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Memorandum

To: Directors of Financial Aid - University of North Texas, University of North Texas at Dallas, Texas Woman's, University, University of Texas at Dallas, University of Texas at Arlington, Texas A&M-Commerce and the Texas Tech University- Tech Teach Program in the Dallas Fort Worth area

From: DeChà Reid, Senior Director, Financial Aid Services

Date: December 6, 2022

Subject: Bilingual Education Program 2022-2023 Biennium Report

Institutions participating in the Bilingual Education Program during the 2022-2023 biennium are required to submit a report detailing their program's performance measures.

All participating institutions must upload the fillable report through the enclosed submission form hyperlink by **Jan. 1, 2023**.

Complete the following steps to submit:

Step 1. Save a completed PDF copy of the [Bilingual Education Program 2022-2023 Biennium Report](#).

Step 2. [Click here](#) to proceed to the *Submission* page.

- If the web page is not immediately displayed, copy and paste the following web address into a secure browser:
<https://app.smartsheet.com/b/form/041062ca6e63444889737eccc3805789>

Step 3. Upload the completed report along with a list of Texas Public School Districts that employed biennium graduates.

Step 4. Complete **all** fields on the form and click "submit" to send to the THECB.

The report and submission form hyperlink can also be accessed on the Student Financial Aid Programs webpage under Program Resources under the [Work-Study & Scholarships page](#).

For questions, contact Financial Aid Services at (844) 792-2640 or online through [CONTACT US](#) (select "Financial Aid Question" for contact reason).