

## Title II, Part A

### Program Monitoring Validations Protocol

The Federal Program Compliance Division administers an annual program monitoring validations (PMV) process for ensuring that School Systems comply with the requirements of the Title II, Part A program.

School systems can use this document as a guide to ensure compliance with the following statutory requirements.

Requirements Referenced in this Protocol:

- [Alignment with Challenging State Academic Standards, Allowable Use of Funds, and Supplement, Not Supplant](#)
- [School System Use of Funds for Evidence-Based Activities](#)
- [Meaningful Consultation](#)
- [Prioritization of Funds](#)
- [System of Professional Growth and Improvement, Statutory Definition of Professional Development, and Coordination](#)

### 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, school systems should refer to the [Title II, Part A Program Guide](#) and the most current version of the Program Compliance Self-Check Guide ([ESSA Consolidated Compliance Reports Resources](#)), which refers to 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.

As part of the program monitoring validation process, school systems will be requested to include the selected documentation referenced in the tables below to demonstrate compliance with the program requirements described. TEA will utilize the following tables during the review of documentation to determine if the school system submitted sufficient documentation to support school system compliance.

## Requirement & ESSA Citation: Alignment with Challenging State Academic Standards [Section 2102(b)(2)(A)], Allowable Use of Funds [Section 2103], and Supplement, Not Supplant [Section 2301]

### Statutory Requirement References

The requirement is referenced in the following documents.

| Every Student Succeeds Act (ESSA) Citation & Statute Language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p>Section 2102(b)(2)(A)(2) CONTENTS OF APPLICATION. —Each application submitted shall include the following: (A) A description of the activities to be carried out by the local educational agency under this section and how these activities will be aligned with challenging State academic standards.</p> <p>Section 2103 LOCAL USES OF FUNDS – A local educational agency that receives a subgrant under section 2102 shall use the funds made available through the subgrant to develop, implement, and evaluate comprehensive programs and activities described in subsection (b).</p> <p>Section 2301 SUPPLEMENT, NOT SUPPLANT –Funds made available under this title shall be used to supplement, and not supplant, non-Federal funds that would otherwise be used for activities authorized under this title.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| TEA ESSA Program-Specific Provisions & Assurances                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>Title II, Part A, program activities will be aligned with challenging state academic standards [Section 2102(b)(2)(A)]. The LEA will expend these funds to conduct activities in one or more of the following areas [Section 2103(b)(3)]:</p> <ol style="list-style-type: none"> <li>Develop or improve a fair, transparent educator evaluation system that uses evidence of student achievement, includes multiple measures of performance, and provides clear, timely, and useful feedback to teachers and school leaders.</li> <li>Develop and implement initiatives to recruit, hire, and retain effective educators—especially in low-income schools with high needs—by improving candidate screening and early hiring; offering differential or incentive pay (including performance-based systems); expanding advancement, leadership, and career-path opportunities; providing induction and mentoring programs that strengthen instruction and increase retention; training leaders, coaches, and evaluators to accurately assess performance and give useful feedback; and establishing systems to audit the quality of evaluation and support processes</li> <li>Recruit qualified individuals from other fields—such as mid-career professionals, former military personnel, and high-achieving recent college graduates—to become effective teachers, principals, or other school leaders.</li> <li>Reducing class size to a level that is evidence-based and used to improve student achievement through the recruiting and hiring of additional effective teachers.</li> <li>Provide high-quality, evidence-based, and personalized professional development for teachers, instructional leadership teams, principals, and other school leaders, focused on improving instruction and student learning by training educators to integrate technology effectively; use data responsibly while protecting student privacy under federal, state, and local laws; engage families and community partners; support students’ readiness and academic success; contribute to policy development with school and district leaders; and participate in experiential learning through observation.</li> <li>Develop programs and activities that strengthen teachers’ ability to effectively teach children with disabilities—including those with significant cognitive disabilities—and English learners, using approaches such as multi-tiered systems of support and positive behavioral interventions, to help all students meet challenging State academic standards</li> <li>Provide programs and activities that strengthen teachers’, principals’, and school leaders’ knowledge of early-grade instruction and strategies for measuring young children’s progress, while also building leaders’ capacity to support educators serving children through age 8, including through joint professional learning and planning with preschool staff to support smooth transitions into elementary school.</li> </ol> |

