



Federal Program Compliance Division Program Monitoring Validations

Title I, Part A Schoolwide Program Plan Stakeholders

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Documentation Requested



Documenting overall compliance for 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 that are required to be maintained locally.

Today's Agenda

- Title I, Part A – Schoolwide Program Plan Stakeholders
 - Program Requirements
 - Acceptable Documentation
 - Past Validation Issues
 - Examples
 - Resources Available



Title I, Part A Program Requirement

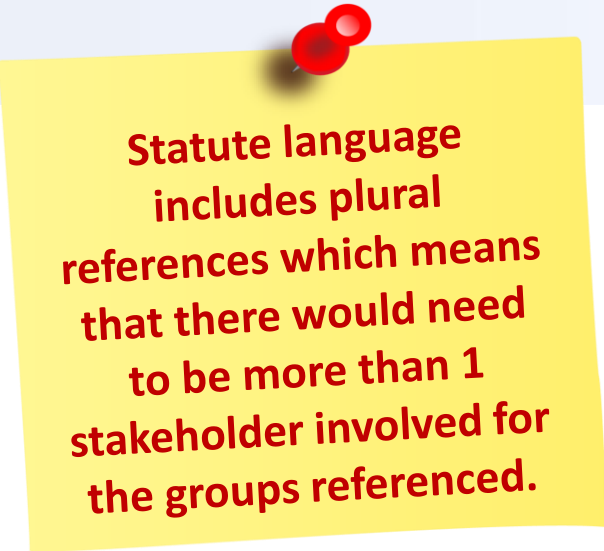
Schoolwide Program (SW) Plan/Campus Improvement Plan (CIP) Stakeholders

An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act) that—is developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this title), the local educational agency, to the extent feasible, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, if the plan relates to a secondary school, students, and other individuals determined by the school. [Section 1114 (b)(2)]

Schoolwide Program Plan/CIP Stakeholders

Developed with the involvement of

- Parents;
- Other members of the community to be served;
- Individuals who will carry out such plan, including
 - Teachers,
 - Principals,
 - Other school leaders, and
 - Paraprofessionals present in the school;
- Administrators (including administrators of programs described in other parts of this title: Title I, Part C; Title I, Part D);
- The local educational agency, to the extent feasible
- Tribes and tribal organizations present in the community;
- If appropriate,
 - specialized instructional support personnel,
 - technical assistance providers, and
 - school staff;
 - If the plan relates to a secondary school, students; and
 - Other individuals determined by the school

A yellow sticky note is pinned to the right side of the slide with two red pushpins. It contains red text that reads: "Statute language includes plural references which means that there would need to be more than 1 stakeholder involved for the groups referenced."

Statute language includes plural references which means that there would need to be more than 1 stakeholder involved for the groups referenced.

Schoolwide Program Plan/CIP Stakeholders

Documentation Required – Item 1.1

Evidence of required stakeholder involvement.



Acceptable Documentation

Relevant page(s) of the Schoolwide Program Plan for the 2025-2026 school year that include a list of stakeholders involved in the development of the plan and the group/role that they represent.

**LEA employees may not fill the “parent” roles on the committee.
[Texas Education Code §11.251]*

Schoolwide Program Plan/CIP Stakeholders

Documentation Required – Item 1.1

Relevant page(s) of the Schoolwide Program Plan for the 2025-2026 school year that include a list of stakeholders involved in the development of the plan



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted
- Documentation submitted does not include the individuals by name
- Documentation submitted does not include the stakeholder roles for each of the individuals listed
- Documentation was not for the campus or school year specified.

