

2024-2025 Program Monitoring Validation Guidance Document

Program: Title II, Part A

Requirement: LEA Use of Funds for Evidence-Based Activities

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 Relevant activity, strategy or intervention documentation for one Evidence-Based Activity funded by Title II, Part A Funds as per the submitted 2023-2024 ESSA Consolidated Application – PS 3104 (Part 1.C.3.)	2023-2024	Documentation of one evidence-based activity, strategy or intervention funded by Title II, Part A funds (i.e., documentation of determination to implement a class-size reduction strategy).
1.2 Documentation of evidence for item 1.1	2023-2024	Documentation of evidence demonstrating a statistically significant effect on improving student outcomes or other relevant outcomes based on strong evidence, moderate evidence or promising evidence OR

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
		Documentation that demonstrates a rationale based on high-quality research findings or positive evaluation that such activity, strategy, or intervention is likely to improve student outcomes or other relevant outcomes and includes ongoing efforts to examine the effects of such activity strategy, or intervention.

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 at: [Title II, Part A Webpage](#).

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>Reducing class size to an evidence-based level (section 2103(b)(3)(D)), providing teachers and school leaders with evidence-based professional development (section 2103(b)(3)(E), or other evidence-based activities that meet the purpose of Title II, Part A (section 2103(b)(3)(P))</p>
<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>LEA assurance 5, item (d), (e) & (p): (d). Reducing class size to a level that is evidence based and used to improve student achievement through the recruiting and hiring of additional effective teachers. (e). Providing high-quality, personalized professional development that is evidence-based for teachers, instructional leadership teams, principals, or other school leaders, that is focused on improving teaching and student learning and achievement, including supporting efforts to train teachers, principals, or other school leaders to— effectively integrate technology into curricula and instruction (including education about the harms of copyright piracy); use data to improve student achievement and understand how to ensure individual student privacy is protected, as required under section 444 of the General Education Provisions Act (commonly known as the “Family Educational Rights and Privacy Act of 1974”) (20 U.S.C. 1232g) and State and local policies and laws in the use of such data; effectively engage parents, families, and community partners, and coordinate services between school and community; help all students develop the skills essential for learning readiness and academic success; develop policy with school, local educational agency, community, or State leaders; and participate in opportunities for experiential learning through observation. (p). Carrying out other activities that are evidence-based and identified by the local educational agency that meet the purpose of Title II, Part A</p>
<p>TEA Compliance Report Program Compliance Self-Check Item</p>	<p>Part 3. Program Expenditures and Activities Participation, item 3.</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](#).