

# Missouri State<sup>TM</sup>

---

OFFICE *of*  
STUDENT  
FINANCIAL AID

---

## Generating a TSA Report for TEACH Grant Application Upload

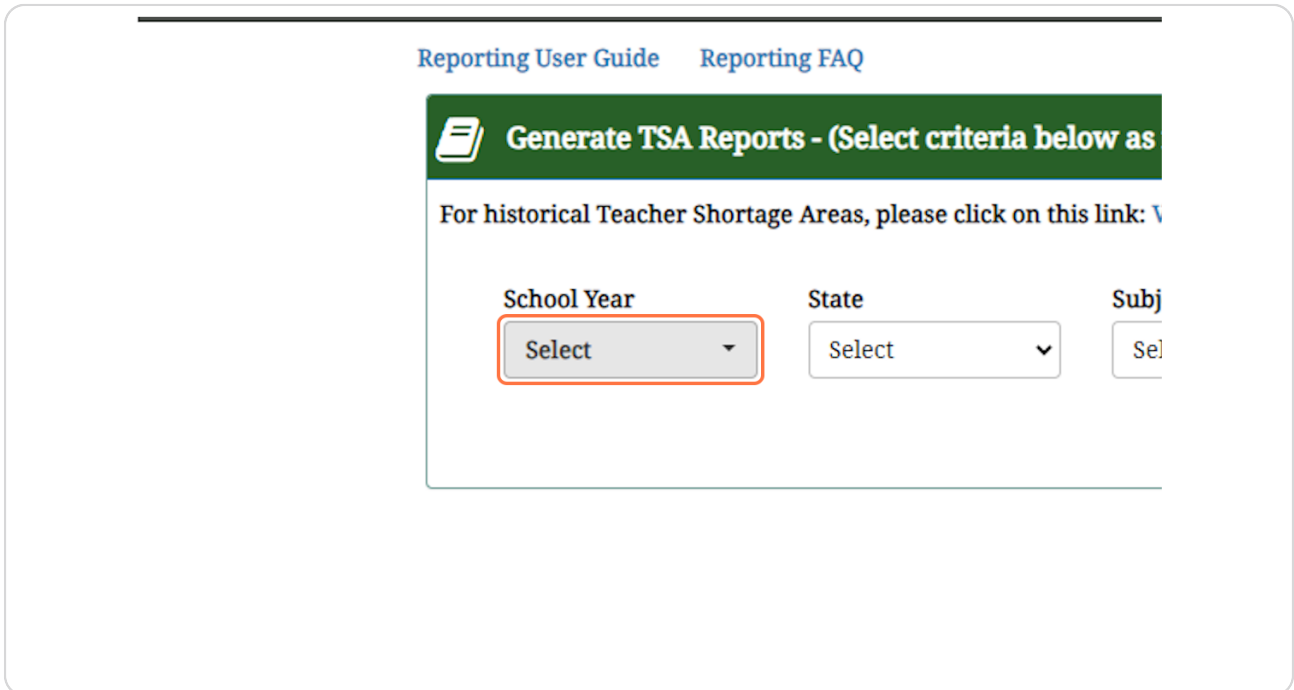
Students who are pursuing certification in a high-need field listed on the [Annual Teacher Shortage Area Nationwide Listing](#) are required to submit documentation of their program's eligibility for the award year they are applying. These instructions outline how students can retrieve the necessary documentation.

10 Steps


**STEP 1**

**Select the School Year/Award Year**

In the "School Year" drop-down box, select the academic year for which you are applying for the TEACH Grant.



Reporting User Guide   Reporting FAQ

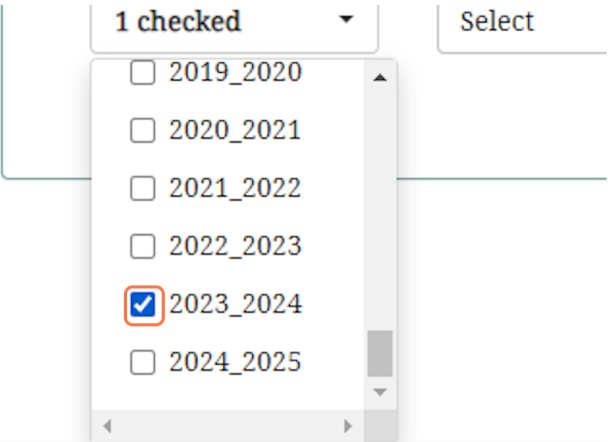
 **Generate TSA Reports - (Select criteria below as**

For historical Teacher Shortage Areas, please click on this link: \

School Year	State	Subj
Select ▼	Select ▼	Se] ▼

## STEP 2

Be sure to check the year box.



