

U.S. Department of Education Office of Postsecondary Education



Teacher Shortage Areas (TSA) States User Guide

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Section 1. Introduction

The Office of Postsecondary Education (OPE) in the U.S. Department of Education has developed the Teacher Shortage Areas (TSA) application to ensure the delivery of high-quality, timely, accurate, and responsive services to Chief State School Officers (CSSOs) and State representatives who provide the required data. The TSA application provides access to current teacher shortage data from states and jurisdictions.

The system collects data from States and jurisdictions and generates Teacher Shortage Areas Reports intended to be reference documents that show where States and schools may seek to hire academic administrators, licensed teachers, other educators and school faculty in specific disciplines/subject areas, grade levels, and/or geographic regions. The system also collects data on where recent graduates of Schools of Education are trained, allowing experienced teaching professionals aiming to serve school districts with shortages to find prospective positions and fill the current voids in each State's and territory's Pre-Kindergarten through Grade 12 classrooms, in areas that match their certification credentials. Finally, the system collects data that will inform Federal financial aid recipients on deferring, reducing, or forgiving student loan repayments and meeting other specified (e.g., teaching) obligations.

The Teacher Shortage Areas (TSA) application allows States to submit proposed teacher shortage areas for designation to comply with regulations at 34 CFR 682.210(q), 34 CFR 674.53(c), and 34 CFR 686.12.

1.1 Purpose

This User Guide is a user-friendly, non-technical document that communicates TSA system processes and provides step-by-step instructions for completing required tasks in the system. Please note that the TSA application works best using the Chrome browser.

1.2 Resources

1.2.1 Determine Teacher Shortage Areas

A teacher shortage area is designated by the Secretary based on:

- (A) State reporting on a geographic region of the State in which there is a shortage of elementary or secondary school teachers; or
- (B) State reporting on a specific grade level or academic, instructional, subject-matter, or discipline classification in which there is a statewide shortage of elementary or secondary school teachers; and designated by the Secretary.

In identifying teacher shortage areas to propose for designation, consider data from the school year in which the recommendation is to be made, unless that data is not yet available, in which case use data from the immediately preceding school year.

The data used to determine teacher shortages includes:

- (A) Teaching positions that are unfilled;
- (B) Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification; and
- (C) Teaching positions that are filled by teachers who are certified, but who are teaching in academic subject areas other than their area of preparation.

If the total number of unduplicated full-time equivalent (FTE) elementary or secondary teaching shortage areas positions does not exceed 5 percent of the total number of FTE elementary and secondary teaching positions in the State, the Secretary designates those areas as teacher shortage areas.

Example 1:

A State or territory has a total of 57,895 teacher positions.

All the data are gathered for the State and are shown in the table below:

Subject Area	Unfilled positions	Irregular, provisional, temporary, or emergency certification	Out of field	Total	Percentage
Math	20	10	5	35	0.06%
Science	15	12	7	34	0.06%
Social Studies	5	3	6	14	0.02%
Special Ed	23	25	5	53	0.09%
Physical Ed	2	4	3	9	0.02%
Language Arts	12	10	5	27	0.05%
Elementary Ed	25	15	10	50	0.09%
Total	102	79	41	222	0.38%

There is a total of 35 FTE shortage for Math which is .06 percent of the entire FTE for the state $[(35/57,895) * 100]$.

The total shortage for this state is 0.38 percent. All these shortage areas would be approved because the total shortage is less than 5 percent.

NOTE: Due to rounding, some totals may not correspond with the sum of the separate figures.

Example 2:**What if the total shortage is greater than 5 percent?**

Subject Area	Unfilled positions	Irregular, provisional, temporary, or emergency certification	Out of field	Total	Percent
Math	200	178	125	503	0.87%
Science	175	153	135	463	0.80%
Social Studies	178	64	68	310	0.54%
Special Ed	150	205	300	655	1.13%
Physical Ed	135	140	175	450	0.78%
Language Arts	180	229	85	494	0.85%
Elementary Ed	250	150	140	540	0.93%
Total	1,268	1,119	1,028	3,415	5.90%

The total shortage for this state is 5.90 percent and not all of these will be approved by the Department.

The State needs to determine if all these shortage areas are **critical** shortage areas. If they are not, the list could be pared down so the total shortage percentage is 5 percent or less. There are many ways a State could make this determination.

Determining criteria for critical shortages:

Beginning in 2020, all teacher shortages in the State will be reported to the Department, as opposed to only the critical shortages. States should determine which are the **critical** shortages. States may devise their own methods to determine critical shortages if the method is mathematically sound and repeatable. For example, a State may determine that critical shortages areas are those that have been consistently difficult to fill with qualified teachers for several consecutive years or those that have greater percentage shortage than a state predetermined value.

The first step in determining which shortage areas to submit as critical shortages is to rank the shortage areas using a method that makes sense to the State's needs and available data.

Ranking Shortage Areas:

If the total number of unduplicated FTE elementary and secondary teaching shortage areas positions exceeds 5 percent of the total number of elementary and secondary FTE teaching positions in the State, the State must submit:

- (A) List of proposed shortage areas,
- (B) FTE shortage of the proposed shortage areas,
- (C) Ranking of the proposed shortage areas according to priority, and
- (D) Explanation why the Secretary should nevertheless designate those areas as shortage areas.

This order is determined by the State and there are many methods of ranking.

Some examples include ranking by:

- the percent shortage of total FTE;
- the percent shortage in individual subject area;
- how many years that shortage area has been on the list; or
- the known pool of teachers (i.e., those in teacher preparation programs and/or those certified but not yet teaching).

By using ranking, it is easier to determine which subject areas to submit as critical subject area shortages.

Example 3:

The subject areas in the table below are ranked in order of importance as listed. The State has made the decision to eliminate the shortage areas that cause the State to go over the 5 percent in a running total.

Subject Area	Total	Percent	Running Total
Math	503	0.87%	0.87%
Science	463	0.80%	1.67%
Social Studies	310	0.54%	2.21%
Special Ed	655	1.13%	3.34%
Physical Ed	450	0.78%	4.12%
Language Arts	494	0.85%	4.97%
Elementary Ed	540	0.93%	5.90%

In this case, Elementary Education would be eliminated, and the rest of the shortage areas would be approved.

This method of determining teacher shortage areas is now considered to be an alternative procedure and alternative written procedures to select the teacher shortage areas must be submitted through the TSA website for approval. Once the Secretary approves the proposed alternative procedure, it may be used instead of the mandated procedure described at the beginning of this section.

Alternative methods:

If the mandated procedure does not yield shortage areas of 5 percent or less in total, the State could consider developing alternative methods of determining teacher shortage areas. A State may choose to develop an alternative method of determining shortage areas if:

- the shortage areas in the State are so chronic that even one shortage area is greater than 5 percent.
- the State does not collect data on unfilled positions; irregular, provisional, temporary, or emergency certification; or out of field teachers.
- the State is mandated by their State law to determine shortage areas in a specified manner.

Whatever the reason for developing an alternative method, that method must be approved by the Department before the Secretary will approve shortage areas for that State.

A written procedure for an alternative method may be submitted to the Secretary for approval through the Teacher Shortage Areas Application at the time of shortage areas submission. If the Secretary approves the proposed alternative procedure, it may be used instead of the mandated procedure described above and approval of the alternative method will not have to be resubmitted in the future. This procedure should be accurate, detailed, and include the data used to develop the method.

The alternative method information must include:

- (A) Justification for why an alternative method is needed,
- (B) Replicable method for selection, and
- (C) Annual submission based on proposed alternative method.

An annual submission must include any variations from approved method, any values used by the method that change year-to-year, output of the method, and proposed Teacher Shortage Areas.

Example 4:

The State has conducted research on its shortage areas using data from the past five years and found that some subject areas tend to be consistently at least 6.75 percent short year-after-year. Therefore, the State has determined that for a subject area to be considered a critical shortage area, the individual subject area must have a shortage of 6.75 percent or greater for three consecutive years.

Collect the following info prior to logging into the system:

- (A) Method used (regulatory or alternative),
- (B) Any explanation for the Secretary,
- (C) Any supporting documentation,
- (D) Data used by method,
- (E) Total teacher FTE,
- (F) List of Critical Teacher Shortage Areas with FTE shortage for each area,
- (G) CSSO Name, and
- (H) CSSO Certifications.
- (I) Optional: Priority ranking for each TSA

1.2.2 Related Regulations and References

34 CFR Part 682.210: Federal Family Education Loan Programs; [Deferment \(q\)](#)

34 CFR Part 674.53; Federal Perkins Loan Program, Federal Work-Study Programs, and Federal Supplemental Educational Opportunity Grant Program; [Teacher Cancellation](#)

34 CFR Part 668.164; Student Assistance General Provisions; [Disbursing Funds](#)

34 CFR Part 668.183; Student Assistance General Provisions; [Calculating and applying cohort default rates](#)

34 CFR Part 673.5; Federal Perkins Loan Program, Federal Work-Study Programs, and Federal Supplemental Educational Opportunity Grant Program; [Over Award](#)

34 CFR 686; [The Teacher Education Assistance for College and Higher Education \(TEACH\) Grant Program and Other Federal Student Aid Programs](#)

1.2.3 Teacher Cancellation Low Income (TCLI) Directory

https://studentloans.gov/myDirectLoan/tcli.action?_ga=2.250189830.1897530272.1551282761-760205512.1508418763

