



Federal Program Compliance Division Program Monitoring Validations

Title III, Part A- ELA Parental Notification

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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 III, Part A – ELA
 - Program Requirements
 - Acceptable Documentation
 - Related Activity Documents
 - Potential Issues
 - Resources Available



Title III, Part A- Parental Notification

The LEA must provide **timely and meaningful notification to parents of English learners** regarding the **student's identification** as an English learner, **English language proficiency level**, **placement** in a language instruction educational program, **methods of instruction** and **program services**, **how the program will meet** the student's educational strengths and **needs**, **how** the program will **help the student learn English and meet age-appropriate academic achievement** standards, **program exit requirements** and **expected transition** from the program, and **parent rights**, including the right to decline enrollment in or remove a child from the program and **available program choice options**.

Notification must be provided **within 30 days of the beginning of the school year, or within two weeks of identification** if the student is identified after the first 30 days of the school year. Such communication must **be provided in an understandable and uniform format** and, to the extent practicable, **in a language the parent can understand**. [ESEA § 1112(e)(3), 20 U.S.C. § 6312(e)(3), and implemented through 34 C.F.R. § 200.61(c)]

1.1 LPAC Parental Notification

Documentation Required – Item 1.1

Copy of 1 redacted Parental Notification of Identification and Approval of Placement in English and another language provided to parents of English learners that includes all the required information that occurred within the first 30 days of the 2025-2026 school year.



Acceptable Documentation

- Copy of 1 redacted Parental Notification of Identification and Approval of Placement in **ENGLISH and**
- Copy of 1 redacted Parental Notification of Identification and Approval of Placement in a **LANGUAGE OTHER THAN ENGLISH**

Redact all and any personally identifiable information for the parent & student

1.1 LPAC Parental Notification- Documentation

The redacted Parental Notification of Identification and Approval of Placement should include the following:

- Student's identification for the program,
- English proficiency level,
- Placement in a language instruction educational program (LIEP),
- Program services,
- How the program will help the student learn English and meet age-appropriate academic achievement standards, and
- Parent rights, including program removal and program choice options.

Documentation submitted for monitoring must be redacted, in accordance with FERPA and applicable privacy requirements, to remove personally identifiable information (PII), including student/parent names, identification numbers, dates of birth, addresses, and other information that could reasonably identify an individual student and/or parent.

1.1 LPAC Parental Notification- Issues

Item 1.1

Documentation Required – Copy of 1 redacted Parental Notification of Identification and Approval of Placement in English and in another language provided to parents of English learners that includes all the required information that occurred within the first 30 days of the 2025-2026 school year.



Issues that may result in an “Improvement Needed” status

- Auditable documentation was not submitted.
- Documentation submitted does not include the required descriptions.
- Parental notification was not sent to parents.
- Documentation was not for the school year(s) specified in the validation.

1.2 Evidence of Dissemination

Documentation Required – Item 1.2

Redacted evidence of dissemination of the Parental Notification of Identification and Approval of Placement that occurred within the first 30 days of the 2025-2026 school year



Acceptable Documentation

- Parent acknowledgment/ signature
- Mailing records
- Electronic delivery records
- Student information system documentation

Redact all and any personally identifiable information for the parent & student.

1.2 Evidence of Dissemination- Documentation

Redacted documentation of the dissemination of information can include:

- Parent acknowledgment of receipt/signature
- Mailing records
- Electronic delivery records (i.e., email read receipt)
- Student information system documentation

NOTE: Documentation submitted for monitoring must be redacted in accordance with FERPA and applicable privacy requirements to remove personally identifiable information (PII), including student/parent names, identification numbers, dates of birth, parent/guardian names, addresses, and other information that could reasonably identify an individual student and/or parent

1.2 Evidence of Dissemination- Issues

Item 1.2

Documentation Required – Redacted evidence of dissemination of the Parental Notification of Identification and Approval of Placement that occurred within the first 30 days of the 2025-2026 school year



Issues that may result in an “Improvement Needed” status

- Auditable documentation was not submitted
- Documentation submitted does not include the required descriptions
- Documentation was not sent to parents
- Documentation was outside of the 30-day window

Related Activity Documents

Redacted Parental Notification of Identification and Approval of Placement that occurred within the first 30 days of the 2025-2026 school year: **one in English and one in a language other than English**

