

2024-2025 Program Monitoring Validation Guidance Document

Program: Title IV, Part A

Requirement: Consultation: Input of stakeholders, focus groups, advisory committees, and district improvement teams

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 The dated agendas of ongoing stakeholder consultation meetings for the 2023-2024 school year; and	2023-2024	Agendas from <u>two</u> 2023-2024 school year stakeholder sessions, focus groups, advisory committees, and/or district improvement team meetings; and
1.2 The corresponding meeting notes of ongoing stakeholder consultation meetings for the 2023-2024 school year; and	2023-2024	Meeting notes from <u>the consultation meetings referenced in item 1.1</u> documenting the ongoing consultation with stakeholders for the 2023-2024 school year; and

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
<p>1.3 The corresponding participant rosters/sign-in sheets of stakeholder consultation meetings that include all Title IV, Part A, required stakeholders.</p>	<p>2023-2024</p>	<p>Participant rosters/sign-in sheets from the consultation meetings referenced in item 1.1 documenting that all required Title IV, Part A, stakeholders were included.</p> <p>The LEA is required to engage in meaningful and continued consultation with a broad range of stakeholders, including, but not limited to, the following groups or individuals in the area served by the LEA:</p> <ul style="list-style-type: none"> a. Parents b. Teachers c. Principals d. School leaders e. Specialized instructional support personnel f. Students g. Community-based organizations h. Local government representatives (which may include a local law enforcement agency, local juvenile court, local child welfare agency, or local public housing agency) i. Indian tribes or tribal organizations that may be in the region served by the LEA (when applicable) j. Charter school leaders (if agency or consortium supports charter schools) and k. Others with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this program <p><i>[If the LEA does not have any of the required stakeholders within its boundaries, include a statement for documentation].</i></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 on the [TEA Title IV, 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>ESSA, Title IV, Part A, Section 4106(c)(1) and 4106(c)(2)</p> <p>(1) IN GENERAL.—A local educational agency, or consortium of such agencies, shall develop its application through consultation with parents, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives (which may include a local law enforcement agency, local juvenile court, local child welfare agency, or local public housing agency), Indian tribes or tribal organizations that may be located in the region served by the local educational agency (where applicable), charter school teachers, principals, and other school leaders (if such agency or consortium of such agencies supports charter schools), and others with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this subpart.</p> <p>(2) Continued Consultation. —The local educational agency, or consortium of such agencies, shall engage in continued consultation with the entities described in paragraph (1) in order to improve the local activities in order to meet the purpose of this subpart and to coordinate such implementation with other related strategies, programs, and activities being conducted in the community.</p>
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<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>Assurances Relating to Title IV, Part A (#4, pages 64-65)</p> <p>The LEA will engage in meaningful and continued consultation with a broad range of stakeholders, including, but not limited to, the following groups or individuals in the area served by the LEA:</p> <ul style="list-style-type: none"> a. Parents b. Teachers c. Principals d. School leaders e. Specialized instructional support personnel f. Students g. Community-based organizations h. Local government representatives (which may include a local law enforcement agency, local juvenile court, local child welfare agency, or local public housing agency) i. Indian tribes or tribal organizations that may be in the region served by the LEA (when applicable) j. Charter school leaders (if agency or consortium supports charter schools) and k. Others with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this program <p>The goal of the consultation is to identify relevant, evidence-based activities to carry out the goals of the grant program.</p> <p>An LEA must continue to consult with stakeholders to improve the activities it conducts under Title IV, Part A, and coordinate with other related strategies, programs, and activities being conducted in the community.</p>
<p>TEA Compliance Report Program Compliance Self-Check Item</p>	<p>The LEA engaged in a timely and meaningful consultation with a broad range of stakeholders as a part of their process in determining the targeted areas of improvement related to student’s access to effective program activities.</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](#).