



2023-2024 Random Validation Handbook for Title I, Part A Campus Written Parent and Family Engagement (PFE) Policy

Federal Program Compliance Division

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Introduction

This Handbook is intended to assist LEAs in completing the 2023-2024 Random Validation process for the Title I, Part A Campus Written Parent and Family Engagement (PFE) Policy.

Although this document has been prepared for use by those LEAs that are selected to participate in the 2023-2024 Random Validation, LEAs that are not selected may still find the Handbooks useful as tools for conducting a self-check, to ascertain their own compliance status and to determine where improvements may be made.

The Handbooks are available on the Federal Program Compliance Division’s web page under “Division Resources.”

Title I, Part A Random Validation Selected Requirement

ESSA Statutory Requirement	Campus Written PFE Policy
ESSA Statutory Citation and Language	Section 1116(b)(1): Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
ESSA Program-Specific Provisions & Assurances	Assurances Relating to Parental Involvement (5 & 6): Each Title I, Part A school shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the parental involvement requirements related to— a. Policy involvement; b. Shared responsibilities for high student academic achievement; c. Building capacity for involvement; and d. Accessibility. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
Compliance Report Program Compliance Self-Check Item	B. Parent and Family Engagement (Compliance Item 3) Each school served shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

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 random validation process may not include all forms of documentation that are required to be maintained locally.

Please include the following selected documentation referenced in the table below in order to demonstrate compliance with the program requirement described above. TEA will utilize the following table to determine if the LEA submitted sufficient documentation to support LEA compliance. LEAs that submit sufficient documentation to support LEA compliance will be assigned a “Met Requirement” status for the requirement. LEAs that submit insufficient documentation will be assigned an “Improvement Needed” status for the requirement. LEAs with an “Improvement Needed” status will be provided technical assistance by their regional education service center (ESC). These LEAs will be required to resubmit documentation for the 2024–2025 school year by September 30, 2024, to ensure the program requirements are implemented correctly.

Type of Selected Documentation Required	Description of Acceptable Documentation
<p>1.1 The relevant page(s) of the current school year Campus Written Parent and Family Engagement (PFE) Policy that references the description of the method(s) of policy distribution and the language(s) in which the policy was distributed to parents and family members of participating students.</p>	<ul style="list-style-type: none"> • The relevant page(s) of the policy submitted should include: <ul style="list-style-type: none"> ▪ The method(s) of policy distribution, and ▪ The language(s) in which the policy was distributed. • If the policy is only available and distributed in English, provide a written explanation.
<p>1.2 The relevant page(s) of the evidence of policy distribution to parents and family members of participating students</p>	<ul style="list-style-type: none"> • The LEA must submit current school year documentation for only ONE method (as identified in the policy) utilized to distribute the campus written PFE policy to parents and family members of participating students. • There are a variety of ways that a campus can distribute the policy to all parents and family members of participating students. The types of documentation referenced below are considered acceptable forms of documentation. Only ONE method of documentation is required to be submitted: <ul style="list-style-type: none"> ▪ Student Handbook: Relevant pages of the Student Handbook that include the campus written PFE policy ▪ Campus/LEA website: Print out of the Campus/LEA website where the most current policy is posted and the link to access the document

Type of Selected Documentation Required	Description of Acceptable Documentation
	<ul style="list-style-type: none"> ▪ Direct Mail: Copy of the letter accompanying the policy distributed to parents via direct mail or the documentation that is required to be maintained as per local policies and procedures ▪ E-mail: Copy of email that was sent out that includes the email header (To, From, CC, Subject, Attachments) or the documentation that is required to be maintained as per local policies and procedures ▪ Newspaper Publication: Newspaper clipping/print out referencing the policy being published in a newspaper ▪ Student Registration Distribution, Beginning of School Year Distribution, Parent-Teacher Conference Distribution: Documentation that is required to be maintained as per local policies and procedures.

Instructions for Assembling Documentation

1. Assemble the requested material into **one PDF file**.
 - a. Ensure that the PDF file contains the required documentation as described in the 2023-2024 Random Validation Handbook for the Title I, Part A – Campus Written PFE Policy.
 - 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 hand-written if that is most convenient, should be the ones referenced in the online WorkApp Details Form.