1.2.4 Teacher Shortage Areas Data Collection Website

<https://tsa.ed.gov>

1.2.5 Loan Server Website used for certifying TEACH

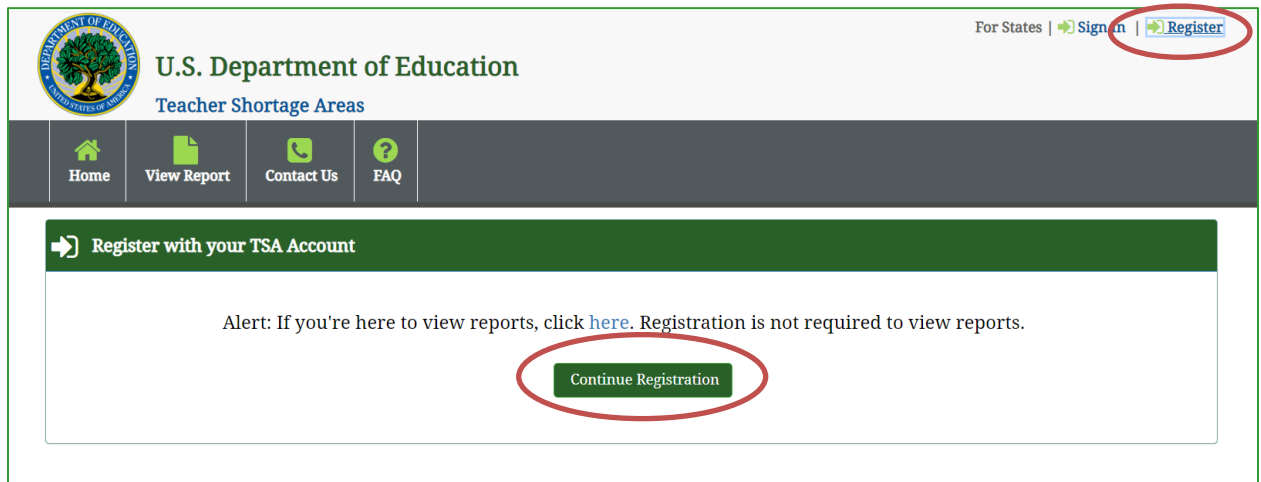
<https://myfedloan.org/borrowers/special-programs/teach-grants>

Section 2. User Management

This section of the document provides step-by-step instructions on application log in, user registration, as well as how to change your password.

2.1 User Registration

1. Type the URL <https://tsa.ed.gov> into an Internet browser, the *Teacher Shortage Areas* welcome screen appears. Click on the **Register** link located at the top of the screen.
2. Alert screen appears. Click on **Continue Registration**.



3. The *TSA Registration* screen opens. Enter the required information and click **Register**.

Register with your TSA Account

User Type*

Select user type

First Name: *

Enter your first name

Middle Initial:

Enter your middle initial

Last Name: *

Enter your last name

Email Address: *

Enter your email address

Phone Number:

() - -

Password: *

Enter your password

Confirm Password: *

Enter your confirm password

Security Question 1: *

Select security question

Response: *

Enter your response

Security Question 2: *

Select security question

Response: *

Enter your response

Register

Cancel



Hover your mouse over the information icon to view the password requirements.

- The **Registration Success** screen opens informing you that your registration was successful. You will receive an email informing you that your login credentials have been approved within 2 business days. If you do not receive the confirmation email, please contact Freddie Cross at (202) 453-7224 or Freddie.Cross@ed.gov.

Confirmation

Success! Registration successful. [Click here to login.](#)

After registration is complete, returning users click on “Sign In” in the upper right corner of the screen.

2.2 System Navigation

This section describes the screen navigations for the system which are located on the top navigation menu. The top navigation menu will be visible throughout the site for all States/Jurisdictions registered users.

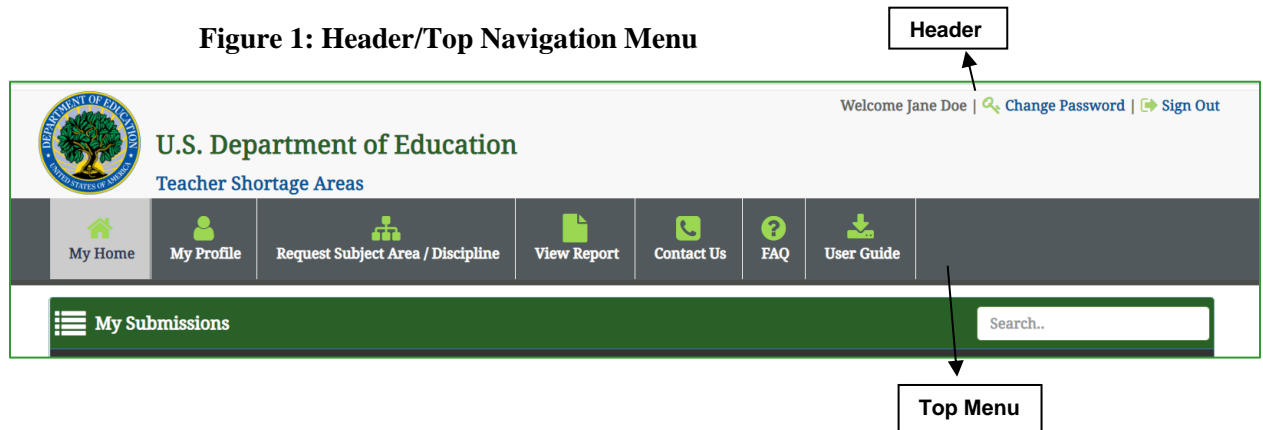


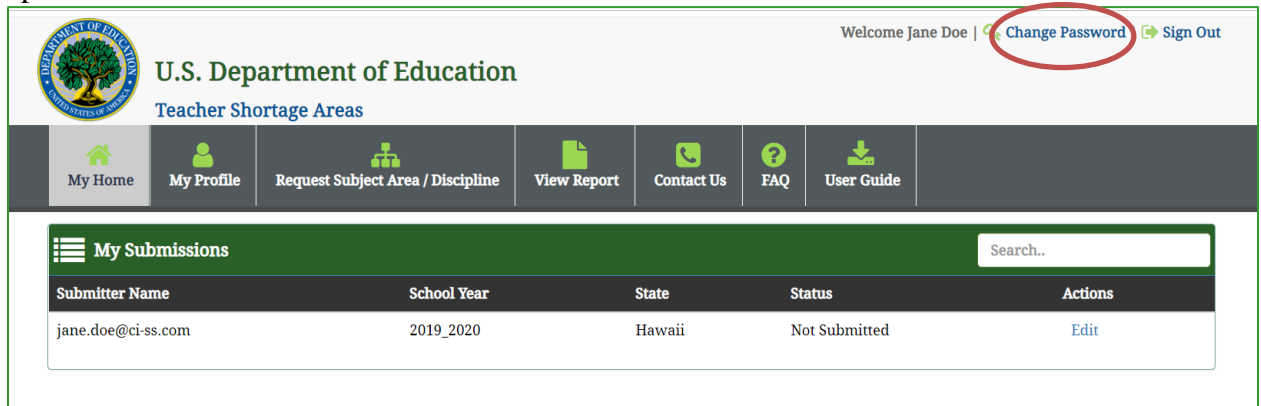
Table 1 Header/Top Navigation Menu Item Descriptions

Navigation Element	Description
Icon	U.S. Department of Education icon is linked to the home screen of https://www.ed.gov/
Welcome User Name	Redirects users to their Profile screen
Change Password	Redirects users to Change Password screen
Sign Out	Signs users out of the application and redirects to the TSA home screen
My Home	Opens the user's home screen
My Profile	Opens the user's Profile screen
Request Subject Area/ Discipline	Opens the Subject Area/Discipline submission screen
View Report	Opens the screen where users can enter criteria and generate a Report.
Contact Us	Opens the Office of Postsecondary Education's Contact screen
FAQ	Opens the Frequently Asked Questions screen
User Guide	Opens the User Guide

2.3 Change Your Password

After you have registered and your account has been approved, you can change your password as follows:

1. Select **Change Password** located at the top of the screen. The *Change Password* screen opens.



U.S. Department of Education
Teacher Shortage Areas

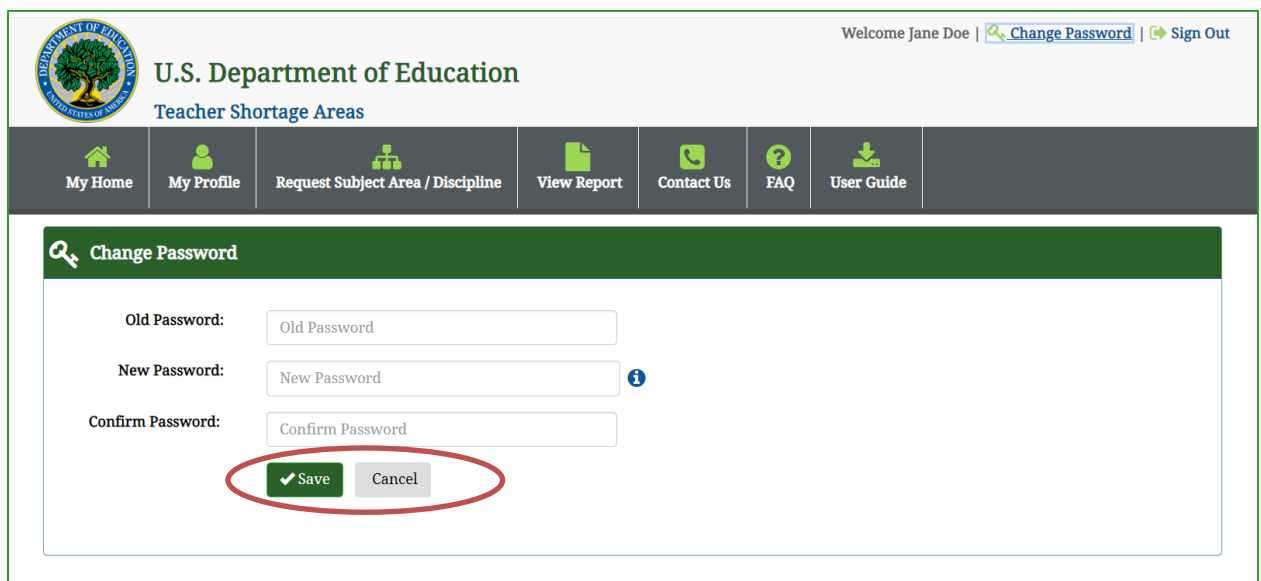
Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

My Home My Profile Request Subject Area / Discipline View Report Contact Us FAQ User Guide

My Submissions Search..