Schoolwide Program Plan/CIP Stakeholders

Documentation Required –Items 1.2, 1.3, and 1.4

Meeting agenda, meeting notes or minutes, and participant rosters/sign-in sheets for **one** meeting held during the campus planning process documenting the involvement of the statutorily required stakeholders in the development of the schoolwide program plan



Documentation Requirements

- Although, it is highly unlikely that the Schoolwide Program Plan development process would take place in one meeting considering that the process should be comprehensive in nature, we are only requesting documentation for one meeting.
- The documentation submitted (meeting agenda, meeting notes or minutes, and participant rosters/sign-in sheets) should provide evidence that the stakeholders listed in the documentation referenced in Item 1.1 were involved in the Schoolwide Program Plan development process.



Meeting Documentation Required

Standard Documentation

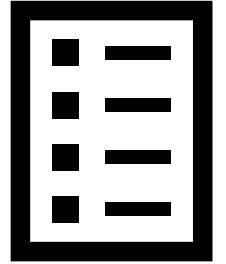
1.2 ✓ Meeting Agenda

1.3 ✓ Meeting
Notes/Minutes

1.4 ✓ Sign-In Sheets

Meeting Documentation Required

1.2 Meeting Agenda



- Documentation* aligns with the list of stakeholders involved.
- Meeting agenda from the campus planning process provide evidence that the required stakeholders were involved in the development of the schoolwide program plan.

****Documentation for virtual meetings is acceptable.***

Meeting Documentation Required

1.3 Meeting notes or minutes



- Documentation* aligns with the list of stakeholders involved.
- Meeting notes or minutes should provide evidence that evidence that the required stakeholders were involved in the development of the schoolwide program plan.

****Documentation for virtual meetings is acceptable.***

Meeting Documentation Required

1.4 Participant roster/sign-in



- Documentation* aligns with the list of stakeholders involved.
- Participant rosters and/or sign in sheets showing attendance include the meeting title, meeting date, stakeholder names and roles of the stakeholders involved as noted in the list of stakeholders provided.

****Documentation for virtual meetings is acceptable.***

Meeting Documentation Required

Documentation for virtual meetings is acceptable.



Given the increased use of virtual meeting environments, participant rosters that include the meeting title, meeting date, and stakeholder names and roles would be acceptable substitutes for the more traditional sign-in sheets. This eliminates the need of participant signatures for virtual meetings.



Meeting Documentation	Meeting Title	Campus Name	Location	Date	Time	Stakeholder Names	Stakeholder Roles
Agenda	✓	✓	BP	✓	✓		
Notes/Minutes	✓	✓	BP	✓	✓	BP	BP
Participant Roster	✓	✓	BP	✓	✓	✓	✓*

**Parent roles may not be filled by LEA employees.*

✓ = Required

BP = Best Practice

Schoolwide Program Plan/CIP Stakeholders

Documentation Required – Items 1.2, 1.3, and 1.4

Meeting agenda, meeting notes or minutes, and participant rosters/sign-in sheets for **one** meeting held during the campus planning process documenting the involvement of the statutory required stakeholders in the development of the schoolwide program plan



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the Schoolwide Program Plan development process.
- Documentation submitted does not align to the list of stakeholders referenced in Item 1.1 documentation.
- Documentation submitted is not related to the Schoolwide Program Plan for the school year designated in the validation.

Schoolwide Program Plan/CIP Stakeholders

Documentation Required – Items 1.2, 1.3, and 1.4

Meeting agenda, meeting notes or minutes, and participant rosters/sign-in sheets for **one** meeting held during the campus planning process documenting the involvement of the statutory required stakeholders in the development of the schoolwide program plan



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
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- Documentation submitted does not align to the list of stakeholders referenced in Item 1.1 documentation.
- Documentation submitted is not related to the Schoolwide Program Plan for the school year designated in the validation.

Meeting the Intent and Purpose of Statutory Stakeholder Consultation Requirements

...timely and meaningful consultation with...

... must consult with...

...shall develop a comprehensive plan with the involvement of...

Does just inviting stakeholders to engage meet the intent and purpose of the stakeholder consultation statutory requirements?