- h. Provide training and support to help teachers and school leaders choose and use formative assessments, create classroom assessments, and use the resulting data to improve instruction and student learning, including giving teachers extra time to review and act on student data when needed.
- i. Provide training for school staff on how to identify and refer students affected by trauma or at risk of mental illness; use effective referral systems that connect students to needed services; build partnerships with mental health organizations; and address school conditions that impact learning, such as safety, peer relationships, substance abuse, and chronic absenteeism.
- j. Provide training to help identify gifted and high-ability students, including those not yet formally recognized, and use instructional practices that support them—such as early kindergarten entry, enrichment and acceleration activities, curriculum compacting, and dual or concurrent enrollment opportunities.
- k. Supporting the instructional services provided by effective school library programs
- l. Providing training for all school personnel, including teachers, principals, other school leaders, specialized instructional support personnel, and paraprofessionals, regarding how to prevent and recognize child sexual abuse.
- m. Developing and providing professional development and other comprehensive systems of support for teachers, principals, or other school leaders to promote high-quality instruction and instructional leadership in science, technology, engineering, and mathematics subjects, including computer science.
- n. Developing feedback mechanisms to improve school working conditions, including periodically and publicly reporting results of educator support and working conditions feedback.
- o. Provide high-quality professional development that helps teachers, principals, and school leaders learn effective ways to integrate rigorous academics with career and technical education and, when appropriate, work-based learning—potentially including shared planning time—to better prepare students for college and careers.
- p. Carrying out other activities that are evidence-based and identified by the local educational agency that meet the purpose of Title II, Part A

The LEA will use Title II, Part A, funds to supplement and not supplant nonfederal funds that would otherwise be used for allowable Title II, Part A, program expenditures. [Section 2301]

## TEA Compliance Report Program Compliance Self-Check Item

Compliance Item 1: The Title II, Part A activities carried out by the LEA are aligned with the challenging State academic standards. [Section 2102(b)(2)(A)]

## Documentation Requested

| Self-Assessment Compliance Questions                                                                                                                                        | Requested Documentation                                                                                                                                                                                                                                                                                                                                                                                              | Year of Documentation Requested |
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| What process does the school system use to ensure that activities carried out under the Title II, Part A program are aligned with the challenging State academic standards? | <b>1.1 Description of how the Title II, Part A activities are aligned with the challenging State academic standards.</b><br>For ONE Title II, Part A activity: Submit relevant pages of the District Improvement Plan that include a statement that describes how the school system ensured that the activities to be carried out under Title II, Part A were aligned with the challenging State academic standards. | Immediate prior year            |

| Self-Assessment Compliance Questions                                                                                                                                                                                                | Requested Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Year of Documentation Requested |
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| What documentation does the school system maintain locally to demonstrate that activities carried out under the Title II, Part A program are aligned with the challenging State academic standards?                                 | <b>1.2 Relevant activity documentation for one Title II, Part A-funded activity referenced in item 1.1.</b><br>Activity documents for one Title II, Part A activity, such as payroll costs, contracted services, supplies and materials, or other operating costs that demonstrate such activity alignment with the State academic standards.                                                                                                                                                                                                          | Immediate prior year            |
| What process does the school system use to ensure that activities carried out under the Title II, Part A program meet the use of funds requirements for the program, including the Supplement, Not Supplant statutory requirements? | <b>1.3 Description of how the school system ensures that activities carried out meet the Title II, Part A use of funds requirements, including the Supplement, Not Supplant statutory requirements.</b><br>Submit relevant pages of the District Improvement Plan and/or Administrative Procedures Manual that include the description of the process used to ensure that activities carried out under the Title II, Part A program meet the use of funds requirements for the program, including the Supplement, Not Supplant statutory requirements. | Immediate prior year            |

## Requirement & ESSA Citation: School System Use of Funds for Evidence-Based Activities [Sections 2103(b)(3)(D) and 2103(b)(3)(P)]

### Statutory Requirement References

The requirement is referenced in the following documents.