Submitter Name	School Year	State	Status	Actions
jane.doe@ci-ss.com	2019_2020	Hawaii	Not Submitted	Edit

2. Enter the information and click **Save**.



U.S. Department of Education
Teacher Shortage Areas

Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

My Home My Profile Request Subject Area / Discipline View Report Contact Us FAQ User Guide

Change Password

Old Password:

New Password: [i](#)

Confirm Password:



Hover your mouse over the information icon to view the password requirements.

3. A **Confirmation message** appears at the bottom of the screen informing you that your password has been changed successfully.

The screenshot shows a web interface for the U.S. Department of Education Teacher Shortage Areas. At the top, there is a header with the department's logo, the text "U.S. Department of Education" and "Teacher Shortage Areas", and a user profile section for "Jane Doe" with links for "Change Password" and "Sign Out". Below the header is a navigation bar with icons and labels for "My Home", "My Profile", "Request Subject Area / Discipline", "View Report", "Contact Us", "FAQ", and "User Guide". The main content area is titled "Change Password" and contains three password input fields: "Old Password:", "New Password:", and "Confirm Password:". Each field is represented by a text box with masked characters (dots). To the right of the "New Password:" field is a blue information icon. Below the input fields are two buttons: a green "Save" button with a checkmark icon and a grey "Cancel" button. At the bottom of the form, a confirmation message reads: "Your password has been changed successfully."

2.4 Forgot Your Password

If you forgot your password, you can retrieve it.

1. On the TSA Sign In screen, select the Forgot Password link “click here” located at the bottom of the screen.

U.S. Department of Education
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

Home View Report Contact Us FAQ

➔ Sign in with your TSA Account

Email Address:

Password:

Forgot your password? Please [click here](#) to get the password.
If you have comments or concerns regarding the status of your individual submission of this form, Please [click here](#) to contact us.

2. The **Forgot Password** screen opens. Enter your **Email Address** and click **Next**.

U.S. Department of Education
Teacher Shortage Areas

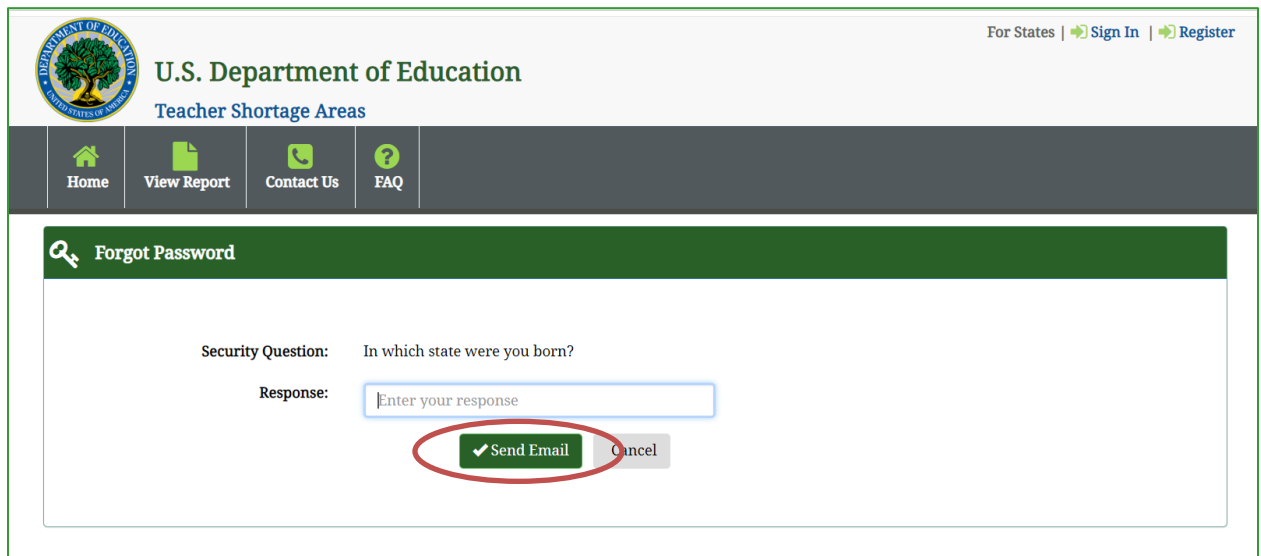
For States | [Sign In](#) | [Register](#)

Home View Report Contact Us FAQ

🔍 Forgot Password

Email Address:

3. Your **Security Question** appears. Enter a **Response** and click **Send Email**.



U.S. Department of Education
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

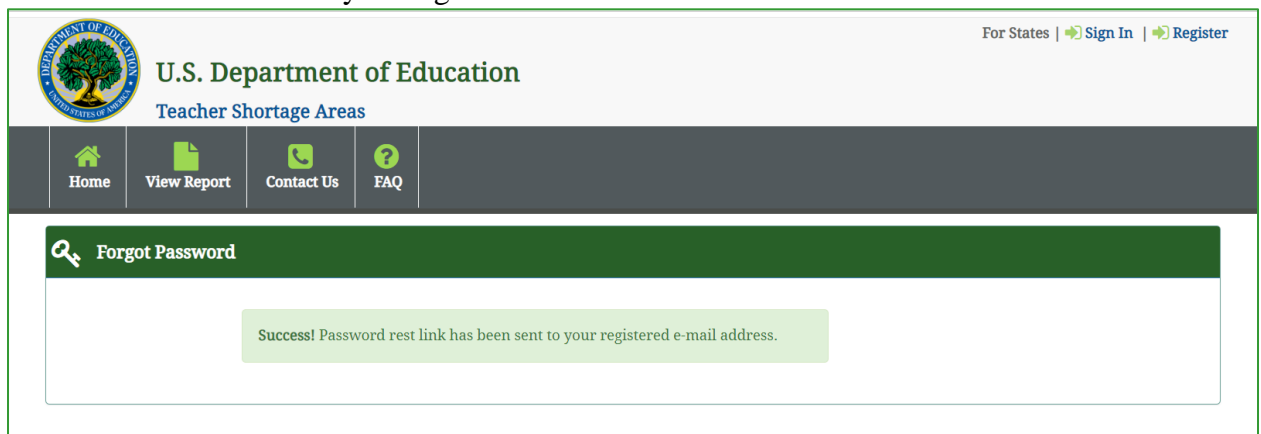
Home View Report Contact Us FAQ

Forgot Password

Security Question: In which state were you born?

Response:

4. The **Forgot Password Confirmation** screen appears informing you that your password reset link has been sent to your registered e-mail address.



U.S. Department of Education
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

Home View Report Contact Us FAQ

Forgot Password

Success! Password rest link has been sent to your registered e-mail address.

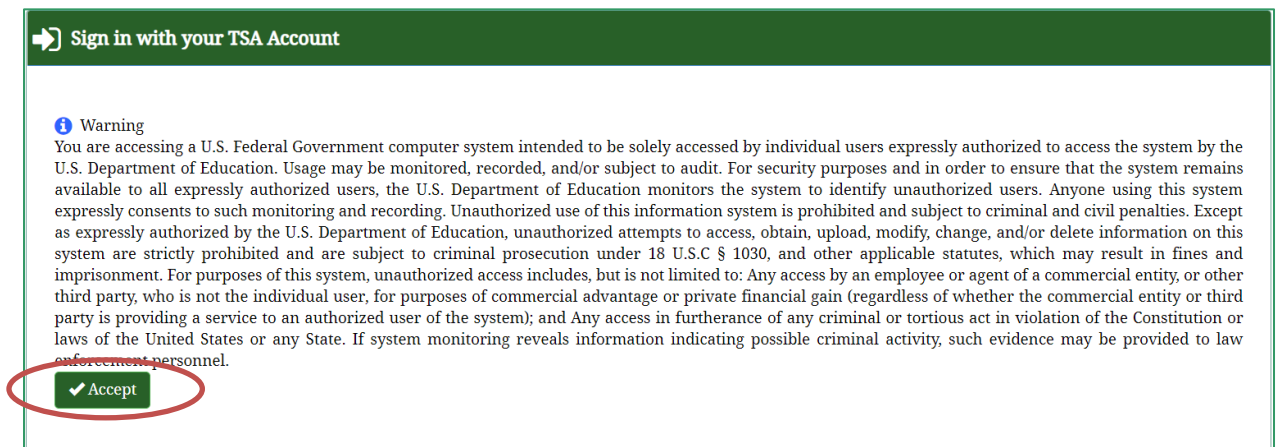
Section 3. Submit Teacher Shortage Areas

This section provides step-by-step instructions on how to submit teacher shortage data where States and schools are looking to potentially hire academic administrators, licensed teachers, other educators and school faculty in specific disciplines/subject areas, grade levels, and/or geographic regions.

3.1 Login

To login to Teacher Shortage Areas application, proceed as follows:

1. Once you receive the email confirmation of successful registration on the TSA application, click the **login** link provided. You may also type the URL <https://tsa.ed.gov> into an Internet browser.
2. The **Teacher Shortage Areas Warning** screen appears. Read the text and click on **Accept** to accept the terms and conditions.



3. The TSA **Sign In** screen opens. Enter your **Email Address** and **Password** and click **Next**. The system will send a verification code to your registered email.


After receiving the successful registration email confirmation, when you login to the TSA application for the first time and accept the **Warning**, you will see the **Rules of Behavior** page. Read the text, check the box to agree, click **Next** to go to the **Sign in with your TSA Account** screen. (This page is dynamic and will only appear the first time accessing the system).

4. **Enter Verification Code Screen** appears. Enter the six-digit verification code sent to your email, and click **Sign In**.

 Enter Verification Code


Enter your six digit verification code sent to your mail

5. The **My Submissions** screen appears.

 U.S. Department of Education
Teacher Shortage Areas


For Jane Doe | [Change Password](#) | [Sign Out](#)

[My Home](#) [My Profile](#) [Request Subject Area / Discipline](#) [View Report](#) [Contact Us](#) [FAQ](#) [User Guide](#)

 My Submissions

Search..

