

Federal Program Compliance Division Program Monitoring Validations

Title I, Part C - Records Transfer – Data Quality

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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.

Records Transfer – Data Quality

Title I, Part C Program Requirement – Records Transfer

Records Transfer

Section 1304(b)(3)

(b) PROGRAM INFORMATION.—Each such application shall include—

(3) a description of how the State will use funds received under this part to promote interstate and intrastate coordination of services for migratory children, including how the State will provide for educational continuity through the timely transfer of pertinent school records, including information on health, when children move from one school to another, whether or not such move occurs during the regular school year;

Documentation Required

1.1 Written Procedures for sharing and/or obtaining migratory student records with/from other school systems and states

Acceptable Documentation

- A copy of the school system's written procedures for utilizing MSIX when requesting or transferring migratory student records, following the guidelines outlined in the TX-NGS/MSIX Manual.

Records Transfer Documentation Required 1.1

Documentation Required – Records Transfer Item 1.1: A copy of the school system's written procedures for utilizing MSIX when requesting or transferring migratory student records, following the guidelines outlined in the TX-NGS/MSIX Manual.



Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.
- Documentation submitted did not address the procedures for sharing and/or obtaining migratory student records via MSIX.
- Documentation submitted was not for the prior school year.

Records Transfer Acceptable Documentation 1.2

Documentation Required

1.2 Evidence of School
System Quality Control
Procedures

Acceptable Documentation

- A copy of the school system's Quality Control Procedures outlining the process to ensure migratory student data fidelity and accuracy

Records Transfer Documentation Required 1.2

Documentation Required – Records Transfer Item 1.2

A copy of the school system Quality Control Procedures outlining the process to ensure migratory student data fidelity and accuracy



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted did not address the quality control procedures to ensure migratory student data fidelity and accuracy.
- Documentation submitted was not for the prior school year.

Records Transfer Acceptable Documentation 1.3

Documentation Required

1.3 TX-NGS Quality Control Checklist

Acceptable Documentation

- Immediate prior year Copy of the TX-NGS Quality Control Checklist completed by your ESC

Records Transfer Documentation Required 1.3

Documentation Required – Records Transfer Item 1.3

Immediate prior year Copy of the TX-NGS Quality Control Checklist completed by your ESC



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted did not address the quality control.
- Documentation submitted was not for the prior school year.

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: Records Transfer 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 Written Procedures for sharing and/or obtaining migratory student records	2024-2025	Written procedures followed for sharing and/or obtaining migratory student records via MSIX with/from other districts and states.
1.2 If records were requested and transferred, provide: Communication from entity via MSIX or Response Request	2024-2025	Maximum of two (2) samples of communication from another entity via MSIX regarding data request for student records i.e., data request email notification from MSIX; And Maximum of two (2) samples of communication from your LEA/fiscal agent responding to the requestor with the student records i.e., data request email notification from MSIX. Or Statement that No Data Requests received from MSIX.



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Federal Program Compliance Division

Program Monitoring Validations – Title I, Part C ESC Support



- Education Service Center (ESC) Support
 - Complimentary technical assistance and training are available from each regional ESC.
 - ESC Contacts link to the TMEP Portal is located under Contact Information on the right side of the [Title I, Part C webpage](#).

Thank you!



Migrant.Ed@tea.texas.gov

Title I, Part C Contacts



Idalia Ibanez

Deputy Program Management
Director – Title I, Part C



Edward Patterson

Program Coordinator
Title I, Part C



Desk Phone Number
(512) 463-6911



Desk Phone Number
(512) 936-2235



Jaime Huerta

Division Director, Title I, Part C,
USDE Contact



Program Email Address

Migrant.Ed@TEA.Texas.gov



Division Email Address:

ESSASupport@TEA.Texas.gov