■ [LPAC Framework-Home Page](#)



LPAC
Language Proficiency Assessment Committee

LPAC Home Law & Policy Training Resources Parent Resources Frequently Used Resources Non-Standardized Forms Standardized Letters

Standardized Letters - Individual

As part of the amendments to Chapter 89, Subchapter BB, the state of Texas will now have ten standardized letters that will be used across the state of Texas when communicating with parents. These letters include the following:

Home Language Survey

- [Home Language Survey](#) (All Languages)
- [QR Codes for Program Information](#) (Updated June 2025)

Identification and Approval of Placement

- [Dual Language Immersion \(DLI\) Program - Parental Notification of Identification and Approval of Placement](#) (PDF)
- [Transitional Bilingual Education \(TBE\) Program - Parental Notification of Identification and Approval of Placement](#) (PDF)
- [English as Second Language \(ESL\) Program - Parental Notification of Identification and Approval of Placement](#) (PDF)

TEA
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1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 436-9838 FAX • tea.texas.gov

Dual Language Immersion (DLI) Program
Parental Notification of Identification and Approval of Placement
Commissioner Mike Morath

Student Name: _____ District/Charter Name: _____
Student ID#: _____ Grade: _____ Campus Name: _____

DUAL LANGUAGE IMMERSION (DLI) PROGRAM
Parental Notification of Identification and Approval of Placement
19 TAC Chapter 89, Subchapter BB, §89.1240(a)*

Date Sent: _____

Dear Parent/Guardian,

Based on your responses to the Home Language Survey, your child has been assessed and identified as an emergent bilingual (EB) student and will benefit from receiving linguistic support. The Language Proficiency Assessment Committee (LPAC) recommends that your child be placed in the Dual Language Immersion (DLI) program required in the district (19 TAC Subchapter, BB §89.1205) to receive linguistic support. The goals of the DLI program are to develop bilingualism and biliteracy in all content areas, achieve academic content mastery in two languages, and cultivate sociocultural competence throughout the duration of the program.

Language Assessment Results	
State-Approved English Language Proficiency Test for Identification* Date of assessment: _____	
PreK - Kindergarten: preLAS English: Oral Language proficiency level _____	
Grade 1: LAS Links: Listening _____	Speaking _____
Grades 2 - 12: LAS Links: Listening _____	Speaking _____
Reading _____	Writing _____
*Required for emergent bilingual student identification	
State-Approved Language Assessment Test (Spanish), if applicable	
PreK - Kindergarten: preLAS Español: Oral Language proficiency level _____	
Grades 1 and above: LAS Links Español: Listening _____	Speaking _____

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Dual Language Immersion (DLI) Program
Parental Notification of Identification and Approval of Placement
Commissioner Mike Morath

Nombre del estudiante: _____ Nombre del distrito escolar: _____
ID del estudiante: _____ Grado escolar: _____ Nombre del campus: _____

PROGRAMA DE INMERSIÓN EN DOBLE IDIOMA (DLI)
Notificación de identificación de los padres y aprobación de la colocación
19 TAC Capítulo 89, Subcapítulo BB, §89.1240(a)*

Fecha de envío: _____

Estimado padre / tutor,

Según sus respuestas a la encuesta sobre el idioma que se habla en el hogar, su hijo(a) ha sido evaluado e identificado como un estudiante bilingüe emergente (EB) y se beneficiará al recibir apoyo lingüístico. El Comité de Evaluación del Dominio del Idioma (LPAC) recomienda que su hijo(a) sea colocado en el Programa de Inmersión en dos Idiomas (DLI) requerido en el distrito (19 TAC Subcapítulo, BB §89.1205) para recibir apoyo lingüístico. Los objetivos del programa DLI son desarrollar el bilingüismo y su alfabetización en todas las áreas de contenido, lograr el dominio del contenido académico en dos idiomas y cultivar la competencia sociocultural durante la duración del programa.

Los puntajes de la evaluación del lenguaje de su hijo(a) son los siguientes.