Submitter Name	School Year	State	Status	Actions
steven_harada@notes.k12.hi.us	2020_2021	Hawaii	Approved	View

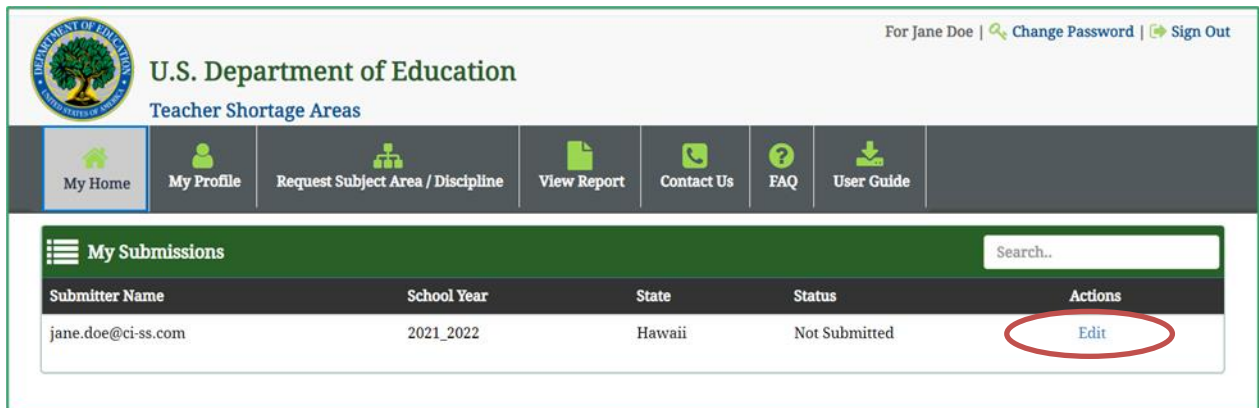
 Info! No submission found for the current year 2021_2022, please click the button to start submission process.

[Start Submission →](#)

3.2 My Home/My Submissions

After logging in to TSA application, **My Submissions** screen appears.

The Teacher Shortage Area screen opens with data prepopulated from the previous year. You can edit existing information by clicking on **Edit**.



U.S. Department of Education
Teacher Shortage Areas

For Jane Doe | [Change Password](#) | [Sign Out](#)

My Home | My Profile | Request Subject Area / Discipline | View Report | Contact Us | FAQ | User Guide

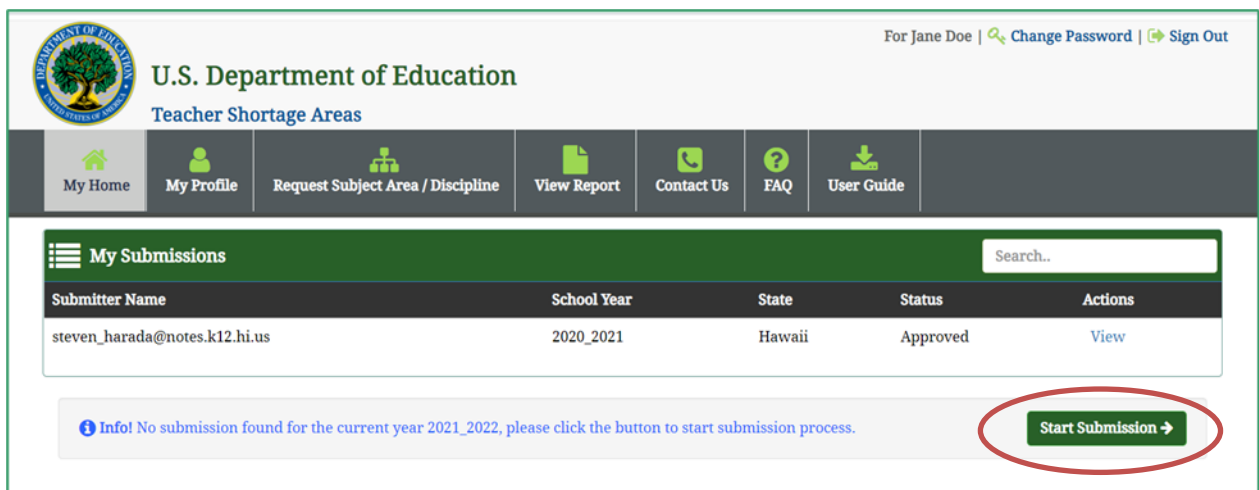
My Submissions

Submitter Name	School Year	State	Status	Actions
jane.doe@ci-ss.com	2021_2022	Hawaii	Not Submitted	Edit

3.3 Submitting Data

To submit Teacher Shortage data, proceed as follows:

1. Click **Start Submission**.



U.S. Department of Education
Teacher Shortage Areas

For Jane Doe | [Change Password](#) | [Sign Out](#)

My Home | My Profile | Request Subject Area / Discipline | View Report | Contact Us | FAQ | User Guide

My Submissions

Submitter Name	School Year	State	Status	Actions
steven_harada@notes.k12.hi.us	2020_2021	Hawaii	Approved	View

Info! No submission found for the current year 2021_2022, please click the button to start submission process.

[Start Submission](#)

2. The **Teacher Shortage Area** screen opens. You can enter new information for the current year.

The data to be entered are the proposed teacher shortages for the upcoming academic year. Therefore, **Proposal School Year** is the year following the current academic year.

Example:

The current academic year is 2020-21. The Proposal School Year then is 2021-22.

State, no explanation needed.

Following are the questions that will have to be answered with helpful hints for answering.

CSSO Name, the Chief State School Officer who would be responsible for the approval of the shortage areas list.

1. Has the Chief State School Officer (CSSO) approved this proposal?

No signature is needed; we simply need assurance that it has been approved.

2. Were objective written standards used in developing the proposed teacher shortage areas?

Was a method of selection of the shortage areas used (i.e., one that could be repeated and justified)?

3. Were the appropriate private nonprofit elementary and secondary school officials within the State consulted for this proposal?

The appropriate school officials are those whose schools are affected by the Secretary's designations and the guaranty agency for that State.

4. Data from which school year was used in developing the proposed teacher shortage areas?

The current school year and the previous school year will be displayed. If neither of those are used, check "Other." For example, if the current school year is 2020-21, then 2020-21 and 2019-20 would be displayed.

5. Which of the following were used in deriving the teacher shortage areas?

- Teaching positions that are unfilled.
- Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification.
- Teaching positions that are filled by teachers who are certified but are teaching in academic areas other than their area of preparation.

Note: You are not required to use all three designations in deriving teacher shortage areas. Some States do not track all three, and it is permissible to not report them all.

6. What is the total FTE in your State?

This number will be used by the application to calculate the percentage teacher shortage. The number should include all filled and not filled positions. No submitted shortage area should be greater than this number. A warning message will appear if this occurs.

7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all full-time equivalent (FTE) teaching positions?

There are two things to keep in mind when answering this question. First, it is only referring to the **critical** shortage areas. Second, the 5 percent is calculated by dividing the number of positions short in each subject or geographic area by the total FTE for the State provided in question 6. *If the answer to this question is “Yes”, only then will question 9 appear.*

8. Has the Department previously approved the alternate methodology used for determining this year’s teacher shortage areas.

If the alternate methodology has already been submitted and approved, there is no need to resubmit. However, you will need to submit the current data. That data can be uploaded into the application. *If the answer to this question is “No”, only then will question 11 appear.*

9. Is the State proposing a methodology for first use this year?

If the answer to this is “Yes,” you must upload the methodology and data into the system for review.

The shortage areas screen will contain all shortage areas that were submitted in the previous year. You will need to update them by removing, adding, and updating numbers.

Teacher Shortage Area

Print

Proposal School Year:
2021_2022

State:
Hawaii

CSSO Name:
Dr. Christina M. Kishimoto

Assurances

- Has the Chief State School Officer (CSSO) approved this proposal?
☒ Yes ☐ No
- Were objective written standards used in developing the proposed teacher shortage areas?
☒ Yes ☐ No
- Were the appropriate private nonprofit elementary and secondary school officials within the State consulted for this proposal?
☒ Yes ☐ No
- Data from which school year was used in developing the proposed teacher shortage areas? *
☐ 2020-2021 ☐ 2019-2020 ☐ Other (Specify)
- Which of the following were used in deriving the teacher shortages areas? (Check all that apply)
☐ Teaching positions that are unfilled
☒ Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification
☐ Teaching positions that are filled by teachers who are certified, but who are teaching in academic subject areas other than their area of preparation
- What is the total FTE in your state?
13158
- Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full-time equivalent (FTE) teaching positions?
Note: Number 8 shall appear only if the answer to 7 is Yes.
☐ Yes ☒ No

Please submit the following supporting documentation showing the methods used for identifying the shortage areas:

Submission Documents

An explanation of the reasons why the secretary should nevertheless designate all of the proposed area as shortage areas

Characters left : 1000
Upload Documents:

Choose Files

 No file chosen

Additional Supporting Documentation

Choose Files

 No file chosen

Data Submission:

Add New Record

Data Summary

Search...

School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	Special Education	-	No	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	-	222	1.69	Edit Delete
-	-	-	Mathematics	-	No	6, 7, 8, 9, 10, 11, 12	-	41	0.31	Edit Delete
-	-	-	Science	-	No	6, 7, 8, 9, 10, 11, 12	-	26	0.2	Edit Delete
-	-	-	Language Arts	English	No	6, 7, 8, 9, 10, 11, 12	-	41	0.31	Edit Delete
-	-	-	Career and Technical Education	-	No	6, 7, 8, 9, 10, 11, 12	-	32	0.24	Edit Delete
-	-	-	World Languages	Hawaiian	No	6, 7, 8, 9, 10, 11, 12	-	7	0.05	Edit Delete
-	-	-	World Languages	-	No	6, 7, 8, 9, 10, 11, 12	-	6	0.05	Edit Delete
-	-	-	English as a Second Language	-	No	-	-	3	0.02	Edit Delete
-	-	-	World Languages	Hawaiian Immersion	No	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	-	13	0.1	Edit Delete

Contact Details

Contact Person:
Steven Harada

Phone Number:
(808) 441-8435

Email Address:
steven.harada@k12.hi.us

Address:
P.O. Box 2360

City:
Honolulu

Zip:
96804

Save as Draft

Submit



For question 6, if total FTE count is greater than FTE in any one of the shortage areas that is already in the system then, the system will display the message as follows. Click on **OK** before moving on to question 7.

tsa.ed.gov says

You have at least one shortage area with FTE count greater than Total FTE

OK

10. Answer Question 7.

Question 8 only appears when “Yes” is selected for Question 7.