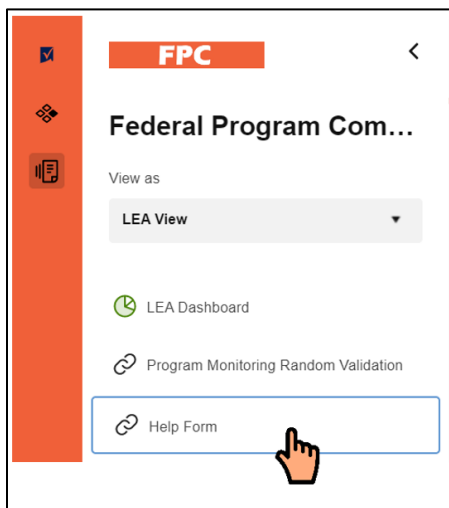
Instructions for Submitting Documentation

WorkApp System Access

Please note that the LEA staff submitting documentation will need access to the Department of Grant Compliance and Administration WorkApp System.

Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been given access to the system. To add or change the individuals with access to the system, **someone with existing access** must request access for the new individual via the Help Form in the Federal Program Compliance Program Monitoring Random Validations WorkApp as referenced below. The additional staff to be added to the system must agree to certain security requirements.

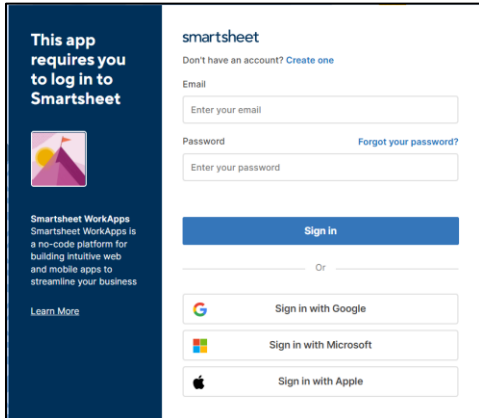
NOTE: Each LEA is only guaranteed a certain number of access accounts at this time.



Submitting Documentation

Please note that some of the screen captures referenced in the steps below will show information that is specific to a Title I, Part A program requirement. When you log in to the system, the information referenced will include the information specific to the program and requirement for which your LEA was selected to submit documentation.

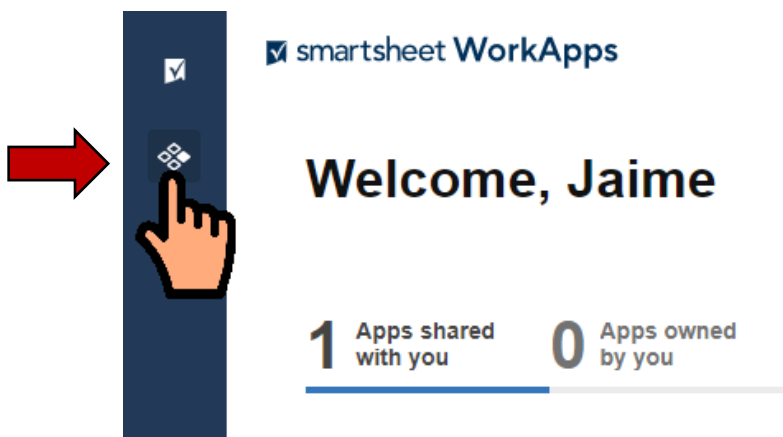
1. Login to the Department of Grant Compliance and Administration WorkApp System: <https://workapps.smartsheet.com/>.



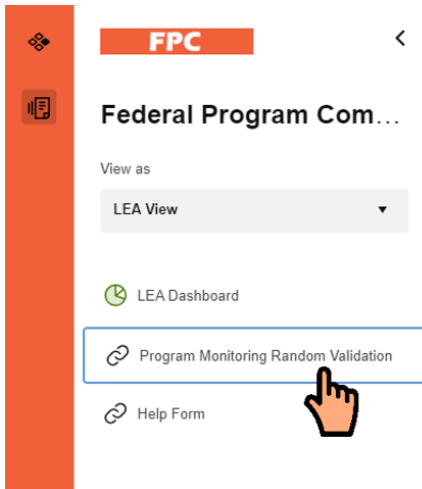
2. Click on the Federal Program Compliance Division WorkApp Tile.