A screenshot of a web form showing a dropdown menu for selecting a school year. The dropdown is open, displaying a list of years from 2019\_2020 to 2024\_2025. The year 2023\_2024 is selected, indicated by a blue checkmark and a red box around the checkbox. Above the dropdown, a summary box shows '1 checked' and a 'Select' button. Below the dropdown, a section titled 'Related Regulations' lists two items: '34 CFR Part 682: Federal Family Education Loan Program' and '34 CFR Part 674; et al. Federal Perkins loan Program'.

1 checked    Select

- 2019\_2020
- 2020\_2021
- 2021\_2022
- 2022\_2023
- 2023\_2024
- 2024\_2025

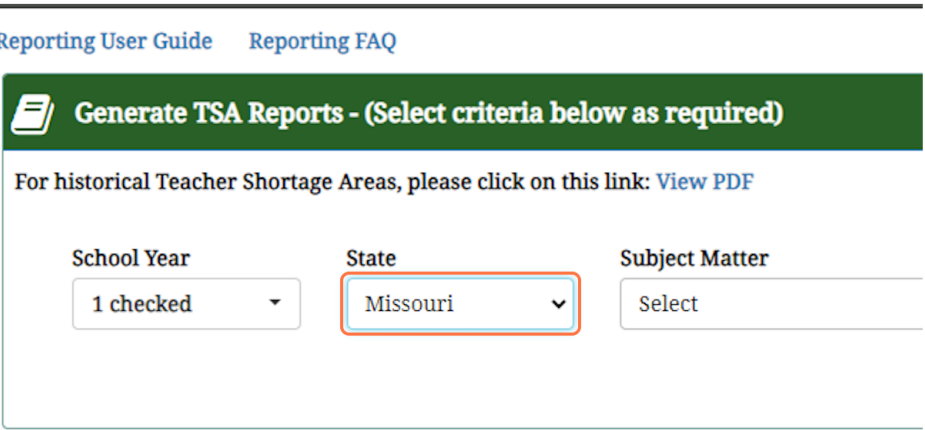
**Related Regulations**

- 34 CFR Part 682: Federal Family Education Loan Program
- 34 CFR Part 674; et al. Federal Perkins loan Program

## STEP 3

### Select the Shortage Area State

Select the state in which you will be teaching. This will query the shortage areas for that particular state.



A screenshot of a web form titled 'Generate TSA Reports - (Select criteria below as required)'. The form includes a link for historical reports and three dropdown menus: 'School Year', 'State', and 'Subject Matter'. The 'State' dropdown is highlighted with a red box and shows 'Missouri' selected. The 'School Year' dropdown shows '1 checked' and the 'Subject Matter' dropdown shows 'Select'.

[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](#)

