

## Unsafe School Choice Option Program Requirements Overview

# Program Requirements Selected



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.

# Program Requirements Selected



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.

# Program Requirements Selected



The documentation requested for submission during the random validation process may not include all forms of documentation that are required to be maintained locally.

# Meeting Documentation Requested

## Standard Documentation

- ✓ Meeting Agendas
- ✓ Meeting Notes/Minutes
- ✓ Sign-In Sheets

# Meeting Documentation

**Documentation for virtual meetings is acceptable.**



Given the increased use of virtual meeting environments, participant rosters that include the meeting title, meeting date, and stakeholder names and roles would be acceptable substitutes for the more traditional sign-in sheets. This eliminates the need of a participant signature.

## USCO Policy

# Unsafe School Choice Option Program Requirement

## USCO Policy

The LEA, as a condition of receiving funds under the Every Student Succeeds Act, must establish and implement a policy requiring that

- a student attending a persistently dangerous public elementary school or secondary school (as determined by the Texas Education Agency), or
- a student who becomes a victim of a violent criminal offense, while in or on the grounds of a public elementary or secondary school that the student attends,

is offered and allowed to attend a safe public elementary or secondary school within the local educational agency, including a public charter school.

Note: If another campus is not available within the LEA, the policy should provide for other types of services to ensure the safety of the student. In addition, the LEA is encouraged to attempt to secure a cooperative agreement with another LEA to accept transfers when reasonable and appropriate. [Section 8532]



## ***Documentation Required***

1.1 Copy of policy  
approved as per LEA  
policies and procedures

## ***Acceptable Documentation***

- Copy of policy

## ***Documentation***

### ***Required***

1.1 Copy of policy  
approved as per LEA  
policies and procedures

### ***Acceptable Documentation***

- The policy should include the following:
  - Timelines and procedures under which parents are offered transfers generally within 14 calendar days of the incident
  - Timelines and procedures for processing and approving transfer requests within 14 calendar days of the date the request for transfer is made known to the LEA
  - A description of the duration for which a transfer is approved and procedures for renewal of transfer
  - A statement of assurance that collection and maintenance of victim data information (for example, incident date, incident number, and identity of perpetrator, if known) will be maintained for a minimum of five years for auditing and validation monitoring purposes.
  - A statement of assurance that the LEA will collect and maintain documentation to show that victims' parents were offered the USCO transfer option.
  - A statement of assurance that documentation will be maintained reflecting when a transfer was requested and completed.

## ***Documentation Required – Unsafe School Choice Option – USCO Policy***

### ***Item 1.1***

Copy of policy approved as per LEA policies and procedures



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted
- Documentation that does not include what is included the USCO policy requirements.
- Documentation from a prior year was submitted instead of current year documentation.

## ***Documentation Required***

1.2 Documentation that any student who has been affected by either of the circumstances mentioned in the USCO Policy requirements has been offered the opportunity to transfer (If applicable)

## ***Acceptable Documentation***

- Copy of written notification procedure
- Letters to parents of any student who has been affected by either of these circumstances, documenting the offer of the opportunity to transfer.

**If not applicable, the LEA assures that the following reason applies.**

- **The LEA had no campuses identified as Persistently Dangerous schools and the LEA had no students who were victims of violent crime. A statement including this language will suffice as documentation.**

## ***Documentation Required – Unsafe School Choice Option – USCO Policy***

***Item 1.2*** Documentation that any student who has been affected by either of the circumstances mentioned in the USCO Policy requirements has been offered the opportunity to transfer (If applicable)



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted
- Documentation that does not include what is included the USCO policy requirements.
- Documentation from a prior year was submitted instead of current year documentation.

# Thank you!



[ESSAsupport@tea.texas.gov](mailto:ESSAsupport@tea.texas.gov)