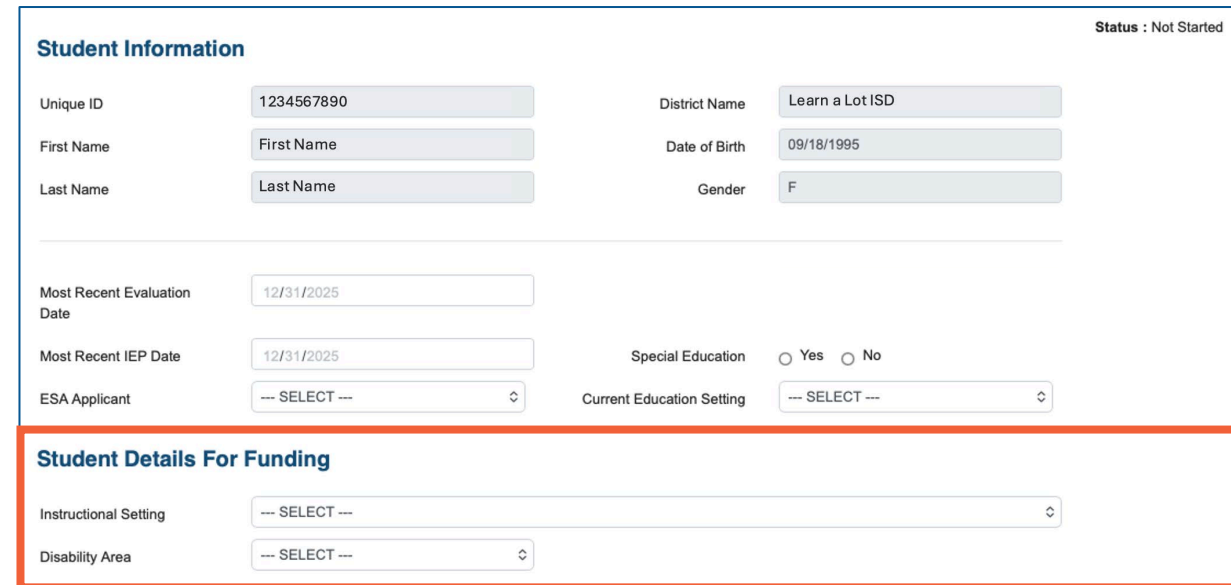
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**Student Details For Funding**

Instructional Setting	-- SELECT --
Disability Area	-- SELECT --

## Step 4: Enter “Student Details for Funding”:

- “Instructional Setting”
  - Choose the “Instructional Setting” from the dropdown that the student would be placed in should they attend your LEA and according to their IEP.
  - Note: “0-No Instructional Setting” is the same as “00-No Instructional Setting (Such as Speech Therapy)
  - If the **student does not qualify for special education services**, and you’ve selected “no” for “Special Education” in the section above, this section will be grayed out.



The screenshot displays the APEX-ESA application form. The top right corner shows the status as "Status : Not Started". The form is divided into two main sections: "Student Information" and "Student Details For Funding".

**Student Information**

Unique ID	1234567890	District Name	Learn a Lot ISD
First Name	First Name	Date of Birth	09/18/1995
Last Name	Last Name	Gender	F

Most Recent Evaluation Date: 12/31/2025

Most Recent IEP Date: 12/31/2025

Special Education:  Yes  No

ESA Applicant: --- SELECT ---

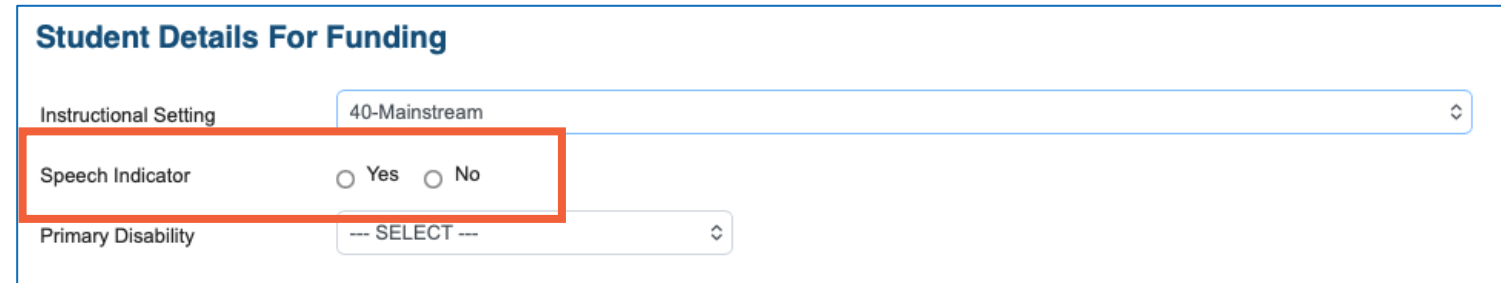
Current Education Setting: --- SELECT ---