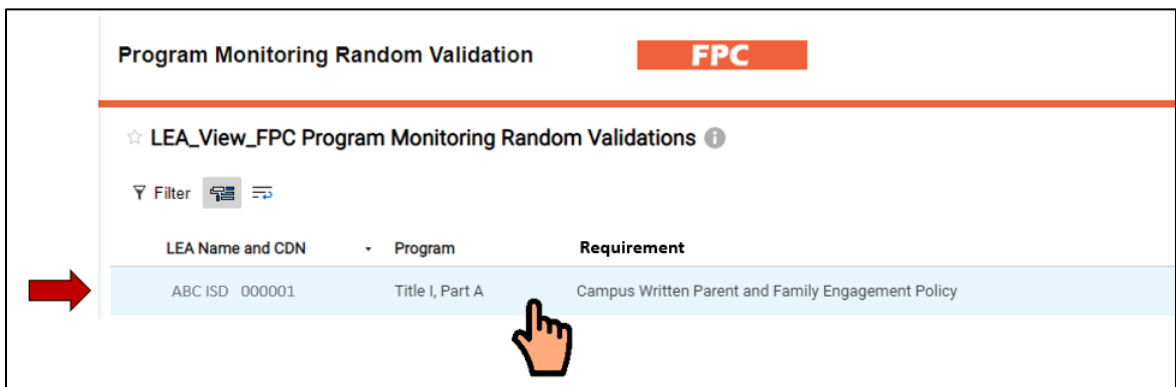
Tip: If the FPC WorkApp Tile is not showing, click on the menu icon to display all the Apps.



3. Click on the Program Monitoring Random Validation Link.



4. Click on the Random Validation Line to access the Details Form – Data & Attachments Tabs.



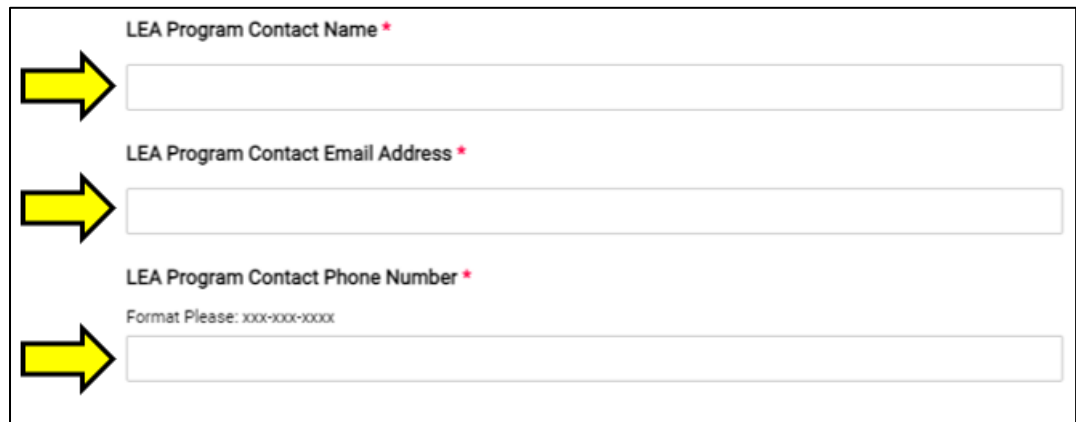
5. Complete the Details Form – Data Tab.

- a. Type the page number(s) where the requirement(s) is addressed in the LEA’s documentation to be submitted in the “Requested Documentation Page Number(s)” field(s). Be as specific as possible in order to facilitate the auditor’s review process. For example, if relevant items appear on pages 2, 4, and 5, please list pages 2, 4, and 5, rather than pages 1-5 in the “Requested Documentation Page Number(s)” field. **These fields are required.**

The screenshot shows a 'Details' form with the following sections:

- LEA Name and CDN:** ABC ISD 000001
- Program:** Title I, Part A
- Requirement:** Campus Written Parent and Family Engagement Policy
- Requested Documentation 1:** Page Number(s) Required. The relevant page(s) of the Campus Written Parent and Family Engagement (PFE) Policy that references the description of the method(s) of policy distribution and the language(s) in which the policy was distributed to parents and family members of participating students.
- Requested Documentation 1 Page Number(s):** Page Number(s) Required. (A yellow arrow points to this empty text box.)
- Requested Documentation 2:** Page Number(s) Required. Evidence of policy distribution to parents and family members of participating students.
- Requested Documentation 2 Page Number(s):** Page Number(s) Required. (A yellow arrow points to this empty text box.)

