



# **2021-2022 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 2021-2022 Random Validation process for the Title I, Part A Campus Written PFE Policy. It should be used in conjunction with the 2021-2022 Random Validation Submission Packet for the same requirement.

Although these documents have been prepared for use by those LEAs that are selected to participate in the 2021-2022 Random Validation, LEAs that are not selected may still find them useful as tools for conducting a self-check, to ascertain their own compliance status and to determine where improvements may be made.

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

## Title I, Part A Random Validation Selected Requirement

<b>ESSA Statutory Requirement</b>	<b>Campus Written Parent and Family Engagement Policy</b>
<b>ESSA Statutory Citation and Language</b>	<p>Section 1116(b)(1)</p> <p>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.</p>
<b>ESSA Program-Specific Provisions &amp; Assurances</b>	<p>Assurances Relating to Parental Involvement (5 &amp; 6)</p> <p>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.</p>
<b>Compliance Report – Program Compliance Self-Check</b>	<p>Parent and Family Engagement (6)</p> <p>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.</p>

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 with the completed submission packet in order to demonstrate compliance with the program requirement described above:

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

**Note:**

1. Validation requirements will receive a designation of “Met Requirement” or “Improvement Needed” during the validation review.

**Instructions for Completing Submission Packet**

Use the 2021-2022 Validation Checklist in the Submission Packet to review the LEA’s compliance with the Title I, Part A Campus Written PFE Policy requirement. In the left-hand column include the page number(s) where the requirement(s) is addressed in the LEA’s documentation. 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.

Please leave the two right-hand columns blank, as these will be completed by TEA staff during their review of the documentation submitted.

Do not submit extraneous documentation.

**Instructions for Uploading Documentation**

Follow these steps to submit your Random Validation Submission Packet and supporting documentation, as applicable, through the secure *Every Student Succeeds Act (ESSA) Reports* application via TEAL.

1. Complete the *2021-2022 Random Validation Submission Packet* for Title I, Part A Campus Written PFE Policy (**Response Document**).
2. Assemble the requested material into **one PDF file** (**Supporting Document**):
  - a. Required documentation as described in the 2021-2022 Random Validation Handbook for Title I, Part A Campus Written PFE Policy.

Note: 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 left-hand column of this guidance document.

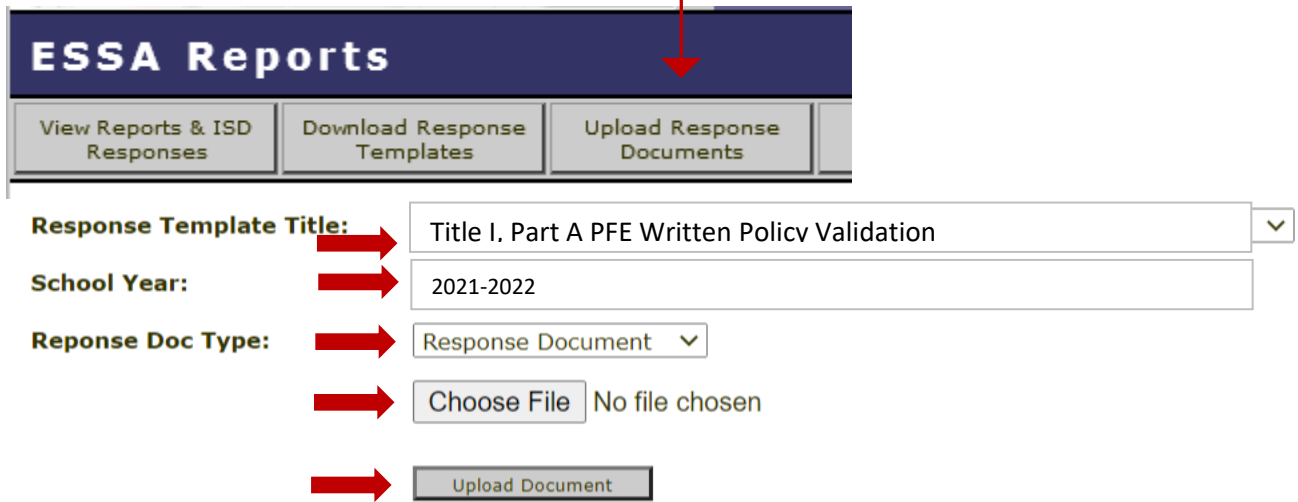
3. Log on to the TEA Login ([TEAL](#)).
4. Select *Every Student Succeeds Act (ESSA) Reports* application.
5. Select “Upload Response Documents” tab.