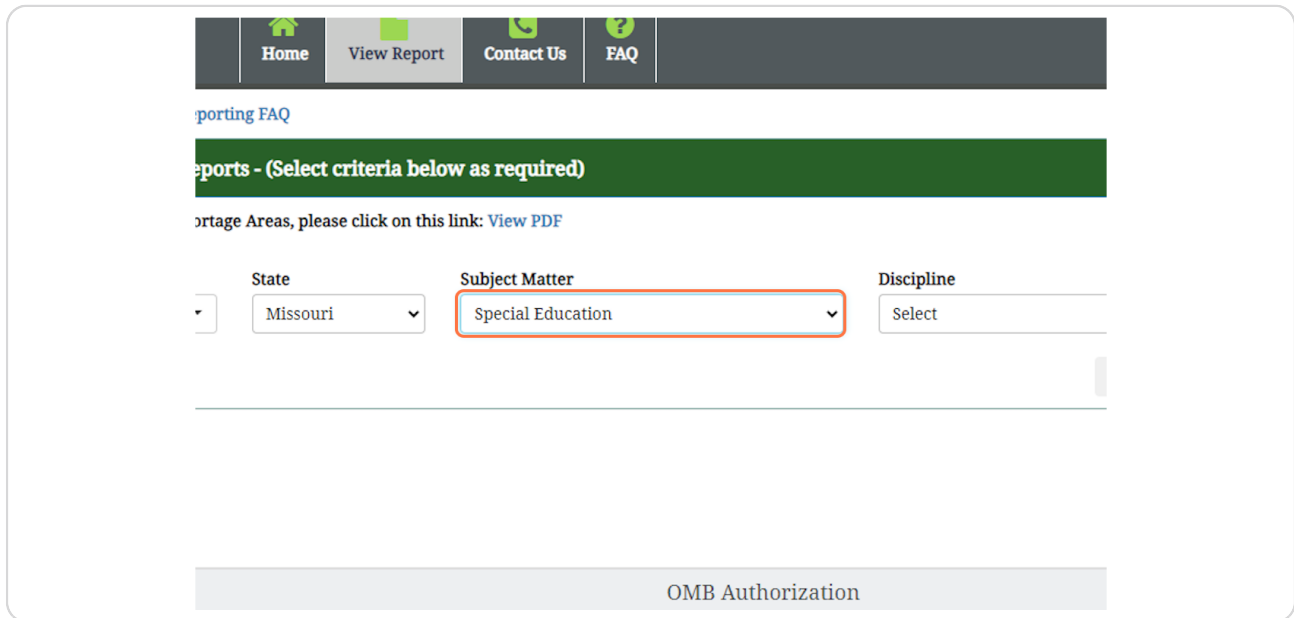
School Year    State    Subject Matter

1 checked    Missouri    Select

## STEP 4

### Subject Matter

Select the appropriate subject matter for your program of study from the drop-down box.

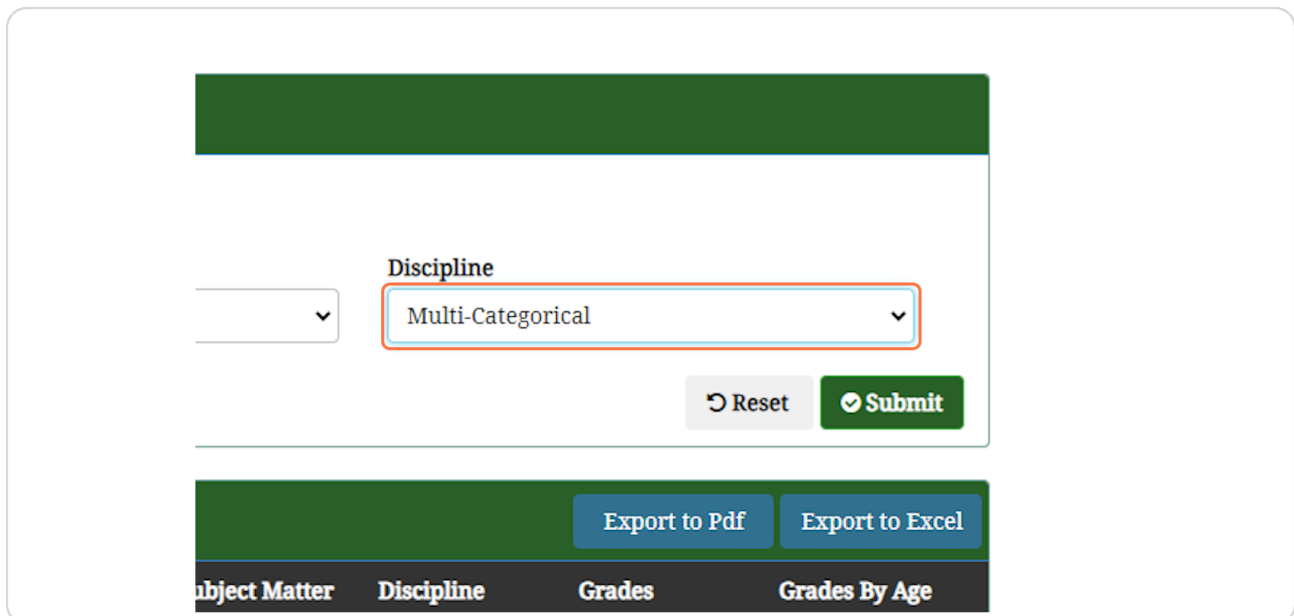


The screenshot shows a web interface with a dark navigation bar at the top containing links for Home, View Report, Contact Us, and FAQ. Below the navigation bar is a green header with the text "Reports - (Select criteria below as required)". Underneath, there is a link that says "Portage Areas, please click on this link: View PDF". The main form area contains three dropdown menus: "State" (set to Missouri), "Subject Matter" (set to Special Education, highlighted with a red border), and "Discipline" (set to Select). At the bottom of the form area, there is a grey bar with the text "OMB Authorization".