Resultados de la evaluación del idioma	
Prueba de dominio del idioma inglés aprobada por el estado para identificación*	
Fecha de evaluación: _____	
PreK - Kindergarten: preLAS inglés: nivel de dominio del lenguaje oral _____	
Grado 1: Enlaces LAS: escucha _____	habla _____
Grados 2 - 12: Enlaces LAS: escucha _____	habla _____
lectura _____	escritura _____
*Requerido para la identificación de estudiante bilingüe emergente	
Prueba de evaluación de idioma aprobada por el estado (español), si corresponde	
PreK - Kindergarten: preLAS español: nivel de dominio del lenguaje oral _____	
Grados 1 y superiores: LAS Links español: escucha _____	habla _____

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Potential Issues

- Not all components were part of the parental notification:
 - Student's identification for the program,
 - English proficiency level,
 - Placement in a language instruction educational program,
 - Program services,
 - How the program will help the student learn English and meet age-appropriate academic achievement standards, and
 - Parent rights, including program removal and program choice options.
- No Parental Notification of Identification was generated.
- No Parental Notification of Identification was sent to parents.
- Documentation indicates the communication occurred after the required deadline.

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 III, Part A

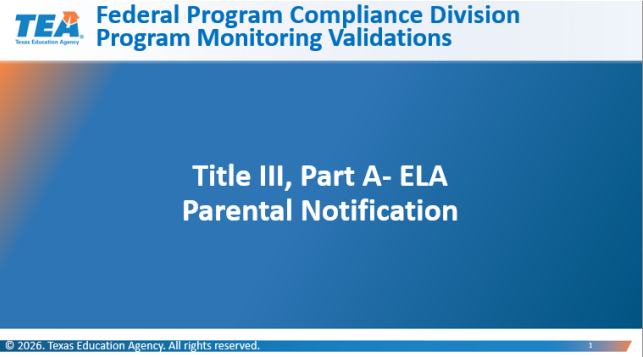
ESSA Program Monitoring Validations Webpage

Guidance Document

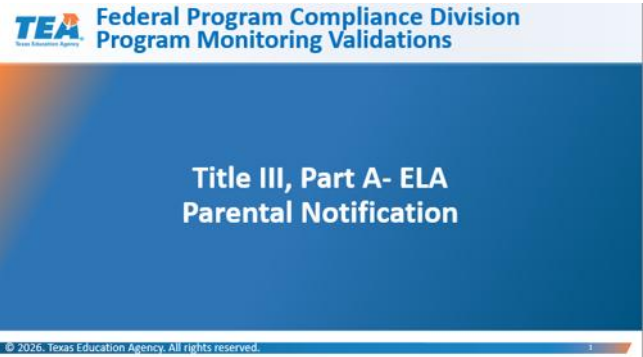
Training Slides



Federal Program Compliance Division		
2026-2027 Program Monitoring Validation Guidance Document		
Program: Title III, Part A		
Requirement: Parental Notification		
Documentation Requested		
Documenting overall compliance with a program requirement may require several forms of documentation to be maintained locally and available upon request by TEA and/or an auditor. To ensure overall compliance with program requirements, LEAs should refer to the Program Guide and/or other program-related resources that reference the multiple forms of documentation required to be maintained locally. The documentation requested for submission during the validation process may not include all forms of documentation required to be maintained locally. Please include the following selected documentation referenced in the table below to demonstrate compliance with the program requirements described. TEA will utilize the following table during the review of documentation to determine if the LEA submitted sufficient documentation to support LEA compliance. The documentation submitted for TEA review should show evidence of compliance in the 2025-2026 grant year for the program requirement selected. The following documentation is requested to be submitted by 5:00 pm CST on or before December 8, 2026, via the Federal Program Compliance Division Program Monitoring Validations Smartsheet WorkApp system.		
Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 LPAC parental notification that occurred within the first 30 days of the 2025-2026 school year	2025-2026	Copy of 1 redacted sample parent notification in English provided to parents of English learners that includes all the required information: The redacted parent notification should include the following: student's identification, English proficiency level, placement in a language instruction educational program, program services, how the program will help the student learn English and meet age-appropriate academic achievement standards, and parent rights, including program removal and program choice options. AND
Federal Program Compliance Division V1.0 07/14/2025 1		
Federal Program Compliance Division V1.0 06/12/2026 3		
Federal Program Compliance Division V1.0 06/12/2026 4		



Training Video



Education Service Center (ESC) Support



- Complimentary technical assistance and training are available from each regional ESC
- ESC Contacts for each regional center are in the [TEA Title III, Part A webpage](#) and in the [TXEL Portal - ESC Contacts](#)

Contact Information

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