**Student Details For Funding**

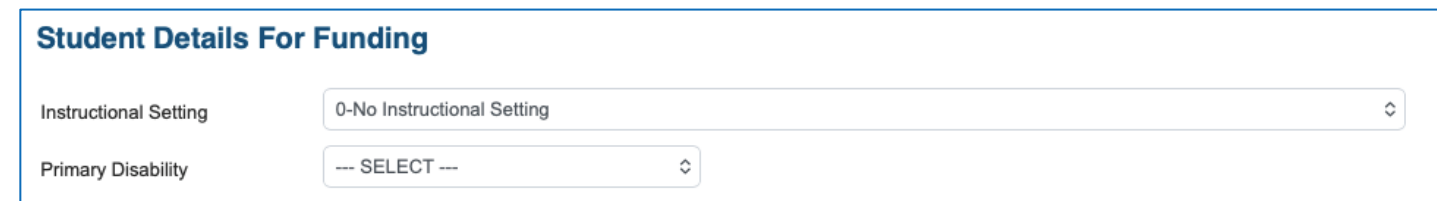
Instructional Setting	--- SELECT ---
Disability Area	--- SELECT ---

## Step 4 (cont.): Enter “Student Details for Funding”:

- **“Speech Therapy Indicator”:**
  - After an “Instructional Setting” has been selected, you will see the option to select if the student has a **“Speech Indicator”** – “Select “Yes” if the student is receiving speech therapy.
  - If the student has an “Instructional Setting” of **“0-No Instructional Setting”**, you will not see the **“Speech Indicator” option** as their funding will come from the “Instructional Setting” only.



The screenshot shows the 'Student Details For Funding' form. The 'Instructional Setting' dropdown is set to '40-Mainstream'. The 'Speech Indicator' section, which includes radio buttons for 'Yes' and 'No', is highlighted with a red rectangular box. The 'Primary Disability' dropdown is currently set to '-- SELECT --'.



The screenshot shows the 'Student Details For Funding' form. The 'Instructional Setting' dropdown is set to '0-No Instructional Setting'. The 'Speech Indicator' section is not visible. The 'Primary Disability' dropdown is currently set to '-- SELECT --'.

## Step 4 (cont.): Enter “Student Details for Funding”:

- **“Primary Disability”:**
  - Choose the “Primary Disability” from the dropdown according to their IEP.

### Student Details For Funding

Instructional Setting


Speech Indicator  Yes  No

**Primary Disability**

## Step5: Enter “Parent Information”:

- Add parent information here – you won’t be able to submit until these fields are completed. You can submit without a primary or secondary email.
- You can click “Add Parent” to add another parent to the application.

**Parent Information** [Add Parent](#)

Parent # 1 

First Name	<input type="text"/>	Address	<input type="text"/>
Last Name	<input type="text"/>	State	<input type="text"/>
City	<input type="text"/>	Zip Code	<input type="text"/>
Phone	<input type="text"/>		
Primary Email	<input type="text"/>	Secondary Email	<input type="text"/>

## Step 6: Upload Student's IEP:

- You can upload additional files, but the **IEP is what is required**.
- If a student is found **not eligible**, you can upload a DNQ or skip the upload.

### File Upload

- Valid File Types: Adobe PDF (.pdf), MS Word (.doc/.docx), MS Excel (.csv/.xls/.xlsx)
- Max File Size : 30 MB
- Max File Name Length : 50 chars

Choose File no file selected      File Type: --- SELECT ---

[Add Another File](#)

File Name	File Type	Uploaded By	File Date
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## Step 7: “Certify and Submit”:

- After you have entered all of the information, select “Certify and Submit” to submit the application.

[Save](#)      [Certify and Submit](#)



# Important Resources:

- [SB 2 Guidance Document](#) – Updated January 2026
- [APEX ESA Step-by-Step Guidance Document](#)
- Comptroller information: [Texas Education Freedom Accounts](#)
- November 20, 2025, [TAA: Senate Bill 2: Education Savings Accounts and Children with Disabilities](#)
- January 29, 2026, [TAA: Actions Required of School Systems for ESAs](#)
- 2022 [ED guidance on serving child with disabilities placed by their parents in private schools](#)



# Contact Information:

**General ESA Questions** should be directed to Texas Education Freedom Account (TEFA) program administrators:

- Website: [educationfreedom.texas.gov](https://educationfreedom.texas.gov)

**APEX ESA Questions** – such as upload and student lookup help – can be directed to TEA:

- Email: [APEX-ESA@tea.texas.gov](mailto:APEX-ESA@tea.texas.gov)

View the [APEX-ESA Guidance Document](#) (including how to upload IEPs and add students)