## STEP 5

### Discipline

Select the appropriate discipline for your program of study from the drop-down box.

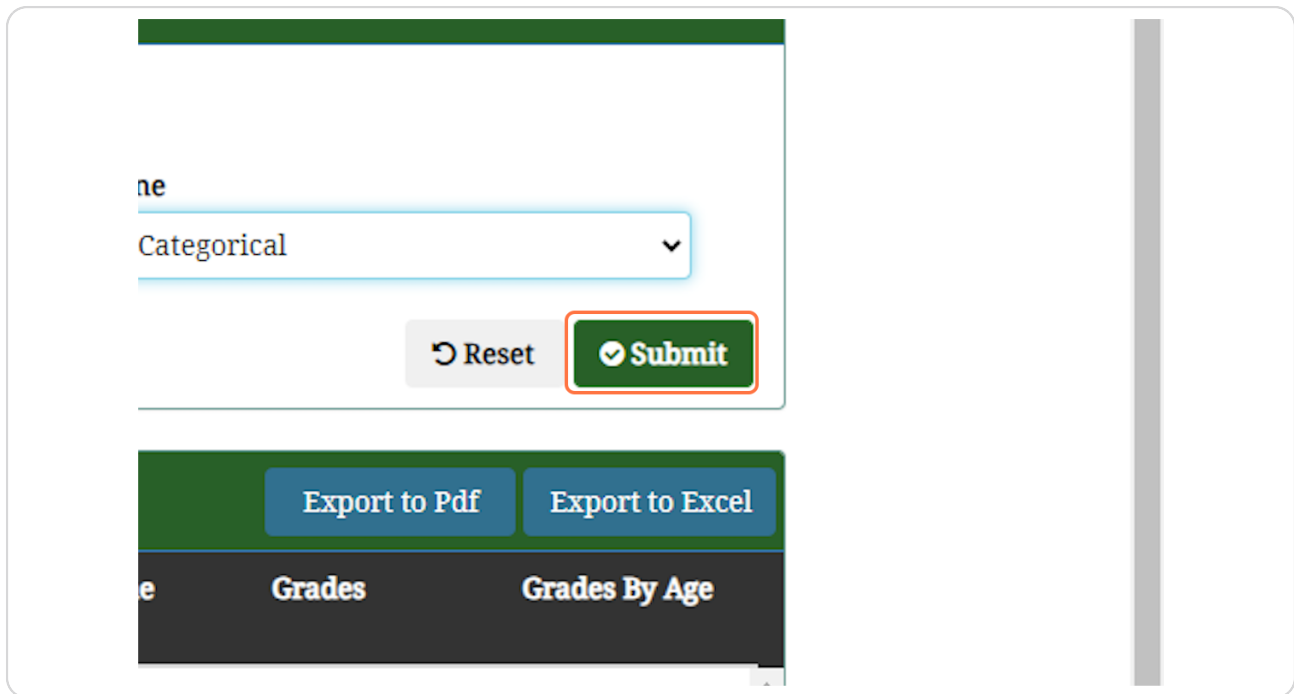


The screenshot shows a web interface with a green header. Below the header is a form with a dropdown menu for "Discipline" set to "Multi-Categorical", which is highlighted with a red border. To the right of the dropdown are two buttons: "Reset" and "Submit". Below the form are two buttons: "Export to Pdf" and "Export to Excel". At the bottom of the interface is a dark navigation bar with links for "Subject Matter", "Discipline", "Grades", and "Grades By Age".

## STEP 6

### Submit

Click on the Submit button to run your query.



The screenshot shows a web interface with a dark green header. Below the header, there is a search bar with the text "ne" and a dropdown menu showing "Categorical". To the right of the search bar are two buttons: "Reset" (with a circular arrow icon) and "Submit" (with a checkmark icon). The "Submit" button is highlighted with a red border. Below the search bar, there are two buttons: "Export to Pdf" and "Export to Excel". At the bottom of the interface, there is a dark grey bar with the text "e", "Grades", and "Grades By Age".

## STEP 7

### Verify Program Eligibility

If the selected area meets the search parameters (and is thus TEACH Grant eligible) it will populate in the Report field.

