



Federal Program Compliance Division Program Monitoring Validations

Title I, Part C – Migratory Parent Advisory Council

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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.

Migratory Parent Advisory Council

Title I, Part C Program Requirement – Migratory Parent Advisory Council (PAC)

Migratory Parent Advisory Council (PAC)

Section 1304(c)(3)

(c) ASSURANCES.—Each such application shall also include assurances that—

(3) In the planning and operation of programs and projects at both the State and local agency operating level, there is consultation with parents of migratory children, including parent advisory councils, for programs not less than 1 school year in duration, and that all such programs and projects are carried out—

(A) in a manner that provides for the same parental involvement as is required for programs and projects under section 1116, unless extraordinary circumstances make such provision impractical; and (B) in a format and language understandable to the parents.

Meeting Documentation Requested

A spiral-bound notebook is shown at an angle, tilted towards the right. The notebook has a silver metal spiral binding along its top edge. The paper is white and features the title "Standard Documentation" in bold black text, followed by a bulleted list of four items, each preceded by a red checkmark. The notebook is set against a light blue background with a subtle grid pattern.

Standard Documentation

- ✓ Meeting Agendas
- ✓ Meeting Notes/Minutes
- ✓ Sign-In Sheets or electronic attendance rosters
- ✓ Meeting Invites/Communication

Meeting Documentation

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 a participant signature.

Documentation Required

1.1 PAC Meeting Agendas

Acceptable Documentation

Two (2) meeting agendas clearly outlining time for meaningful consultation to take place;

Documentation Required

1.1 PAC Meeting Agendas

Acceptable Documentation

Note: If a PAC has not been established due to no participation, the following must be submitted in lieu of items 1.1, 1.2, 1.3, and 1.4.

- Documentation showing that efforts were made to establish a PAC, but due to factors such as extreme geographical distance, low numbers of identified migratory families within the LEA, etc., a PAC has not been established.
- Documentation should include evidence of communication with families and the reason for not establishing a PAC.

And

- Unique Student Count Report from TX-NGS showing no students identified.

Migratory Parent Advisory Council (PAC)

Documentation Required – Parent Advisory Council Item 1.1

Two (2) PAC Meeting Agendas clearly outlining time for meaningful consultation to take place, **or** Documentation showing that efforts were made to establish a PAC, but due to factors such as extreme geographical distance, low numbers of identified migratory families within the LEA, etc., a PAC has not been established, and a TX-NGS Report showing no students identified.



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the PAC Meetings.
- Documentation submitted was not for activities that took place in the prior school year.

Documentation Required

1.2 PAC Meeting Notes/Minutes

Acceptable Documentation

- Two (2) meeting notes/minutes that capture that meaningful consultation and input from migratory parents occurred during MEP parent advisory council. The documentation provided for 1.2 should align with the meeting documentation submitted for 1.1 (agendas).

Migratory Parent Advisory Council (PAC)-Meeting Requirements

Documentation Required – Parent Advisory Council Item 1.2

Two (2) meeting notes/minutes that capture that meaningful consultation and input from migratory parents occurred during MEP parent advisory council meetings. The documentation provided for 1.2 should align with the meeting documentation submitted for 1.1 (agendas).



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference PAC notes/minutes.
- Documentation does not show evidence of meaningful consultation.
- Documentation submitted was not for activities that took place in the prior school year.

Documentation Required

1.3 Documentation of Attendance

Acceptable Documentation

- Two (2) documents reflecting attendance for MEP parent advisory council meetings (i.e., sign-in sheets, electronic attendance rosters). The documentation provided for 1.3 should align with the meeting documentation submitted for 1.1 (agendas) and 1.2 (Meeting Notes/Minutes).

Migratory Parent Advisory Council (PAC)-Attendance Requirement

Documentation Required – Parent Advisory Council Item 1.3

Two (2) types of documentation of attendance for MEP Parent Advisory Council meetings (i.e., sign-in sheets, electronic attendance rosters). The documentation provided for 1.3 should align with the meeting documentation submitted for 1.1 (agendas) and 1.2 (Meeting Notes/Minutes).



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not include evidence of PAC attendance.
- Documentation submitted was not for activities that took place in the prior year.

Documentation Required

1.4 Documentation that meetings are offered at times that parents of migratory children could attend, and that the meetings are conducted in a language that the parents could understand, or that translation is provided as needed.

Acceptable Documentation

- Two (2) meeting invitations that show evidence of communication regarding options for meeting times, dates, and modality (in-person or virtual). The documentation submitted for 1.4 should align with the documentation submitted for 1.1 (agendas), 1.2 (Meeting Notes/Minutes), and 1.3 (Documentation of Attendance).

Migratory Parent Advisory Council (PAC)-Communication Requirement

Documentation Required – Parent Advisory Council Item 1.4

Two (2) meeting invitations that show evidence of communication regarding options for meeting times, dates, and modality (in-person or virtual) for the meeting. The documentation provided for 1.4 should align with documentation submitted for 1.1 (agendas), 1.2 (meeting Notes/Minutes), and 1.3 (Documentation of Attendance).