Question 9 appears when “No” is selected for Question 8.

7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full-time equivalent (FTE) teaching positions?

Note: Number 8 shall appear only if the answer to 7 is Yes.

☒ Yes ☐ No

8. Has the Department previously approved the alternate methodology used for determining this year's teacher shortage areas?

☐ Yes ☒ No

9. Is the state proposing an alternate methodology for first use in this year?

☐ Yes ☐ No

11. Supporting documents are required when requesting approval of a new alternative method. Supporting documents are uploaded under ***Submission Documents*** section by clicking on **Choose Files**.

7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full-time equivalent (FTE) teaching positions?
Note: Number 8 shall appear only if the answer to 7 is Yes.

☐ Yes ☒ No

Please submit the following supporting documentation showing the methods used for identifying the shortage areas:

Submission Documents

An explanation of the reasons why the secretary should nevertheless designate all of the proposed area as shortage areas


Characters left : 1000

Upload Documents:


Choose Files No file chosen

Additional Supporting Documentation

Choose Files No file chosen


 [Data Submission:](#)

Add New Record

 **Data Summary**

12. Review the shortage areas listed in the data summary table.
- (A) Any shortage areas that are not on this year's list can be deleted.
 - (B) Update the FTE for each area that is still a critical shortage area in the State.
 - (C) Make edits any other areas needed to the pre-populated shortage areas.

13. To add any additional shortage areas, click **Add New Record** to enter Teacher Shortage Areas in the *Data Submission*.

 [Data Submission:](#)


Add New Record

Data Summary Search..										
School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	-	-	Yes	1, 2, 3, 4, 7, 10,	Age above 5	2.45	NaN	Edit Delete
-	-	-	-	-	No	1, 7,	Age above 5	71.7	NaN	Edit Delete
-	-	-	-	-	No	7,	Age above 5	9.6	NaN	Edit Delete
-	-	-	-	-	Yes	7,	Age above 5	27	NaN	Edit Delete
-	-	-	-	-	Yes	1,	Age above 5	32	NaN	Edit Delete
-	-	-	-	-	No	-	-	19.52	NaN	Edit Delete
-	-	-	Academic Intervention	At-Risk	No	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	-	18.45	NaN	Edit Delete

- a. The **Add New Record** dialog box appears allowing you to select the type of shortage area.



Entering the geographic area is optional.

 **Add New Record**

☐ Geographic
 ☐ Subject Area
 ☐ Both

Add
Close

- b. The Geographic Record screen appears when **Geographic** is selected. Enter the requested information and click **Add**.



The FTE percentage will calculate automatically.

Add New Record

☒ Geographic

☐ Subject Area

☐ Both

County:

School District:

Geographic Region:

Critical Shortage Area

Grades:

☐ All

☐ Pre-K

☐ K

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ 10

☐ 11

☐ 12

Grades by Age:

☐ Birth Age - Age 5

☐ Age 5 - up to 21

Shortage FTE:

Temporary Certificate:

Out of Field:

Unfilled:

Number of FTEs:

FTE Percentage:

Add

Close



You are not required to make an entry in every field.

- c. If **Subject Area** is selected, the **Subject Area Record** screen appears. Enter the requested information and click **Add**.



The FTE percentage will calculate automatically.

Add New Record

Geographic

Subject Area

Both

Subject Matter:

Discipline:

To request new subject matter or discipline, [click here](#)

Critical Shortage Area

Grades:

All

Pre-K

K

1

2

3

4

5

6

7

8

9

10

11

12

Grades by Age:

Birth Age - Age 5

Age 5 - up to 21

Shortage FTE:

Temporary Certificate:

Out of Field:

Unfilled:

Number of FTEs:

FTE Percentage:

Add

Close



You are not required to make an entry in every field.

- d. If **Both** is selected, the **Geographic/Subject Area Record** screen appears. Enter the requested information and click **Add**.



The FTE percentage will calculate automatically.

Add New Record

Geographic

Subject Area

Both

County:

School District:

Geographic Region:

Subject Matter:

Discipline:

To request new subject matter or discipline, [click here](#)

Critical Shortage Area

Grades:

All

Pre-K

K

1

2

3

4

5

6

7

8

9

10

11

12

Grades by Age:

Birth Age - Age 5

Age 5 - up to 21

Shortage FTE:

Temporary Certificate:

Out of Field:

Unfilled:

Number of FTEs:

FTE Percentage:

Add

Close

26



You are not required to make an entry in every field.

e. The Teacher Shortage Area is added and listed in the **Data Summary** section of the screen. To make changes to the record, click **Edit**.

Data Submission:

Add New Record

Data Summary

Search..

School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	-	-	Yes	1, 2, 3, 4, 7, 10,	Age above 5	2.45	NaN	Edit Delete
-	-	-	-	-	No	1, 7,	Age above 5	71.7	NaN	Edit Delete
-	-	-	-	-	No	7,	Age above 5	9.6	NaN	Edit Delete
-	-	-	-	-	Yes	7,	Age above 5	27	NaN	Edit Delete
-	-	-	-	-	Yes	1,	Age above 5	32	NaN	Edit Delete
-	-	-	-	-	No	-	-	19.52	NaN	Edit Delete
-	-	-	Academic Intervention	At-Risk	No	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	-	18.45	NaN	Edit Delete

- f. The **Edit Record** screen appears. Update the 'Number of FTEs' field with the desired value and click **Update**. Note: the 'FTE percentage' will calculate automatically.

Edit Record

Geographic

Subject Area

Both

County:

School District:

Geographic Region:

Critical Shortage Area

Yes

Grades:

All

Pre-K

K

1

2

3

4

5

6

7

8

9

10

11

12

Grades by Age:

Birth Age - Age 5

Age 5 - up to 21

Shortage FTE:

Temporary Certificate:

3.4

Out of Field:

42.43

Unfilled:

43.32

Number of FTEs:

3.45

FTE Percentage:

1.07

Update

Close


- g. The changes made are listed in the *Data Summary* section.

Data Summary										Search..
School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	-	-	Yes	1,2,3,4,7,10	Age above 5	3.45	1.07	Edit Delete
-	-	-	-	-	No	1,7	Age above 5	71.7	22.2	Edit Delete
-	-	-	-	-	No	7	Age above 5	9.6	2.97	Edit Delete
-	-	-	-	-	Yes	7	Age above 5	27	8.36	Edit Delete
-	-	-	-	-	Yes	1	Age above 5	32	9.91	Edit Delete
-	-	-	-	-	No	-	-	19.52	6.04	Edit Delete
-	-	-	Academic Intervention	At-Risk	No	Pre-K,K,1,2,3,4,5,6,7,8,9,10,11,12	-	18.45	5.71	Edit Delete

3.4 Request Subject Area/Discipline

To request a new subject area and/or discipline proceed as follows:

1. Select **Request Subject Area/Discipline** from the top menu.
2. The *Request New Subject Area/Discipline* screen opens.



U.S. Department of Education

Teacher Shortage Areas

Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

[My Home](#)
[My Profile](#)
[Request Subject Area / Discipline](#)
[View Report](#)
[Contact Us](#)
[FAQ](#)
[User Guide](#)

Request New Subject Area / Discipline

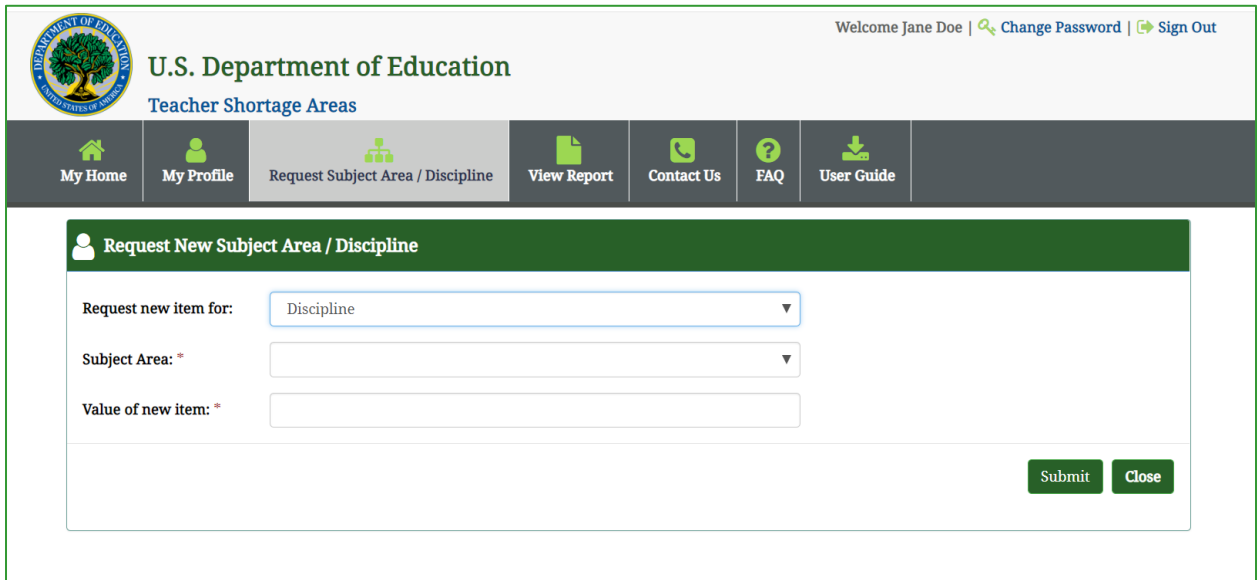
Request new item for:

Value of new item: *

Submit

Close

3. Select **Subject Area or Discipline** from the drop-down list.
4. If you select **Discipline**, you will have to enter both **Subject Area** and **Discipline**. Click **Submit**.