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| <b>Every Student Succeeds Act (ESSA) Citation &amp; Statute Language</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Sections 2103(b)(3)(D); and 2103(b)(3)(P) LOCAL USES OF FUNDS (b) TYPES OF ACTIVITIES.—The programs and activities described in this subsection— (3) may include, among other programs and activities— (D) reducing class size to a level that is evidence-based, to the extent the State (in consultation with local educational agencies in the State) determines that such evidence is reasonably available, to improve student achievement through the recruiting and hiring of additional effective teachers; (P) carrying out other activities that are evidence based, to the extent the State (in consultation with local educational agencies in the State) determines that such evidence is reasonably available, and identified by the local educational agency that meet the purpose of this title. |
| <b>TEA ESSA Program-Specific Provisions &amp; Assurances</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| LEA assurance 5, item (d) & (p): (d). Reducing class size to a level that is evidence-based and used to improve student achievement through the recruiting and hiring of additional effective teachers. (p). Carrying out other activities that are evidence-based and identified by the local educational agency that meet the purpose of Title II, Part A.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>TEA Compliance Report Program Compliance Self-Check Item</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Part 3. Program Expenditures and Activities Participation, item 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

### Documentation Requested

| Self-Assessment Compliance Questions                                                                                                                             | Requested Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Year of Documentation Requested |
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| How does the school system ensure that evidence-based activities carried out under the Title II, Part A program meet the statutory definition of evidence-based? | <p><b>1.1 Relevant activity, strategy, or intervention documentation for one Evidence-Based Activity paid out of Title II, Part A Funds as per submitted ESSA Consolidated Application – PS3104(Part 1.C.3) and reported relevant expenditures in Title II, Part A compliance report (PR3000 – Part 3, Line 3).</b></p> <p>The title page and relevant pages from the District Improvement Plan showing the documented use of Title II, Part A funds for an evidence-based activity (e.g., class-size reduction strategy).</p> <p><b>1.2 Title II, Part A General ledger based on amount reported on PR3000 – Part 3, Line 3</b></p> <p>Documentation of the Title II, Part A general ledger that shows the amount reported on PR3000 for Evidence-Based Activities as a payable expense.</p> | Immediate prior year            |

| Self-Assessment Compliance Questions                                                                                                                                                                     | Requested Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Year of Documentation Requested |
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| What documentation does the school system maintain locally to demonstrate that evidence-based activities carried out under the Title II, Part A program meet the statutory definition of evidence-based? | <b>1.3 Documentation of evidence for item 1.1.</b><br>Documentation of evidence demonstrating a statistically significant effect on improving student outcomes or other relevant outcomes based on strong evidence, moderate evidence<br>OR<br>Documentation that demonstrates a rationale based on high-quality research findings or a positive evaluation that such activity, strategy, or intervention is likely to improve student outcomes or relevant outcomes and includes ongoing efforts to examine the effects of such activity, strategy, or intervention. Documentation should align with the evidence-based activity for item 1.1. | Immediate prior year            |

## Requirement & ESSA Citation: Meaningful Consultation [Sections 2102(b)(2)(D) and 2102(b)(3)(A-B)]

### Statutory Requirement References

The requirement is referenced in the following documents.

| Every Student Succeeds Act (ESSA) Citation & Statute Language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p>Section 2102(b)(2)(D)(2) CONTENTS OF APPLICATION. —Each application submitted shall include the following: (D) A description of how the local educational agency will use data and ongoing consultation described in paragraph (3) to continually update and improve activities supported under this part.</p> <p>Section 2102(b)(3)(A-B)(3) CONSULTATION.—In developing the application, a local educational agency shall— (A) meaningfully consult with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in a local educational agency that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this title; (B) seek advice from the individuals and organizations described in subparagraph (A) regarding how best to improve the local educational agency’s activities to meet the purpose of this title.</p> |
| TEA ESSA Program-Specific Provisions & Assurances                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>The LEA will meaningfully consult with teachers, principals, other school leaders paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in an LEA that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of Title II, Part A.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| TEA Compliance Report Program Compliance Self-Check Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Compliance Item 1: The LEA meaningfully consults with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in an LEA that has charter schools) parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of Title II, Part A. [Section 2102(b)(3)(A)]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