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not include evidence of PAC communication that shows evidence of options of meeting times and modality.
- Documentation submitted was not for activities that took place in the prior year.

Migratory Parent Advisory Council (PAC) Additional Guidance

Documentation requested is for two (2) Migratory PAC meetings held during the 2025-2026 school year. The documentation submitted should include all requested documentation for the same meeting.

Example Meeting 1:

- 1.1 PAC Meeting Agenda
- 1.2 PAC Meeting Notes
- 1.3 Documentation of Attendance
- 1.4 Documentation of Meetings Offered

Example Meeting 2:

- 1.1 PAC Meeting Agenda
- 1.2 PAC Meeting Notes
- 1.3 Documentation of Attendance
- 1.4 Documentation of Meetings Offered

*If no PAC was established, documentation should support that efforts were made, but due to factors, a PAC was not established.

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](#)

ESSA Program Monitoring Validations Webpage

Guidance Document

Training Slides



Federal Program Compliance Division		
2025-2026 Program Monitoring Validation Guidance Document		
Program: Title I, Part C		
Requirement: Migratory Parent Advisory Council		
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 requirement 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 2024-2025 grant year for the program requirement selected. The following documentation is requested to be submitted by 5:00 pm CST on or before December 19, 2025, 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 PAC Meeting Agendas	2024-2025	Maximum of two (2) samples of agendas for MEP parent advisory council meetings.
1.2 PAC Meeting Notes	2024-2025	Maximum of two (2) samples of meeting notes/minutes that capture meaningful consultation during MEP parent advisory council meetings.
1.3 Documentation of Attendance	2024-2025	Maximum of two (2) samples of documentation of attendance for MEP parent advisory council meetings i.e., sign-in sheets, electronic attendance roster.
1.4 Documentation that meetings are offered at times that parents of migratory children could attend, and that meetings are conducted in a language that the parents could understand, or that	2024-2025	Maximum of two (2) samples of communication regarding options for meeting times, dates and <u>modality</u> . Or Meeting invites, etc.
Federal Program Compliance Division V1.0-02/14/2025		
Federal Program Compliance Division V1.0-02/14/2025		
Federal Program Compliance Division V1.0 07/14/2025		



Federal Program Compliance Divisions
 Program Monitoring Validations

Title I, Part C Migrant - Parent Advisory Council

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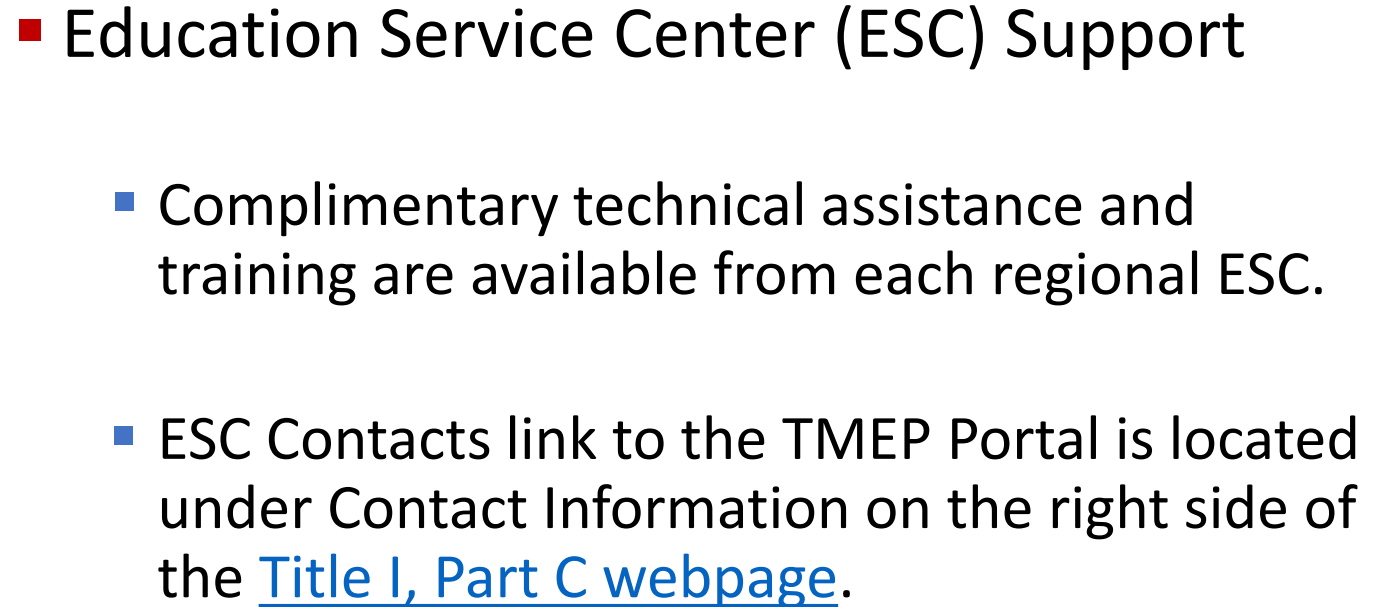
Training Video



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Thank you!



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