U.S. Department of Education
Teacher Shortage Areas

Welcome Jane Doe | [Change Password](#) | [Sign Out](#)

[My Home](#) [My Profile](#) [Request Subject Area / Discipline](#) [View Report](#) [Contact Us](#) [FAQ](#) [User Guide](#)

Request New Subject Area / Discipline

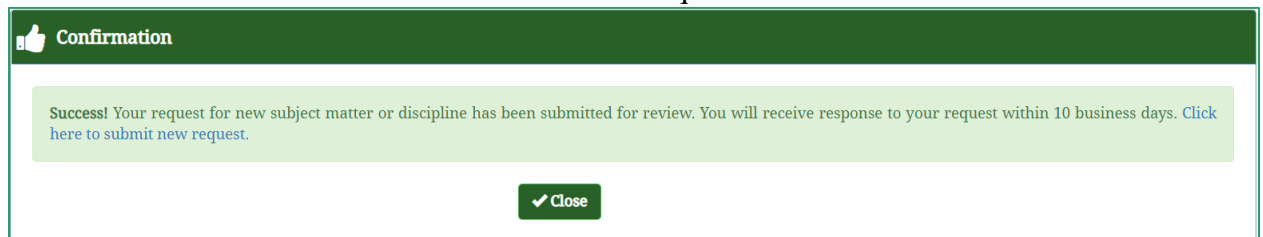
Request new item for:

Subject Area: *

Value of new item: *

[Submit](#) [Close](#)

5. The **Request Confirmation** screen appears informing you that your request was successful. Click the link to submit additional requests or click **Close**.



Confirmation

Success! Your request for new subject matter or discipline has been submitted for review. You will receive response to your request within 10 business days. [Click here to submit new request.](#)

[Close](#)

3.5 Save and Submit Data

1. If you are not ready to submit the application, click **Save as Draft** on the bottom of the **Teacher Shortage Areas** screen. You can edit the information at any time before you submit. You may print the report by selecting **Print**.

Teacher Shortage Area

Print

Proposal School Year:2021_2022

State:Hawaii

CSSO Name:Dr. Christina M. Kishimoto

Assurances

1. Has the Chief State School Officer (CSSO) approved this proposal?
☒ Yes ☐ No

2. Were objective written standards used in developing the proposed teacher shortage areas?
☒ Yes ☐ No

3. Were the appropriate private nonprofit elementary and secondary school officials within the State consulted for this proposal?
☒ Yes ☐ No

4. Data from which school year was used in developing the proposed teacher shortage areas? *
☐ 2020-2021 ☐ 2019-2020 ☐ Other (Specify)

5. Which of the following were used in deriving the teacher shortages areas? (Check all that apply)
☐ Teaching positions that are unfilled
☒ Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification
☐ Teaching positions that are filled by teachers who are certified, but who are teaching in academic subject areas other than their area of preparation

6. What is the total FTE in your state?
13158

7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full time equivalent (FTE) teaching positions?
Note: Number 8 shall appear only if the answer to 7 is Yes.
☐ Yes ☒ No

Please submit the following supporting documentation showing the methods used for identifying the shortage areas:

Submission Documents

An explanation of the reasons why the secretary should nevertheless designate all of the proposed area as shortage areas

Characters left : 1000

Upload Documents:

Choose Files

No file chosen

Additional Supporting Documentation

Choose Files

No file chosen

Data Submission:

Add New Record

Data Summary

Search...

School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	Special Education	-	No	Pre-K,K,1,2,3,4,5,6,7,8,9,10,11,12	-	310	2.36	Edit Delete
-	-	-	Mathematics	-	No	6,7,8,9,10,11,12	-	41	0.31	Edit Delete
-	-	-	Science	-	No	6,7,8,9,10,11,12	-	26	0.2	Edit Delete
-	-	-	Language Arts	English	No	6,7,8,9,10,11,12	-	41	0.31	Edit Delete
-	-	-	Career and Technical Education	-	No	6,7,8,9,10,11,12	-	32	0.24	Edit Delete
-	-	-	World Languages	Hawaiian	No	6,7,8,9,10,11,12	-	7	0.05	Edit Delete
-	-	-	World Languages	-	No	6,7,8,9,10,11,12	-	6	0.05	Edit Delete
-	-	-	English as a Second Language	-	No	-	-	3	0.02	Edit Delete
-	-	-	World Languages	Hawaiian Immersion	No	K,1,2,3,4,5,6,7,8,9,10,11,12	-	13	0.1	Edit Delete

Contact Details

Contact Person:Steven Harada

Phone Number:(808) 441-8435

Email Address:steven.harada@hawaii.gov

Address:P.O. Box 2360

City:Honolulu

Zip:96804

Save as Draft

Submit

2. The application will not be available for review until you click on **Submit**.

Teacher Shortage Area

Proposal School Year:
 State:
 CSSO Name:

Assurances
 1. Has the Chief State School Officer (CSSO) approved this proposal?
☒ Yes ☐ No
 2. Were objective written standards used in developing the proposed teacher shortage areas?
☒ Yes ☐ No
 3. Were the appropriate private nonprofit elementary and secondary school officials within the State consulted for this proposal?
☒ Yes ☐ No
 4. Data from which school year was used in developing the proposed teacher shortage areas? *
☐ 2020-2021 ☐ 2019-2020 ☐ Other (Specify)
 5. Which of the following were used in deriving the teacher shortages areas? (Check all that apply)
☐ Teaching positions that are unfilled
☒ Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification
☐ Teaching positions that are filled by teachers who are certified, but who are teaching in academic subject areas other than their area of preparation
 6. What is the total FTE in your state?

 7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full time equivalent (FTE) teaching positions?
 Note: Number 8 shall appear only if the answer to 7 is Yes.
☐ Yes ☒ No

Please submit the following supporting documentation showing the methods used for identifying the shortage areas:
Submission Documents
 An explanation of the reasons why the secretary should nevertheless designate all of the proposed area as shortage areas

 Characters left : 1000
 Upload Documents:
 No file chosen
 Additional Supporting Documentation
 No file chosen

Data Submission:

Data Summary

School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(%)	Actions
-	-	-	Special Education	-	No	Pre-K,K,1,2,3,4,5,6,7,8,9,10,11,12	-	310	2.36	Edit Delete
-	-	-	Mathematics	-	No	6,7,8,9,10,11,12	-	41	0.31	Edit Delete
-	-	-	Science	-	No	6,7,8,9,10,11,12	-	26	0.2	Edit Delete
-	-	-	Language Arts	English	No	6,7,8,9,10,11,12	-	41	0.31	Edit Delete
-	-	-	Career and Technical Education	-	No	6,7,8,9,10,11,12	-	32	0.24	Edit Delete
-	-	-	World Languages	Hawaiian	No	6,7,8,9,10,11,12	-	7	0.05	Edit Delete
-	-	-	World Languages	-	No	6,7,8,9,10,11,12	-	6	0.05	Edit Delete
-	-	-	English as a Second Language	-	No	-	-	3	0.02	Edit Delete
-	-	-	World Languages	Hawaiian Immersion	No	K,1,2,3,4,5,6,7,8,9,10,11,12	-	13	0.1	Edit Delete

Contact Details
 Contact Person:
 Phone Number:
 Email Address:
 Address:
 City:
 Zip:

3. The *Confirmation* screen appears, click *Close*.

The screenshot shows the 'Confirmation' screen of the U.S. Department of Education Teacher Shortage Areas portal. The header includes the department logo, the title 'U.S. Department of Education Teacher Shortage Areas', and a user greeting 'Welcome Jane Doe' with links for 'Change Password' and 'Sign Out'. A navigation bar contains icons for 'My Home', 'My Profile', 'Request Subject Area / Discipline', 'View Report', 'Contact Us', 'FAQ', and 'User Guide'. The main content area features a green 'Confirmation' banner with a thumbs-up icon, followed by a success message: 'Success! The application has been saved successfully. Please note that you have to submit the application to be considered for review.' At the bottom of this message is a green button with a checkmark icon and the text 'Close', which is circled in red.

4. The *My Submissions* screen appears, click *Edit*.

The screenshot shows the 'My Submissions' screen of the U.S. Department of Education Teacher Shortage Areas portal. The header is identical to the previous screen. The navigation bar is also the same. The main content area has a green 'My Submissions' banner with a search bar. Below this is a table with the following data:

Submitter Name	School Year	State	Status	Actions
jane.doe@ci-ss.com	2021_2022	Hawaii	Not Submitted	Edit

The 'Edit' link in the 'Actions' column of the first row is circled in red.

- The **Teacher Shortage Area** screen appears displaying the record entered. Edit the information as needed and click **Submit** when finished.

Teacher Shortage Area

Print

Proposal School Year:

2021_2022

State:

Hawaii

CSSO Name:

Dr. Christina M. Kishimoto

Assurances

1. Has the Chief State School Officer (CSSO) approved this proposal?

☒ Yes ☐ No

2. Were objective written standards used in developing the proposed teacher shortage areas?

☒ Yes ☐ No

3. Were the appropriate private nonprofit elementary and secondary school officials within the State consulted for this proposal?

☒ Yes ☐ No

4. Data from which school year was used in developing the proposed teacher shortage areas? *

☐ 2020-2021 ☐ 2019-2020 ☐ Other (Specify)

5. Which of the following were used in deriving the teacher shortages areas? (Check all that apply)

☐ Teaching positions that are unfilled
☒ Teaching positions that are filled by teachers who are certified by irregular, provisional, temporary, or emergency certification
☐ Teaching positions that are filled by teachers who are certified, but who are teaching in academic subject areas other than their area of preparation

6. What is the total FTE in your state?

13158

7. Does the total of proposed teacher shortage areas exceed the automatic designated limit of 5 percent of the total of all of the full time equivalent (FTE) teaching positions?