- b. Scroll down to access the rest of the form. Complete the remaining fields with the information for the LEA Program Contact. The LEA Program Contact should be the person that is most familiar with the documentation submitted. This is the person that TEA will contact if additional documentation is needed and/or if clarification is needed on documentation submitted. ***The following fields are required.**
- i. Type the name of the LEA Program Contact in the “LEA Program Contact” field.
 - ii. Type the email address of the LEA Program Contact in the “LEA Program Contact Email Address” field.
 - iii. Type the phone number of the LEA Program Contact in the “LEA Program Contact Phone #” field. Please use the following format: ###-###-####.



A screenshot of a form section with three input fields. Each field is preceded by a yellow arrow pointing to the right. The first field is labeled "LEA Program Contact Name *". The second field is labeled "LEA Program Contact Email Address *". The third field is labeled "LEA Program Contact Phone Number *" and includes a sub-label "Format Please: xxx-xxx-xxxx" above the input area.

- c. Add LEA Comments. This section is optional if the LEA would like to provide additional information that will be helpful for the reviewer.



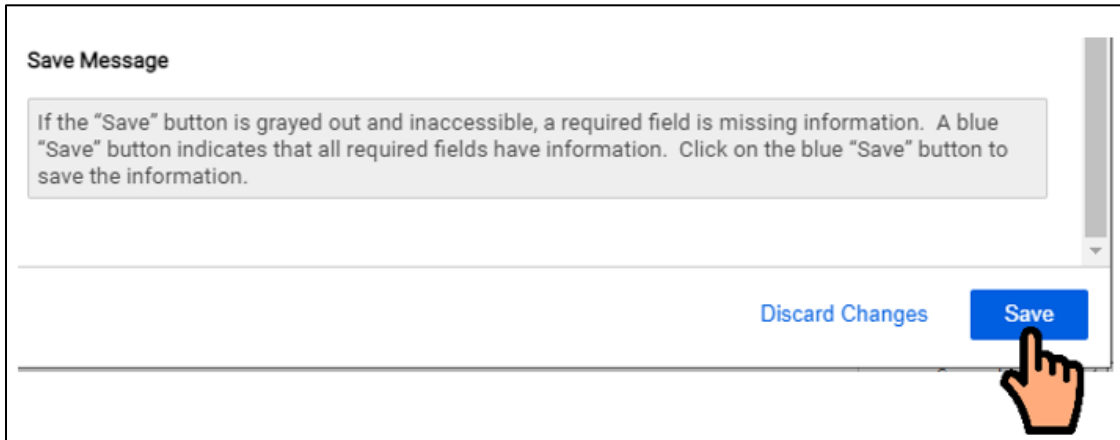
A screenshot of a form section with a single large text input field. The label "LEA Comment" is positioned above the input area.

- d. Select your LEA’s Submission Status from the following options available: In Process (Saved data/will complete later) or Submission Complete (Data entered and documentation attached). ***Selecting a status is required. If the first option remains selected after the submission due date, your submission is not considered complete, and TEA will contact you.**



A screenshot of a form section with a dropdown menu. The label "LEA Submission Status *" is positioned above the dropdown. A hand icon is shown clicking on the dropdown arrow.

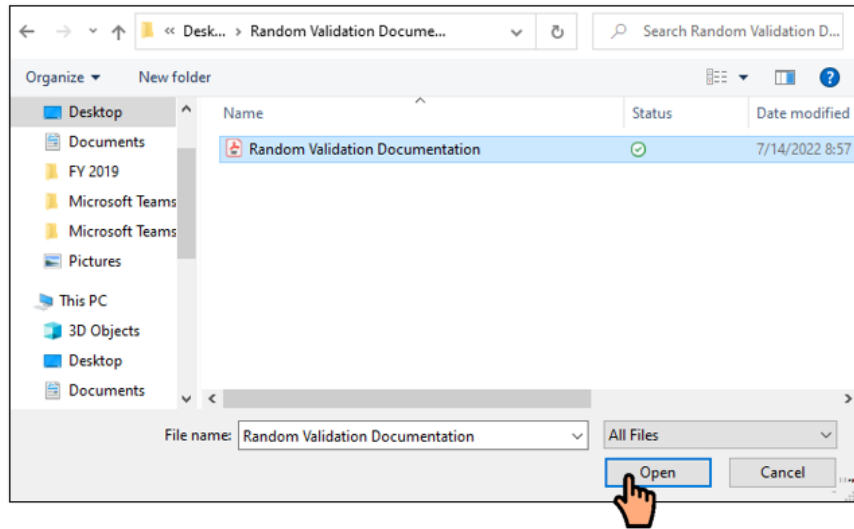
6. Click “Save” in the bottom right-hand corner of the Details Form – Data Tab. This will save the information that was typed in the details form under the data tab (documentation page numbers, LEA Contact information, and LEA Comments, if applicable). **This step is required.**



