

## 2024-2025 Program Monitoring Validation Guidance Document

**Program: Title I, Part A**

**Requirement: Student Selection Criteria for Title I, Part A Services at Targeted Assistance Campuses**

### 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 Evidence of the LEA’s Selection Criteria	2023-2024	<ul style="list-style-type: none"> <li>• Relevant pages from the LEA’s District Improvement Plan describing the LEA’s selection criteria (the criteria must be multiple, educationally related, objective criteria, except that children in preschool through grade 2 shall be selected solely on the basis of criteria, including objective criteria established by the LEA which may include teacher judgment, interviews with parents, or other developmentally appropriate measures); AND</li> <li>• Relevant pages from the Campus Improvement Plan describing how the campus has supplemented the LEA’s criteria, if applicable</li> </ul>

## 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><b>Every Student Succeeds Act (ESSA) Statute</b></p>	<p>[Section 1115(c)(1) – Eligible Population:</p> <p>1) The eligible population for targeted assistance services includes—</p> <ol style="list-style-type: none"> <li>i. Children not older than age 21 who are entitled to a free public education through grade 12; and</li> <li>ii. Children who are not yet at a grade level at which the LEA provides a free public education.</li> </ol> <p>2) Eligible children from eligible population: From the population described, above, eligible children are those children identified by the school as failing, or most at risk of failing, to meet the challenging State academic standards on the basis of multiple, educationally related, objective criteria established by the LEA and supplemented by the school, except that children from preschool through grade 2 shall be selected solely on the basis of criteria, including objective criteria, established by the LEA and supplemented by the school.</p>
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<p><b>TEA ESSA Program-Specific Provisions &amp; Assurances</b></p>	<p>[Assurances Relating to Targeted Assistance Programs, #3]</p> <p>1) The eligible population for targeted assistance services includes—</p> <ul style="list-style-type: none"> <li>i. Children not older than age 21 who are entitled to a free public education through grade 12; and</li> <li>ii. Children who are not yet at a grade level at which the LEA provides a free public education.</li> </ul> <p>2) Eligible children from eligible population: From the population described, above, eligible children are those children identified by the school as failing, or most at risk of failing, to meet the challenging State academic standards on the basis of multiple, educationally related, objective criteria established by the LEA and supplemented by the school, except that children from preschool through grade 2 shall be selected solely on the basis of criteria, including objective criteria, established by the LEA and supplemented by the school.</p>
<p><b>TEA Compliance Report Program Compliance Self-Check Item</b></p>	<p>For a Title I, Part A targeted assistance program, the LEA identifies children not older than age 21 who are entitled to a free public education through grade 12; and children who are not yet at a grade level at which the local educational agency provides a free public education. [Section 1115 (c)(1)(A)]</p> <p>If in compliance, the LEA assures that it has documentation showing compliance readily available upon request</p> <ul style="list-style-type: none"> <li>• Description of the LEA’s selection criteria (the criteria must be multiple, educationally related, objective criteria, except that children in preschool through grade 2 shall be selected solely on the basis of criteria, including objective criteria established by the LEA which may include teacher judgment, interviews with parents, or other developmentally appropriate measures); AND</li> <li>• Description of how the campus has supplemented the LEA’s criteria, if applicable</li> </ul>

## Contact Information

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at [ESSAsupport@TEA.Texas.gov](mailto: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](#).