## Submission of the 2021-2022 Random Validation Submission Packet for Title I, Part A Campus Written PFE Policy

From the dropdown menus:

6. Response Template Title: Select "Title I, Part A PFE Written Policy Validation."
7. School Year: Select "2021-2022."
8. Response Doc Type: Select "**Response Document.**"
9. Click "Choose File" to browse for the file location on your computer. **(Please upload the Word document and not a pdf of the document.)**
10. Click "Upload Document" button.

(Sample Screen Shots of ESSA Reports)



The screenshot shows the 'ESSA Reports' interface. At the top, there is a dark blue header with the text 'ESSA Reports'. Below the header are three buttons: 'View Reports & ISD Responses', 'Download Response Templates', and 'Upload Response Documents'. A red arrow points to the 'Upload Response Documents' button. Below the buttons is a form with the following fields:

- Response Template Title:** A dropdown menu with the selected value 'Title I, Part A PFE Written Policv Validation'. A red arrow points to the text.
- School Year:** A dropdown menu with the selected value '2021-2022'. A red arrow points to the text.
- Reponse Doc Type:** A dropdown menu with the selected value 'Response Document'. A red arrow points to the text.
- Choose File:** A button labeled 'Choose File' followed by the text 'No file chosen'. A red arrow points to the button.
- Upload Document:** A button labeled 'Upload Document'. A red arrow points to the button.

**Note:** Maximum allowable file size is 10 MB.

## Submission of the 2021-2022 Random Validation Documentation for Title I, Part A Campus Written PFE Policy

From the dropdown menus:

11. Repeat steps 4-7 referenced above.
12. Response Doc Type: Select “**Supporting Document.**”
13. Click “Choose File” to browse for the file location on your computer (**Please upload a pdf document.**)
14. Click “Upload Document” button.

(Sample Screen Shots of ESSA Reports)

The screenshot shows a form with the following fields and buttons, each indicated by a red arrow:

- Response Template Title:** A text input field containing "Title I, Part A PFE Written Policy Validation".
- School Year:** A text input field containing "2021-2022".
- Response Doc Type:** A dropdown menu with "Supporting Document" selected.
- Choose File:** A button labeled "Choose File" next to the text "No file chosen".
- Upload Document:** A button labeled "Upload Document".

**Note:** Maximum allowable file size is 10 MB.

## Title I, Part A Campus Written PFE Policy Random Validation Timeline

Task	Due Date
<p>Email initial notification to LEA administrator regarding program selection. ESC will be copied.</p>	<p><b>October 4, 2021</b></p>
<p>ESC staff will contact LEA to:</p> <ul style="list-style-type: none"> <li>• confirm receipt of initial notice;</li> <li>• confirm access to ESSA Reports on TEAL for appropriate staff;</li> <li>• offer technical assistance.</li> </ul>	<p>Contact within 3 business days after initial notification to LEA. Technical assistance through <b>November 11, 2021</b></p>
<p><b>Deadline to upload documentation on ESSA Reports.</b></p>	<p><b>November 12, 2021</b></p>
<p>TEA program staff complete preliminary reviews.</p>	<p><b>March 11, 2022</b></p>
<p>TEA contacts ESC regarding LEAs that receive “Improvement Needed” status for ESC review and comment before TEA notifies LEAs.</p>	<p><b>March 12–April 8, 2022</b></p>
<p>Notification to LEA administrator of validation results for. ESCs will be copied.</p>	<p><b>April 26, 2022</b></p>
<p>ESC technical assistance deadline if LEA receives “Improvement Needed” status regarding any items.</p>	<p><b>September 29, 2022</b></p>
<p>ESC provides documentation on ESSA Reports that technical assistance was offered/provided.</p>	<p><b>September 29, 2022</b></p>
<p>If the LEA receives “Improvement Needed” status on a program requirement, the LEA will be required to <u>submit documentation for 2022-2023 for the same requirement</u>. The documentation must be uploaded on ESSA Reports.</p>	<p><b>September 30, 2022</b></p>