The screenshot displays a web application interface for generating TSA reports. At the top, there is a navigation bar with links for Home, View Report, Contact Us, and FAQ. Below this, there are links for Reporting User Guide and Reporting FAQ. The main section is titled "Generate TSA Reports - (Select criteria below as required)". It includes a link for historical Teacher Shortage Areas and a search form with four dropdown menus: School Year (1 checked), State (Missouri), Subject Matter (Special Education), and Discipline (Multi-Categorical). There are "Reset" and "Submit" buttons. Below the search form is a "Report" section with a table. The table has columns for School Year, State, County, School District, Geographic Region, Subject Matter, Discipline, Grades, and Grades By Age. A single row is visible, representing the search results.

School Year	State	County	School District	Geographic Region	Subject Matter	Discipline	Grades	Grades By Age
2023_2024	Missouri	-	-	-	Special Education	Multi-Categorical	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Age above 5

## STEP 8

### Export PDF

Click on the Export to PDF button to save the TSA Report for upload to your MSU TEACH Grant application.

Discipline

Multi-Categorical

Reset Submit

Export to Pdf Export to Excel

Matter	Discipline	Grades	Grades By Age
on	Multi-Categorical	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Age above 5

## STEP 9

### Running a Broad Search

If you are unable to locate your program or are uncertain what parameters may apply to your particular program of study, you can run a query with simply the award year and state. This will return all Teacher Shortage Areas for that year and state combination.

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

The main content area features a green header for "Generate TSA Reports - (Select criteria below as required)". Below this, a note states: "For historical Teacher Shortage Areas, please click on this link: [View PDF](#)".

The search criteria are defined by four dropdown menus:

- School Year:** 1 checked
- State:** Missouri
- Subject Matter:** Select
- Discipline:** Select

Buttons for "Reset" and "Submit" are located at the bottom right of the search form.

At the bottom of the page, there are two sections:

- Related Regulations:**
  - 34 CFR Part 682: Federal Family Education Loan Programs; Final Regulations
  - 34 CFR Part 674; et al. Federal Perkins loan Program, Federal Work-Study Programs, and Federal Supplemental Educational Opportunity Grant Program; Final Rule
  - 34 CFR Parts 668, 673, 674, et al. The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program and Other Federal Student Aid Programs; Final Rule
- OMB Authorization:**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0595 (expires 03/31/2023). The time required to complete this information collection is estimated to average 75 minutes per response, including the time spent to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.



## STEP 10

### Locating Your Program

If you followed Step 9 to locate your program from a broader list, please be sure to narrow the search parameters down to your particular program by following the previous steps before submitting the report output on your MSU TEACH Grant application.

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

School Year: 1 checked | State: Missouri | 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
2023_2024	Missouri	-	-	-	Special Education	Multi-Categorical	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Age above 5
2023_2024	Missouri	-	-	-	Special Education	Early Childhood	Pre-K, K, 1, 2, 3	Age below 5
2023_2024	Missouri	-	-	-	Social Studies	History	5, 6, 7, 8, 9	Age above 5
2023_2024	Missouri	-	-	-	Science	Physics	9, 10, 11, 12	Age above 5
2023_2024	Missouri	-	-	-	Special Education	Severely and Profoundly Handicapped	Pre-K, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Age above 5
2023_2024	Missouri	-	-	-	Science	Biological Sciences	9, 10, 11, 12	Age above 5
2023_2024	Missouri	-	-	-	Science	General Science	5, 6, 7, 8, 9	Age above 5
2023_2024	Missouri	-	-	-	Language Arts	English	5, 6, 7, 8, 9	Age above 5

**Related Regulations**

- 34 CFR Part 602: Federal Family Education Loan Programs; Final Regulations
- 34 CFR Part 674; et al. Federal Perkins Loan Program, Federal Work-Study Programs, and Federal Supplemental Educational Opportunity Grant Program; Final Rule
- 34 CFR Parts 668, 673, 674, et al. The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program and Other Federal Student Aid Programs; Final Rule

**OMB Authorization**

According to the Paperwork Reduction Project (1840-0595) requirements, we request you to provide a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0595 (expires 03/31/2023). The time required to complete this information collection is estimated to average 75 minutes per response, including the time spent to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.

Having trouble?

Please contact the Office of Student Financial Aid if you are having issues downloading the TSA report.

Our office phone number is (417) 836-5262 and our email is [FinancialAid@MissouriState.edu](mailto:FinancialAid@MissouriState.edu).