

Title I, Part C 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

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.

MEP Program Requirements Additional Guidance

The 2023-2024 Random Validation for the Title I, Part C program will only accept documentation for the current school year to ensure TEA is provided with adequate documentation to support the selected requirement.

Interstate/Intrastate Coordination

Interstate/Intrastate Coordination

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.

[Section 1304(b)(3)]

Documentation Required

1.1 Copies of emails

Acceptable Documentation

- Copies of emails between the LEA/ESC MEP staff and the receiving or sending LEA/State

Documentation Required – Interstate/Intrastate Coordination Item 1.1

Copies of emails between the LEA/ESC MEP staff and the receiving or sending LEA/State



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference Interstate/Intrastate Coordination.
- Documentation submitted was not for the current school year.

Documentation Required

1.2 Copies of logs

Acceptable Documentation

- Copies of logs that document communication between the LEA/ESC MEP staff and receiving or sending LEA/State

Documentation Required – Interstate/Intrastate Coordination Item 1.4

Documentation that shows why there was no request for records from another LEA or had no need for this type of service for the year.



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.

Interstate/Intrastate Coordination

If no migrant student records were requested during the school year, the following documentation must be readily available upon request:

Documentation Required

1.5 TX-NGS Student
Unique Count

Acceptable Documentation

- TX-NGS Student Unique Count Report for the current year

Documentation Required – Interstate/Intrastate Coordination Item 1.5

TX-NGS Student Unique Count Report for the current school year



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted was not for the current year.

Thank you!



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