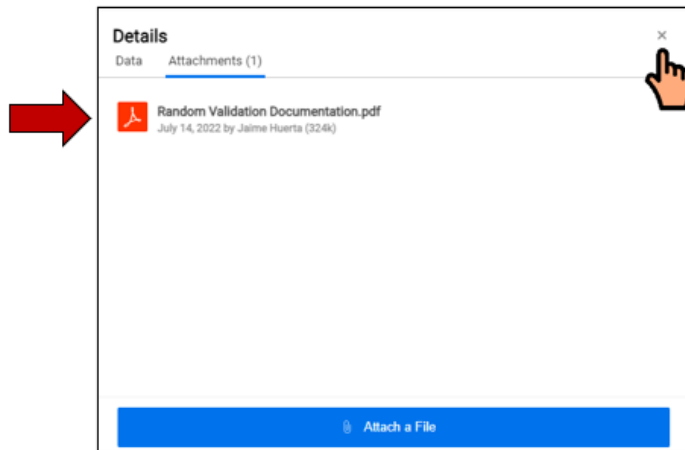
7. Attach the requested documentation in pdf file format. All documentation should be attached as a single file. **Attaching documentation is required.**
 - a. To attach the PDF file containing the LEA’s documentation, click on the “Attachments” Tab on the Details Form; then click on the “Attach a File” button located at the bottom of the Details Form – Attachments Tab.




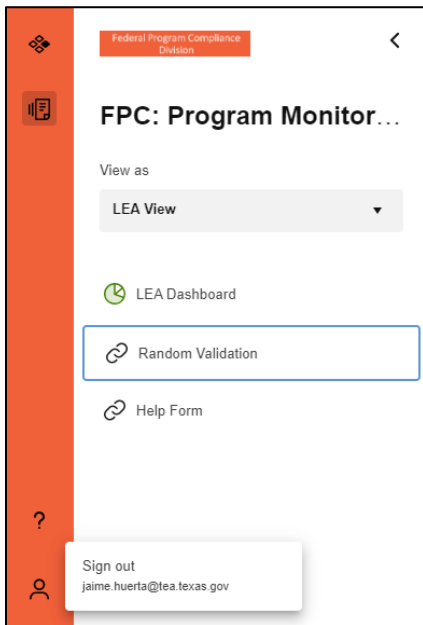
- b. Browse your computer and locate the documentation file to be attached; select the file; the File Name will appear in your file browser; click on “Open;” confirm that the file is listed as an attachment in the Details Form – Attachments Tab.



- c. Confirm that the document you are attaching is listed as an Attachment. Click on the “x” at the top right-hand corner to close the Details Form.



8. Sign out of the Department of Grant Compliance and Administration WorkApp System by clicking on the  icon located in the bottom left-hand corner of the window and selecting “Sign out.”



Phase 1 Random Validation Timeline

Task	Due Date
Federal Program Compliance (FPC) Random Validation (RV) WorkApp LEA contacts receive initial notification regarding program selection. Education Service Center (ESC) FPC RV WorkApp Contacts will be copied.	October 9, 2023
ESC staff will contact LEA to: <ul style="list-style-type: none"> • confirm receipt of initial notice; • confirm access to FPC RV WorkApp for appropriate staff; • offer technical assistance. 	Contact within 1 business day after initial notification to LEA. Technical assistance through October 23, 2023
Deadline to submit documentation via the FPC Random Validation WorkApp System.	October 23, 2023
TEA program staff complete preliminary reviews.	February 5, 2024
TEA contacts ESC regarding LEAs that receive “Improvement Needed” status for ESC review and comment before TEA notifies LEAs.	February 15, 2024 – March 1, 2024
FPC RV WorkApp LEA contacts receive notification of validation results. ESC FPC RV WorkApp Communication List Contacts will be copied.	March 18, 2024
ESC technical assistance deadline if LEA receives “Improvement Needed” status regarding any items.	September 30, 2024
ESC submits documentation in the FPC RV WorkApp System that technical assistance was offered/provided.	September 30, 2024
If the LEA receives “Improvement Needed” status on a program requirement, the LEA will be required to <u>submit documentation for 2024-2025 for the same requirement.</u> The documentation must be submitted in the FPC RV WorkApp System.	September 30, 2024