

2024-2025 Program Monitoring Validation Guidance Document

Program: Title I, Part D, Subpart 2

Requirement: Program Evaluations

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 Documentation of evaluation of the Title I, Part D, Subpart 2 program showing program’s impact in the areas referenced</p>	<p>2023-2024 or 2022-2023 or 2021-2022</p>	<p>Copy of the most current evaluation of the Title I, Part D, Subpart 2 Program. The evaluation should include an analysis of data showing the program’s impact on each of the youth referenced below</p> <ol style="list-style-type: none"> 1) youth that have maintained and improved educational achievement and graduated from high school, 2) youth that have accrued school credits that meet State requirements for grade promotion and high school graduation, 3) youth that have made the transition to regular program or other educational program operated by an LEA, 4) youth that have completed high school or its equivalent, and obtained employment after leaving the facility, and 5) youth that have participated in postsecondary education and/or job training programs.

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.

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>Section 1431 – (a) SCOPE OF EVALUATION—Each State agency or local educational agency that conducts a program under subpart 1 or 2 shall evaluate the program, disaggregating data on participation by gender, race, ethnicity, and age, while protecting individual student privacy, not less than once every 3 years, to determine the program's impact on the ability of participants — (1) to maintain and improve educational achievement and to graduate from high school in the number of years established by the State under either the four-year adjusted cohort graduation rate or the extended-year adjusted cohort graduation rate, if applicable; (2)to accrue school credits that meet State requirements for grade promotion and high school graduation; (3)to make the transition to a regular program or other education program operated by a local educational agency or school operated or funded by the Bureau of Indian Education; (4) to complete high school (or high school equivalency</p>
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	<p>requirements) and obtain employment after leaving the correctional facility or institution for neglected or delinquent children and youth; and (5) as appropriate, to participate in postsecondary education and job training programs. (b) EXCEPTION—The disaggregation required under subsection (a) shall not be required in a case in which the number of students in a category is insufficient to yield statistically reliable information or the results would reveal personally identifiable information about an individual student. (c) EVALUATION MEASURES—In conducting each evaluation under subsection (a), a State agency or local educational agency shall use multiple and appropriate measures of student progress. (d) EVALUATION RESULTS—Each State agency and local educational agency shall— (1) submit evaluation results to the State educational agency and the Secretary; and (2) use the results of evaluations under this section to plan and improve subsequent programs for participating children and youth.</p>
<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>Title I, Part D, Subpart 2 Provisions and Assurances Number 3 sections a-e; Number 4. The LEA assures that, in accordance with section 1431, it evaluates the program, disaggregating data on participation by gender, race, ethnicity and age, while protecting individual student privacy, not less than once every 3 years, to determine the program’s impact on the ability of participants to:</p> <ul style="list-style-type: none"> a. Maintain and improve educational achievement and to graduate from high school in the number of years established by the State under either the four-year adjusted cohort graduation rate or the extended-year adjusted cohort graduation rate, if applicable; b. Accrue school credits that meet State requirements for grade promotion and high school graduation; c. Make the transition to a regular program or other education program operated by a LEA or school operated or funded by the Bureau of Indian Education; d. Complete high school (or high school equivalency requirements) and obtain employment after leaving the institution; e. As appropriate, participate in postsecondary education and job training programs. <p>4. The LEA shall submit evaluation results to TEA and use the results of such evaluations to plan and improve subsequent programs for participating children and youth upon request</p>
<p>TEA Compliance Report Program Compliance Self-Check Item</p>	<p>Part 5, Section A, Item 2 of the Compliance Report: Title I, Part D, Subpart 2 data are collected, disaggregated, and evaluated to show the program’s impact on the ability of participants to: maintain and improve educational achievement; accrue school credits that meet State requirements for grade promotion and secondary school graduation; make the transition to a regular program or other educational program operated by a LEA; complete secondary school (or secondary school equivalency requirements) and obtain employment after leaving the facility; and, as appropriate, to participate in postsecondary education and job training programs. [Section 1431(a)]</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](#).