

2024-2025 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 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
<p>1.1 List of Stakeholders involved in plan development and revision</p>	<p>2023-2024</p>	<p>Relevant pages of Campus schoolwide program plan (or campus improvement plan) showing a listing of stakeholders involved in the development of the schoolwide program plan that includes the individuals by name and roles.</p> <p>The list should include:</p> <ul style="list-style-type: none"> • the individuals by name, and • the stakeholder group/role* that each individual represents. <p>*Parents may not be LEA employees in order to fill the “parent” role.</p>
<p>1.2 Meeting agenda</p>	<p>2023-2024</p>	<p>Meeting agenda:</p> <ul style="list-style-type: none"> • Documentation aligns with the documented list of stakeholders involved. • Meeting agenda from the campus planning process that provides evidence that the

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		required stakeholders were involved in the development of the schoolwide program plan.
1.3 Meeting minutes or notes for the meeting referenced in Item 1.2	2023-2024	Meeting minutes or notes: <ul style="list-style-type: none"> Documentation aligns with the documented list of stakeholders involved. Meeting notes or minutes corresponding to the meeting agenda submitted for Item 1.2 providing evidence that the required stakeholders were involved in the development of the schoolwide program plan.
1.4 Documentation of attendance for meeting referenced in Item 1.2	2023-2024	Sign-in sheets or attendance rosters: <ul style="list-style-type: none"> Documentation aligns with the documented list of stakeholders involved. Documentation of attendance corresponding to the meeting agenda submitted for Item 1.2 (i.e., sign-in sheets, electronic attendance rosters) documenting participation of required stakeholders in the development, review, and revision of the Schoolwide Program Plan. A sign-in sheet should include the date, stakeholder names, roles, and signatures for the required stakeholders. 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.

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>SCHOOLWIDE PROGRAM PLAN.—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 - [Section 1114(b)(2)] 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;</p>
<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>Assurances related to Schoolwide Programs (#3b): 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 enactment of ESSA) that – Is developed with the involvement of parents and other members of the community to be served and individuals who will carry out the plan, including teachers; principals; other school leaders; paraprofessionals present in the school; administrators, including administrators of other</p>

	<p>Title I programs; the LEA; tribes and tribal organizations present in the community; and if appropriate, specialized instructional support personnel, technical assistance providers, school staff, students (if the plan relates to a secondary school), and other individuals determined by the school.</p>
<p>TEA Compliance Report Program Compliance Self- Check Item</p>	<p>Campus Schoolwide Program Plan (#3):</p> <p>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)]</p>

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](#).