☐ Yes ☒ No

Note: Number 8 shall appear only if the answer to 7 is Yes.

Please submit the following supporting documentation showing the methods used for identifying the shortage areas:

Submission Documents

An explanation of the reasons why the secretary should nevertheless designate all of the proposed area as shortage areas

Characters left : 1000

Upload Documents:

Choose Files No file chosen

Additional Supporting Documentation

Choose Files No file chosen

Data Submission:

Add New Record

Data Summary

Search...

School District	County	Geographic Region	Subject Matter	Discipline	Critical Shortage Area	Grades	Grades by Age	FTE	FTE(PA)	Actions
-	-	-	Special Education	-	No	Pre-K,K,1,2,3,4,5,6,7,8,9,10,11,12	-	310	2.36	Edit Delete
-	-	-	Mathematics	-	No	6,7,8,9,10,11,12	-	41	0.31	Edit Delete
-	-	-	Science	-	No	6,7,8,9,10,11,12	-	26	0.2	Edit Delete
-	-	-	Language Arts	English	No	6,7,8,9,10,11,12	-	41	0.31	Edit Delete
-	-	-	Career and Technical Education	-	No	6,7,8,9,10,11,12	-	32	0.24	Edit Delete
-	-	-	World Languages	Hawaiian	No	6,7,8,9,10,11,12	-	7	0.05	Edit Delete
-	-	-	World Languages	-	No	6,7,8,9,10,11,12	-	6	0.05	Edit Delete
-	-	-	English as a Second Language	-	No	-	-	3	0.02	Edit Delete
-	-	-	World Languages	Hawaiian Immersion	No	K,1,2,3,4,5,6,7,8,9,10,11,12	-	13	0.1	Edit Delete

Contact Details

Contact Person:

Steven Harada

Phone Number:

(808) 441-8435

Email Address:

steven.harada@k12.hi.us

Address:

P.O. Box 2360

City:

Honolulu


Zip:

96804

Save as Draft

Submit


- The **Submission Confirmation** screen appears showing that the application has been submitted successfully. Click **Close**.



U.S. Department of Education
Teacher Shortage Areas

Welcome Jane Doe | [Change Password](#) | [Sign Out](#)


[My Home](#)
[My Profile](#)
[Request Subject Area / Discipline](#)
[View Report](#)
[Contact Us](#)
[FAQ](#)
[User Guide](#)


Confirmation

Success! The application has been submitted successfully!

[Close](#)


7. The *My Submissions* screen appears with the updated status.



U.S. Department of Education
Teacher Shortage Areas

For Jane Doe | [Change Password](#) | [Sign Out](#)

[My Home](#)
[My Profile](#)
[Request Subject Area / Discipline](#)
[View Report](#)
[Contact Us](#)
[FAQ](#)
[User Guide](#)


My Submissions

Search..

Submitter Name	School Year	State	Status	Actions
jane.doe@ci-ss.com	2021_2022	Hawaii	Submitted	View

3.6 My Profile

To view your Profile, proceed as follows:

1. Select the **My Profile** from the top menu.
2. The **My Profile** screen opens allowing you to view your information.

The screenshot displays the 'My Profile' page within the 'Teacher Shortage Areas' section of the U.S. Department of Education website. The top navigation bar includes the department logo, the text 'U.S. Department of Education', and the user's name 'Jane Doe' with links for 'Change Password' and 'Sign Out'. Below this is a dark grey menu bar with icons and labels for 'My Home', 'My Profile' (circled in red), 'Request Subject Area / Discipline', 'View Report', 'Contact Us', 'FAQ', and 'User Guide'. The main content area has a green header with 'My Profile' and an 'Edit' button. The profile details are listed as follows:

First Name:	Jane
Middle Initial:	-
Last Name:	Doe
Email Address:	jane.doe@ci-ss.com
Phone Number:	2222222222
State:	Hawaii

3.7 Contact Us

If you have questions regarding the status of individual submissions:

1. Select **Contact Us** from the top menu.
2. The **Contact** screen opens. Enter the required information and click **Send Message**.

The screenshot shows the U.S. Department of Education Teacher Shortage Areas website. The header includes the Department of Education logo, the text "U.S. Department of Education", and "Teacher Shortage Areas". In the top right corner, there are links for "For States", "Sign In", and "Register". Below the header is a navigation bar with four items: "Home", "View Report", "Contact Us", and "FAQ". The "Contact Us" item is highlighted with a red circle. The main content area contains a contact form with the following fields: "Name" (with a red asterisk), "Email Address" (with a red asterisk and a checkbox for "Enter email"), and "Subject" (with a red asterisk and a dropdown menu). To the right of these fields is a large text area labeled "Message" (with a red asterisk). At the bottom right of the form is a blue "Send Message" button, which is circled in red. To the right of the form, under the heading "Our office", is contact information: "E-mail: Freddie.cross@ed.gov", "Write directly to: U.S. Department of Education, 400 Maryland Ave., S.E., 2C121, Washington, DC 20202.", and "Call: 202-630-2477".

Section 4. Technical Support – Help Page

For technical issues logging in to the application:

1. Select **Contact Us** from the top menu. The **Contact** screen opens.
2. Enter the required information in the Message box and click Send Message.
3. You can also send an email to the Technical Department at ciss_tsa@ci-ss.com

The screenshot shows the U.S. Department of Education Teacher Shortage Areas website. At the top, there is a navigation bar with links for Home, View Report, Contact Us (circled in red), and FAQ. Below the navigation bar, there is a contact form with fields for Name, Email Address, Subject, and a large Message box. The Send Message button is circled in red. To the right of the form, there is contact information for the office, including an email address, a direct write address, and a phone number.

U.S. Department of Education
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

Home View Report **Contact Us** FAQ

Name *
Enter name

Email Address *
☐ Enter email

Subject *
Select

Message *
Message

Send Message

Our office
E-mail: Freddie.cross@ed.gov
Write directly to:
U.S. Department of Education,
400 Maryland Ave., S.E.,
2C121, Washington, DC 20202.
Call: 202-630-2477

Section 5. Reporting

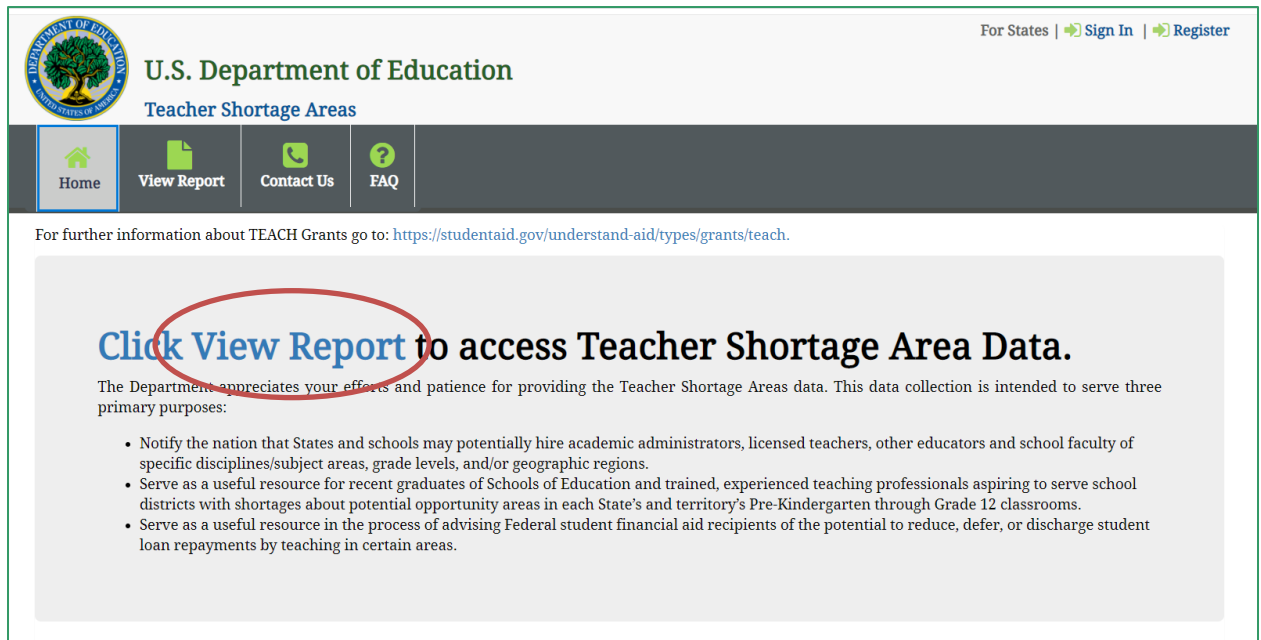


You can generate a report without logging in or registering.

To generate a new report, proceed as follows:

1. Go to <https://tsa.ed.gov>. The **Teacher Shortage Areas** (TSA) welcome screen appears.

Click on **View Report** from the top menu or the link.



2. **Generate TSA Report** screen appears. Select criteria for the different fields from the drop-down lists.

Hint: The fewer criteria selected, the better the results. For example, begin with *School Year* and *State* then choose other criteria based on the results.

Example: Select the *School Year*, State, and Click *Submit*.


The screenshot shows the U.S. Department of Education Teacher Shortage Areas reporting interface. At the top, there is a header with the U.S. Department of Education logo and the text "U.S. Department of Education Teacher Shortage Areas". To the right of the header, there are links for "For States", "Sign In", and "Register". Below the header is a navigation bar with four buttons: "Home", "View Report", "Contact Us", and "FAQ".

Below the navigation bar, there are links for "Reporting User Guide" and "Reporting FAQ". The main content area is titled "Generate TSA Reports - (Select criteria below as required)". Below this title, there is a link that says "For historical Teacher Shortage Areas, please click on this link: [View PDF](#)".