### Documentation Requested

| Self-Assessment Compliance Questions                                                                                                          | Requested Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Year of Documentation Requested |
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| How does the school system use data and ongoing consultation with stakeholders to continually update and improve Title II, Part A activities? | <p><b>1.1 Relevant Pages of the District Improvement Plan. Include the title page and relevant pages of the District Improvement Plan that describe how the local educational agency will use data and ongoing consultation to continually update and improve activities supported under Title II, Part A.</b></p> <p>The process referenced in the documentation should include a listing of stakeholders involved in the consultation process. The listing should include the individuals by name and the stakeholder group/role that each individual represents.</p> | Immediate prior year            |

| Self-Assessment Compliance Questions                                                                                                                                                          | Requested Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Year of Documentation Requested |
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| What documentation does the school system maintain locally to demonstrate that data are used during ongoing consultation with stakeholders to update and improve Title II, Part A activities? | <p><b>1.2 One meeting agenda is required to be submitted.</b><br/>The agenda submitted should provide evidence of meaningful consultation with all the required stakeholders in the development of the Title II, Part A program. It should be clear from the agenda that all the stakeholders had a genuine opportunity to participate in the planning and decision-making process. Documentation should align with the process referenced in the documentation submitted for item 1.1.</p> <p><b>1.3 Meeting minutes or notes for the meeting referenced in Item 1.2.</b><br/>Meeting notes/minutes are required to be submitted for the meeting referenced in item 1.2. Such meeting notes/minutes should provide evidence of meaningful consultation with all the required stakeholders in the development of the Title II, Part A program. It should be clear from the notes/minutes that the stakeholders had a genuine opportunity to participate in the planning and decision-making process. Documentation should align with the documented process and list of stakeholders involved that are referenced in Item 1.1</p> <p><b>1.4 Documentation of attendance for the meeting referenced in item 1.2.</b><br/>A sign-in sheet is required to be submitted for the meeting referenced in item 1.2 and should include the meeting date, stakeholder names, roles, and signatures for the required stakeholders. The meeting date, names, and roles of the participants must be documented on the participant roster. Documentation should align with the documented list of stakeholders involved, which is referenced in Item 1.1. Note: If the meeting was held in a virtual environment, the school system may substitute a participant roster in lieu of a sign-in sheet that includes signatures.</p> | Immediate prior year            |

## Requirement & ESSA Citation: Prioritization of Funds [Section 2102(b)(2)(C)]

### Statutory Requirement References

The requirement is referenced in the following documents.

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| <b>Every Student Succeeds Act (ESSA) Citation &amp; Statute Language</b>                                                                                                                                                                                                                                                                                                                                                                      |
| Section 2102(b)(2)(C)(2) CONTENTS OF APPLICATION.—Each application submitted shall include the following: (C) A description of how the local educational agency will prioritize funds to schools served by the agency that are implementing comprehensive support and improvement activities and targeted support and improvement activities under section 1111(d) and have the highest percentage of children counted under section 1124(c). |
| <b>TEA ESSA Program-Specific Provisions &amp; Assurances</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| The LEA will prioritize funds to schools served by the agency under Title I, Section 1111(d) and that have the highest percentage of children counted under Title I, Section 1124(c). [Section 2102(b)(2)(C)]                                                                                                                                                                                                                                 |
| <b>TEA Compliance Report Program Compliance Self-Check Item</b>                                                                                                                                                                                                                                                                                                                                                                               |
| Compliance Item 1: The LEA prioritizes Title II, Part A funds to schools served by the agency under Title I, Section 1111(d) and that have the highest percentage of children counted under Title I, Section 1124(c). [Section 2102(b)(2)(C)]                                                                                                                                                                                                 |

### Documentation Requested

| Self-Assessment Compliance Questions                                                                                                                                                                                                                                                                                        | Requested Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Year of Documentation Requested |
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| What process does the school system use to ensure that Title II, Part A funds are prioritized for schools that are implementing comprehensive support and improvement activities and targeted support activities under section 1111(d) and that have the highest percentage of low-income students?                         | <b>1.1 Relevant Pages of the District Improvement Plan.</b> Include the title page and relevant pages of the District Improvement Plan that describe how the local educational agency will prioritize Title II, Part A funds. The process referenced in the documentation should include a listing of schools that are implementing comprehensive support and improvement activities and targeted support activities under section 1111(d) and that have the highest percentage of low-income students, and a description of how Title II, Part A funds were prioritized for such schools. | Immediate prior year            |
| What documentation does the school system maintain locally to demonstrate that Title II, Part A funds are prioritized for schools that are implementing comprehensive support and improvement activities and targeted support activities under section 1111(d) and that have the highest percentage of low-income students? | <b>1.2 Documentation that shows evidence of prioritization of Title II, Part A funds based on schools served by the school system under Title I, School Improvement, and/or that have the highest percentages of low-income children.</b> A spreadsheet and/or budget documents showing evidence of how Title II, Part A funds were prioritized for activities to benefit Title I School Improvement campuses and/or campuses with the highest percentages of low-income students.                                                                                                         | Immediate prior year            |