If individuals representing a stakeholder group are not able to attend the stakeholder engagement meeting, has the intent and purpose of the stakeholder consultation statutory requirements been met?



Meaningful Stakeholder Engagement

Meaningful stakeholder engagement is critical for buy-in and ensuring the stakeholders feel the work they are doing is valuable and worthwhile. LEAs/schools can use the following guiding questions when considering whether stakeholder consultation is meaningful.



- **Will the stakeholders be involved in this process on an ongoing basis?**
- **Are the processes tailored to solicit meaningful input and feedback from all stakeholders?**
- **Are there outreach activities to gather stakeholder input and feedback?**
- **Do the planning activities include goal setting and development of ideas and activities rather than just one-way communication for information sharing purposes?**
- **Is stakeholder engagement sustained with stakeholders having the opportunity to participate in discussions at the decision-making, implementation, and evaluation stages of the processes?**

Meaningful Stakeholder Engagement

Meaningful stakeholder engagement is critical for buy-in and ensuring the stakeholders feel the work they are doing is valuable and worthwhile. LEAs/schools can use the following guiding questions when considering whether stakeholder consultation is meaningful.



- Are all the required stakeholders involved and in attendance at every step of the planning process?
- Does the process have enough time built in for meaningful discussions?
- Are the committee consultation activities part of a process rather than an event?
- Are there opportunities built into the process for stakeholders to share their feedback in a comfortable setting?
- Has the LEA considered the barriers to greater participation by stakeholders in planning meetings?
- Are the meetings scheduled at times that ensure maximum stakeholder attendance and engagement?



- Evidence of meaningful consultation with all required stakeholders
 - Consultation Process Description in CIP and DIP
 - Meetings
 - Agenda
 - Minutes or Meeting Notes
 - Action Items Documented
 - Meeting Materials
 - Sign-In Sheets/Participant Rosters
 - Include stakeholder roles for all
 - Surveys
 - Survey instrument
 - Analysis of survey results/responses
 - Use of survey results with fidelity to inform decision-making

Resources and Support

2026-2027 Program Monitoring Validations Process

Online Resources



- **Overall Process Resources**

- 2026-2027 PMV Process Handbook
- Instructions for Submitting Documentation, Training Video, and Training Slides
- Navigating the Smartsheet WorkApp System Video

- **Program-Specific Resources**

- Guidance Documents for each Program/Requirement
- Training Videos and Training Slides for each Program/Requirement

[ESSA Program Monitoring Validations Webpage](#)

Federal Program Compliance Division Program Monitoring Validations – Title I, Part A

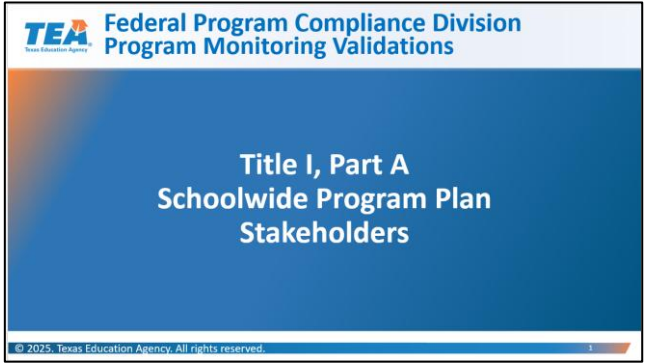
[ESSA Program Monitoring Validations Webpage](#)