The main form contains four dropdown menus: "School Year", "State", "Subject Matter", and "Discipline". The "School Year" dropdown is open, showing a list of years from 2017_2018 to 2021_2022. The "2020_2021" option is selected. The "State" dropdown is set to "Virginia". The "Subject Matter" and "Discipline" dropdowns are both set to "Select".

At the bottom right of the form, there are two buttons: "Reset" and "Submit". The "Submit" button is circled in red.

- The teacher shortage area report is generated. Data may be exported to either Excel or PDF, if desired by clicking on **Export to Excel** or **Export to PDF**. Click in the “Reset” button to generate a new report with different parameters.



U.S. Department of Education
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

Home
View Report
Contact Us
FAQ

[Reporting User Guide](#)
[Reporting FAQ](#)

Generate TSA Reports - (Select criteria below as required)

For historical Teacher Shortage Areas, please click on this link: [View PDF](#)

School Year
1 checked

State
Virginia

Subject Matter
Select

Discipline
Select

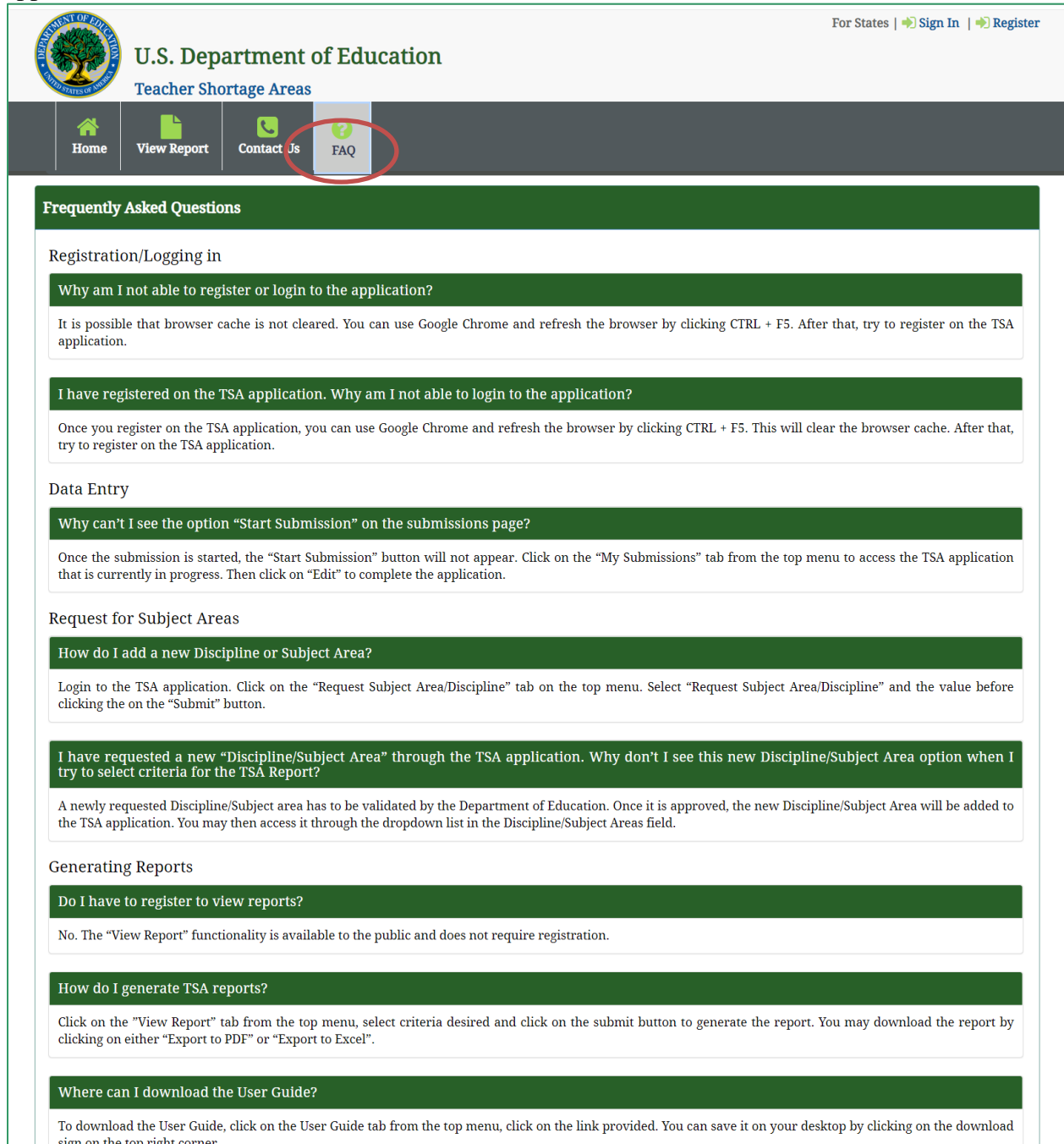
Reset
Submit

Report
Export to Pdf
Export to Excel

School Year	State	County	School District	Geographic Region	Subject Matter	Discipline	Grades	Grades By Age
2020_2021	Virginia	-	-	-	Special Education	-	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	-
2020_2021	Virginia	-	-	-	Core Subjects	Elementary Education	Pre-K, K, 1, 2, 3, 4, 5, 6	-
2020_2021	Virginia	-	-	-	General Shortages	Education General	6, 7, 8	-
2020_2021	Virginia	-	-	-	Mathematics	-	6, 7, 8, 9, 10, 11, 12	-
2020_2021	Virginia	-	-	-	Career and Technical Education	-	-	-
2020_2021	Virginia	-	-	-	Science	-	6, 7, 8, 9, 10, 11, 12	-

Section 6. Frequently Asked Questions

1. Click on FAQ from the top menu to view the Frequently Asked Questions about TSA application.



The screenshot shows the U.S. Department of Education Teacher Shortage Areas website. The top navigation bar includes links for Home, View Report, Contact Us, and FAQ. The FAQ link is circled in red. The page content is organized into sections with expandable questions and answers.

U.S. Department of Education
Teacher Shortage Areas

For States | [Sign In](#) | [Register](#)

[Home](#) [View Report](#) [Contact Us](#) [FAQ](#)

Frequently Asked Questions

Registration/Logging in

Why am I not able to register or login to the application?

It is possible that browser cache is not cleared. You can use Google Chrome and refresh the browser by clicking CTRL + F5. After that, try to register on the TSA application.

I have registered on the TSA application. Why am I not able to login to the application?

Once you register on the TSA application, you can use Google Chrome and refresh the browser by clicking CTRL + F5. This will clear the browser cache. After that, try to register on the TSA application.

Data Entry

Why can't I see the option "Start Submission" on the submissions page?

Once the submission is started, the "Start Submission" button will not appear. Click on the "My Submissions" tab from the top menu to access the TSA application that is currently in progress. Then click on "Edit" to complete the application.

Request for Subject Areas

How do I add a new Discipline or Subject Area?

Login to the TSA application. Click on the "Request Subject Area/Discipline" tab on the top menu. Select "Request Subject Area/Discipline" and the value before clicking the "Submit" button.

I have requested a new "Discipline/Subject Area" through the TSA application. Why don't I see this new Discipline/Subject Area option when I try to select criteria for the TSA Report?

A newly requested Discipline/Subject area has to be validated by the Department of Education. Once it is approved, the new Discipline/Subject Area will be added to the TSA application. You may then access it through the dropdown list in the Discipline/Subject Areas field.

Generating Reports

Do I have to register to view reports?

No. The "View Report" functionality is available to the public and does not require registration.

How do I generate TSA reports?

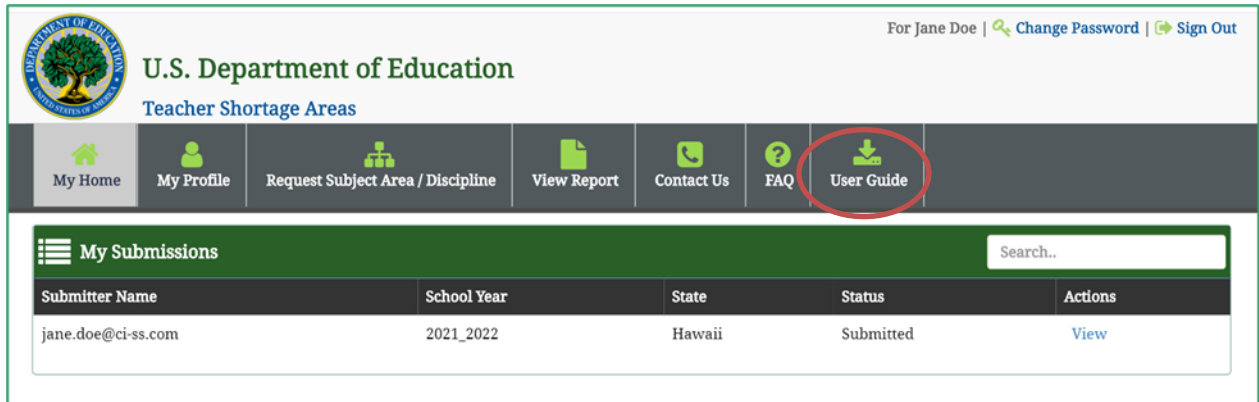
Click on the "View Report" tab from the top menu, select criteria desired and click on the submit button to generate the report. You may download the report by clicking on either "Export to PDF" or "Export to Excel".

Where can I download the User Guide?

To download the User Guide, click on the User Guide tab from the top menu, click on the link provided. You can save it on your desktop by clicking on the download icon on the top right corner.

Section 7. User Guide

1. After login, click on **User Guide** from the top menu to view the TSA application User Guide which has the details about the application. Also, users can download this User Guide in PDF format.



U.S. Department of Education
Teacher Shortage Areas

For Jane Doe | [Change Password](#) | [Sign Out](#)

My Home | My Profile | Request Subject Area / Discipline | View Report | Contact Us | FAQ | **User Guide**

My Submissions

Submitter Name	School Year	State	Status	Actions
jane.doe@ci-ss.com	2021_2022	Hawaii	Submitted	View