## Requirement & ESSA Citation: System of Professional Growth and Improvement [Section 2102(b)(2)(B)], Statutory Definition of Professional Development [Section 8101(42)], and Coordination [Section 2102(b)(2)(F)]

### Statutory Requirement References

The requirement is referenced in the following documents.

| Every Student Succeeds Act (ESSA) Citation & Statute Language                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <p>Section 2102(b)(2)(B): A description of the local educational agency's systems of professional growth and improvement, such as induction for teachers, principals, or other school leaders, and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership.</p> <p>Section 8101(42) PROFESSIONAL DEVELOPMENT</p> <p>Section 2102(b)(2)(F): An assurance that the local educational agency will coordinate professional development activities under this part with professional development activities provided through other Federal, State, and local programs.</p>                                                                                                                                                  |
| TEA ESSA Program-Specific Provisions & Assurances                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>LEA assurance 12: An assurance of a description of the LEA's system of professional growth and improvement, such as inductions for teachers, principals, or other school leaders, and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership. [Section 2102(b)(2)(b)].</p> <p>An assurance that all professional development activities funded with Title II, Part A, funds meet the statutory definition as stated in section 8101(42) and as referenced in the "ESSA Provisions and Assurances" section of this document</p> <p>The LEA will coordinate activities under Title II, Part A, with other related strategies, programs, and activities being conducted in the community. [Section 2102(b)(3)(C)]</p> |
| TEA Compliance Report Program Compliance Self-Check Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Part 4, Compliance Item E, number 1: The LEA has a system of professional growth and improvement, such as induction for teachers, principals, or other school leaders, and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership. [Section 2102(b)(2)(B)]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

### Documentation Requested

| Self-Assessment Compliance Questions                                                                    | Requested Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Year of Documentation Requested |
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| What is the process for ensuring the school system has a system of professional growth and improvement? | <b>1.1 Relevant pages of documentation outlining school system's Title II, Part A System of Professional Growth and Improvement.</b> Relevant pages of the District Improvement Plan and/or school system professional development plan that include the description of school system's Title II, Part A System of Professional Growth and Improvement. The professional development activities referenced as part of the Title II, Part A System of Professional Growth and Improvement must adhere to the definition of professional development as noted in statute and must be made available for eligible program beneficiaries, such as principals, teachers, and other school leaders. | Immediate prior year            |

| Self-Assessment Compliance Questions                                                                                                                                                                                            | Requested Documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Year of Documentation Requested |
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| What process does the school system use to ensure that professional development activities funded by Title II, Part A funds meet the statutory definition for professional development?                                         | <p><b>1.2 Relevant pages of documentation outlining the process for ensuring that professional development activities meet the statutory definition for professional development and evidence of implementation.</b> Relevant pages of the District Improvement Plan and/or school system professional development plan that include the description of the process used to ensure that professional development activities funded by Title II, Part A funds meet the statutory definition for professional development.</p> <p><b>1.3 Documentation showing evidence of process implementation</b><br/>The school system shall also maintain documentation showing evidence of process implementation, including but not limited to detailed descriptions of Title II, Part A-funded professional development activities; compliance checklists; use of funds checklists; purchasing/procurement documents; contracts; etc.</p>              | Immediate prior year            |
| What process does the school system use to ensure that Title II, Part A professional development activities are coordinated with professional development activities provided through other Federal, State, and local programs? | <p><b>1.4 Relevant pages of documentation outlining the process used to ensure that Title II, Part A professional development activities are coordinated with professional development activities provided through other Federal, State, and local programs.</b> Relevant pages of the District Improvement Plan and/or school system professional development plan that include the description of the process used to ensure that Title II, Part A professional development activities are coordinated with professional development activities provided through other Federal, State, and local programs.</p> <p><b>1.5 Documentation showing evidence of process implementation</b><br/>The school system shall also maintain documentation showing evidence of process implementation, including but not limited to coordination meeting documents (meeting agendas, meeting notes/minutes, and sign-in sheets/participant rosters).</p> | Immediate prior year            |

## 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: [Title II, Part A – Supporting Effective Instruction](#).

The following resources are also available:

- [Federal Program Compliance Program Monitoring Validations Process Resources](#)

## Contact Information

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