

2024-2025 Program Monitoring Validation Guidance Document

Program: Title I, Part A

Requirement: Written Parent and Family Engagement (PFE) Policies

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 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 2023-2024 grant year for the program requirement selected.

The following documentation is requested to be submitted **by 5:00 pm CST on or before December 13, 2024**, 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 Copy of 2023-2024 LEA PFE Policy	2023-2024	<p>Copy of 2023-2024 LEA PFE Policy. Policy submitted should include all the statutorily required information.</p> <p>The policy shall be incorporated into the local educational agency’s plan developed under section 1112, establish the agency’s expectations and objectives for meaningful parent and family involvement, and must describe how the agency will—</p> <ul style="list-style-type: none"> involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d). provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which

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		<p>may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;</p> <ul style="list-style-type: none"> • coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs; • conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying— <ul style="list-style-type: none"> ▪ barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); ▪ the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and ▪ strategies to support successful school and family interactions; • use the findings of such evaluation in subparagraph (D) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section; and • involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.
<p>1.2 Evidence the LEA developed its written 2023-2024 LEA PFE policy in consultation with parents and family</p>	<p>2023-2024</p>	<p>Meeting agenda, meeting minutes or notes, and sign-in sheet for one meeting that provides evidence of the participation of parents in the development, review, and revision of the LEA’s 2023-2024 PFE policy. It should be clear from the documentation that parents had a genuine opportunity to participate in the process. At least 50% of the</p>

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members of participating children		<p>participants should be parents/grandparents/guardians of children attending Title I, Part A campuses in the LEA.</p> <p>Note: If the meeting was held in a virtual environment, the LEA may substitute a participant roster in lieu of signatures. The date and roles of the participants must still be documented on the participant roster.</p>
<p>1.3 Copy of the 2023-2024 campus PFE policy for the specified Title I, Part A campus</p>	<p>2023-2024</p>	<p>Copy of 2023-2024 Campus PFE Policy. Policy submitted should include all the statutorily required information: The written campus PFE policy must include a description of how the campus will:</p> <ul style="list-style-type: none"> • convene an annual meeting in the fall, with at least two attendance options on different days, at convenient but different times, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements of Title I, Part A, and the right of the parents to be involved; • offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement; • involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan (campus improvement plan) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children; • provide parents of participating children— <ul style="list-style-type: none"> ▪ timely information about programs under this part; ▪ a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and ▪ if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and

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		<ul style="list-style-type: none"> submit any parent comments that the schoolwide plan is not satisfactory when the school makes the schoolwide plan available to the local educational agency
<p>1.4 Evidence the campus developed its written 2023-2024 campus PFE policy in consultation with parents and family members of participating children</p>	<p>2023-2024</p>	<p>Meeting agenda, meeting minutes or notes, and sign-in sheet for one meeting that provides evidence of the participation of parents in the development, review, and revision of the campus’s 2023-2024 PFE policy. It should be clear from the documentation that parents had a genuine opportunity to participate in the process. At least 50% of the participants should be parents/grandparents/guardians of children attending the campus.</p> <p>Note: If the meeting was held in a virtual environment, the LEA may substitute a participant roster in lieu of signatures. The date and roles of the participants must still be documented on the participant roster.</p>

Instructions for Assembling Documentation

Assemble the requested material into **one PDF file**.

- a. Ensure that the PDF file contains the required documentation as described above.
- b. Do not submit extraneous documentation.
- c. When compiling the PDF file for submission, please ensure that—
 - the pages are not compressed or reduced in size;
 - any landscape pages are oriented with their right-hand edge at the top;
 - the documentation pages included are **numbered consecutively in the lower right corner**. These page numbers, which may be handwritten if that is most convenient, should be referenced in the online WorkApp Details Form.

LEAs may reference the 2024-2025 Program Monitoring Validation Process Handbook for documentation submission instructions.

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 in the Contact Information section of the [Title I, Part A web page](#).

The following resources are also available on the [TEA ESSA Program Monitoring Validations webpage](#):

- Program-Specific Training Video and Slides;
- Instructions for Submitting Documentation Training Video and Slides;
- Overview of the 2024-2025 Program Monitoring Validation Process Training Video, Slides, and Handbook

Requirement References

The requirement is referenced in the following documents:

<p>Every Student Succeeds Act (ESSA) Statute</p>	<p>Sec.1116(a)(2) WRITTEN POLICY.—Each local educational agency that receives funds under this part shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the local educational agency’s plan developed under section 1112, establish the agency’s expectations and objectives for meaningful parent and family involvement, and describe how the agency will—</p> <ul style="list-style-type: none"> A. involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d). B. provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education; C. coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs; D. conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying— <ul style="list-style-type: none"> i. barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); ii. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
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	<p>iii.strategies to support successful school and family interactions;</p> <p>E. use the findings of such evaluation in subparagraph (D) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section; and</p> <p>F. involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.</p> <p>Section 1116(b)(1): Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.</p>
<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>Assurances Relating to Parent and Family Engagement (#4): The LEA shall develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy. This policy shall be incorporated into the LEA’s plan developed under Section 1112, establish the LEA’s expectations and objectives for meaningful parent and family involvement, and describe how the LEA will— [Section 1116(a)(2)]</p> <ol style="list-style-type: none"> a. Involve parents and family members in jointly developing the LEA plan under Section 1112, and the development of support and improvement plans under Section 1111(d); b. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education; c. Coordinate and integrate parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs; d. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness

	<p>of the parent and family engagement policy in improving the academic quality of all schools served under Title I, Part A, including identifying—</p> <ol style="list-style-type: none"> 1) Barriers to greater participation by parents in activities authorized in Section 1116, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background. 2) The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and 3) Strategies to support successful school and family interactions. <p>e. Use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in Section 1116.</p> <p>f. Involve parents in the activities of the LEA’s Title I, Part A schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents and family members served by the LEA to adequately represent the needs of the population served for the purposes of developing, revising, and reviewing the parent and family engagement policy.</p> <p>Assurances Relating to Parent and Family Engagement (#5 & 6): Each Title I, Part A school shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the parental involvement requirements related to— a. Policy involvement; b. Shared responsibilities for high student academic achievement; c. Building capacity for involvement; and d. Accessibility. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school</p>
<p>TEA Compliance Report Program Compliance Self- Check Item</p>	<p>B. Parent and Family Engagement (Compliance Item 1): The LEA has a written parent and family engagement policy that is incorporated into the LEA’s plan developed under section 1112 and establishes the LEA’s expectations and objectives for meaningful parent and family involvement. [Section 1116 (a)(2)]</p> <p>B. Parent and Family Engagement (Compliance Item 3) Each school served shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such</p>

	policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
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Contact Information

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at ESSAsupport@TEA.Texas.gov or via telephone at (512) 463-9499. A directory of TEA program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).