2024-2025 Program Monitoring Validation Guidance Document

Program: Title I, Part C

Requirement: Interstate/Intrastate Coordination: Transfer of Student Records, Use of MSIX and Data Quality

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 MSIX Notifications	2023-2024	A minimum of 2 and no more than 4 samples of MSIX Notifications e.g. move notifications or data requests
1.2 Call Logs	2023-2024	A minimum of 2 and no more than 4 samples of call logs documenting communication between the LEA/ESC MEP staff and receiving or sending LEA/State
1.3 Emails	2023-2024	A minimum of 2 and no more than 4 samples of emails between the LEA/ESC MEP staff and the receiving or sending LEA/State
1.4 Written Procedures for Sharing/Obtaining Student Records	2023-2024	Written procedures followed for sharing and/or obtaining migratory student records with/from other districts and states
If no migratory student records were requested during the school year:		
1.5 Documentation that shows why there was no request for records from another LEA or had no need for this type of service.	2023-2024	A written statement that shows why there was no request for records from another LEA or had no need for this type of service
1.6 TX-NGS Student Unique Count Report	2023-2024	TX-NGS Student Unique Count Report

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.

Documentation Review Process

One of the following compliance statuses will be assigned at the end of the documentation review process.

- Met Requirement
  - Review is closed out upon LEA notification of results.
- Approaching Compliance
  - LEA is required to respond within 20 calendar days with a plan for establishing compliance.
    - Review is considered closed out after TEA's review of LEA plan for establishing compliance.
- Improvement Needed
  - LEA is referred to the TEA Compliance Officer at time of LEA notification of results.
    - LEA will engage in the Non-Compliance Resolution Process.
    - Points will be added to the TEA Risk Assessment for programmatic non-compliance.

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: ESC MEP Contacts.

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.

Every Student Succeeds Act (ESSA) Statute	Sec. 1304(b)(3) PROGRAM INFORMATION. – Promote interstate and intrastate coordination of services for migratory children to provide educational continuity through timely transfer of pertinent school records, including information on health, when children move from one school to another, whether or not such moves occur during the regular school year.
TEA ESSA Program-Specific Provisions & Assurances	10. **TX-NGS/MSIX**: The LEA ensures interstate/intrastate coordination of services for migratory children to provide educational continuity though timely transfer of pertinent student records. [Section 1304(b)(3) b. All required TX-NGS enrollments and student demographic, educational, and health data are collected and entered in TX-NGS following (Migrant Education Program (MEP) required timelines and procedures as outlined in the *Texas Data Management Requirements Manual for NGS (New Generation System) and MSIX (Migrant Student Information Exchange)*. d. In all project LEAs, including schoolwide programs, an adequate number of staff are assigned to carry out the designated TX-NGS data collection and data entry activities in order to ensure that the required timelines are met as specified in the TX-NGS Guidelines. State recommendations regarding TX-NGS personnel are as follows: **one TX-NGS Data Specialist for every 300 migratory students**, prorating the number of positions depending on the LEA's migrant enrollment. e. Records will be maintained to accurately document numbers of migratory students. The LEA will transmit demographic, educational, and health data for all migratory children and participate fully in the TX-NGS as required by the *Texas Data Management Requirements Manual for NGS (New Generation System) and MSIX (Migrant Student Information Exchange)*. The applicant agency will report data as necessary for the function of the MEP.
TEA Compliance Report Program Compliance Self-Check Item	2.G Interstate/Intrastate Coordination Compliance Item 1: The LEA ensures interstate and intrastate coordination of services for migratory children to provide educational continuity through timely transfer of pertinent school records. [Section 1304(b)(3)]

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.