

2026-2027 Program Monitoring Validation Guidance Document

Program: Title III, Part A

Requirement: Parental Notification

Documentation Requested

Documenting overall compliance with a program requirement may require several forms of documentation to be maintained locally and available upon request by TEA and/or an auditor. To ensure overall compliance with program requirements, LEAs should refer to the Program Guide and/or other program-related resources that reference the multiple forms of documentation required to be maintained locally. The documentation requested for submission during the validation process may not include all forms of documentation required to be maintained locally.

Please include the following selected documentation referenced in the table below to demonstrate compliance with the program requirements described. TEA will utilize the following table during the review of documentation to determine if the LEA submitted sufficient documentation to support LEA compliance.

The documentation submitted for TEA review should show evidence of compliance in the 2025-2026 grant year for the program requirement selected.

The following documentation is requested to be submitted **by 5:00 pm CST on or before December 8, 2026**, via the Federal Program Compliance Division Program Monitoring Validations Smartsheet WorkApp system.

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 LPAC Parental Notification of Identification and Approval of Placement that occurred within the first 30 days of the 2025-2026 school year	2025-2026	Copy of 1 redacted sample Parental Notification of Identification and Approval of Placement in English provided to parents of English learners that includes all the required information: The redacted Parental Notification of Identification and Approval of Placement should include the following: student's identification, English proficiency level, placement in a language instruction educational program, program services, how the program will help the student learn English and meet age-appropriate academic achievement standards, and parent rights, including program removal and program choice options. AND

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
		Copy of 1 redacted sample Parental Notification of Identification and Approval of Placement in a language other than English provided to parents of English learners that includes all the required information and shows evidence of compliance with the requirement that such communication must be provided in an understandable and uniform format and, to the extent practicable, in a language the parent can understand. The Parental Notification of Identification and Approval of Placement should include the following: student's identification, English proficiency level, placement in a language instruction educational program, program services, expected outcomes, and parent rights, including program removal and program choice options. NOTE: Documentation submitted for monitoring must be redacted, in accordance with FERPA and applicable privacy requirements, to remove personally identifiable information (PII), including student/parent names, identification numbers, dates of birth, addresses, and other information that could reasonably identify an individual student and/or parent.
1.2 Evidence of dissemination of the Parental Notification of Identification and Approval of Placement that occurred within the first 30 days of the 2025-2026 school year	2025-2026	Redacted documentation of the dissemination of information can include: - Parent acknowledgment/ signature - Mailing records - Electronic delivery records - Student information system documentation NOTE: Documentation submitted for monitoring must be redacted in accordance with FERPA and applicable privacy requirements to remove personally identifiable information (PII), including student/parent names, identification numbers, dates of birth, parent/guardian names, addresses, and other information that could reasonably identify an individual student and/or parent.

Instructions for Assembling Documentation

Assemble the requested material into **one PDF file**.

- a. Ensure that the PDF file contains the required documentation as described above.
- b. Do not submit extraneous documentation.
- c. When compiling the PDF file for submission, please ensure that—
 - the pages are not compressed or reduced in size;
 - any landscape pages are oriented with their right-hand edge at the top;
 - the documentation pages included are **numbered consecutively in the lower right corner**. These page numbers, which may be handwritten if that is most convenient, should be referenced in the online WorkApp Details Form.

Note: Confidential information, including confidential information or personally identifiable information (PII) protected under the Family Educational Rights and Privacy Act (FERPA), should not be submitted in any Smartsheet forms, attachments, comments, or uploads. Smartsheet is not an approved system for storing confidential or FERPA-protected data. Uploading or sharing such information on an unapproved platform increases the risk of unauthorized disclosure. To help us maintain compliance and protect student information, ensure all submissions include only non-confidential data/documentation appropriate for the submission.

LEAs may reference the 2026-2027 Program Monitoring Validation Process Handbook for general information about the overall process (i.e., documentation submission instructions, documentation review process, and additional resources).

Resources

Each regional Education Service Center (ESC) is required to offer and provide technical assistance related to the program monitoring validation process. Please consult with ESC staff if there are questions or if additional information is needed. Regional ESC Federal Program staff information can be located at: [EB Portal - ESC Contacts](#).

The following resources are also available on the [TEA Program Monitoring Validations webpage](#):

- Program-Specific Training Video and Slides;
- Instructions for Submitting Documentation Training Video and Slides;
- Overview of the 2026-2027 Program Monitoring Validation Process Training Video, Slides, and Handbook

Statutory Requirement References

The requirement is referenced in the following documents.

Citation & Statute Language	The LEA must provide timely and meaningful notification to parents of English learners regarding the student's identification as an English learner, English language proficiency level, placement in a language instruction educational program, methods of
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	instruction and program services, how the program will meet the student's educational strengths and needs, how the program will help the student learn English and meet age-appropriate academic achievement standards, program exit requirements and expected transition from the program, and parent rights, including the right to decline enrollment in or remove a child from the program and available program choice options. Notification must be provided within 30 days of the beginning of the school year, or within two weeks of identification if the student is identified after the first 30 days of the school year. Such communication must be provided in an understandable and uniform format and, to the extent practicable, in a language the parent can understand. [ESEA § 1112(e)(3), 20 U.S.C. § 6312(e)(3), and implemented through 34 C.F.R. § 200.61(c)]
TEA Program-Specific Provisions & Assurances	Although the requirement is in the ESSA statute, it is currently not in the TEA ESSA Program Program-Specific Provisions & Assurances. The requirement will be added in the future.
TEA Compliance Report Program Compliance Self-Check Item	There are currently no compliance self-check items related to program effectiveness. Language will be added to reflect this federal requirement in the future.

Contact Information

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at ESSAsupport@TEA.Texas.gov. A directory of TEA program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).