Guidance Document

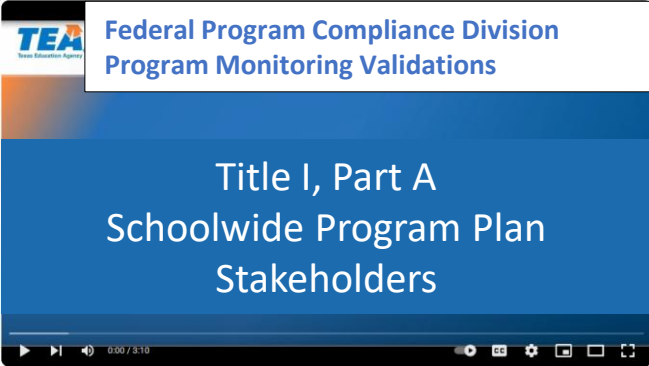


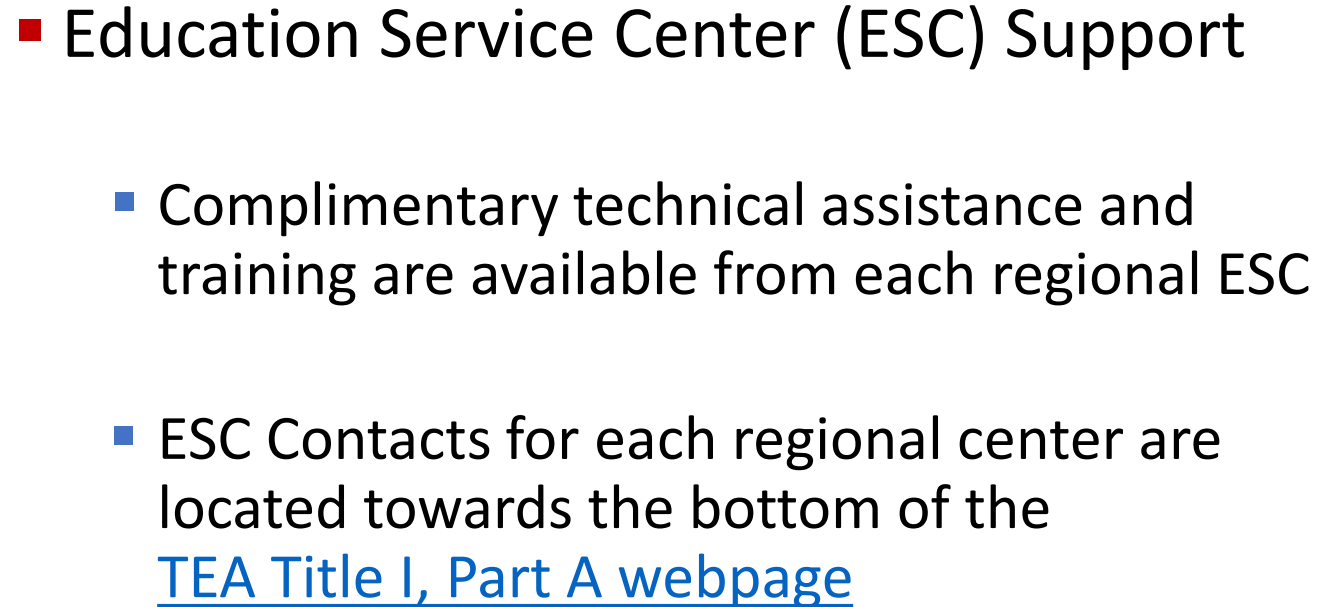
Federal Program Compliance Division		
2026-2027 Program Monitoring Validation Guidance Document		
Program: Title I, Part A		
Requirement: Schoolwide Program Plan Stakeholders		
Documentation Requested		
Documenting overall compliance for a program requirement may require several forms of documentation 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 List of Stakeholders involved in plan development and revision	2023-2026	Relevant pages of Campus schoolwide program plan (or campus improvement plan) showing a listing of stakeholders involved in the development/annual revision of the schoolwide program plan that includes the individuals by name and roles. The list should include: - the individuals by name, and - the stakeholder group/role that each individual represents. The required stakeholders include parents* and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this title), the local educational agency.
Federal Program Compliance Division V1.0 06/12/2026 1		
Federal Program Compliance Division V1.0 10/14/2024 2		
Federal Program Compliance Division V1.0 10/14/2024 3		

Training Slides



Training Video





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