

# Title I, Part A PFE Policies

**2024-2025 Program Monitoring Validation  
Federal Program Compliance Division**

# Title I, Part A Program Requirement 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.

# Title I, Part A Program Requirement 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.

# Title I, Part A Program Requirement Selected



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

# Title I, Part A Program Requirement

## Title I, Part A Parent and Family Engagement (PFE) Policies

Each LEA that receives Title I, Part A funds shall develop jointly with, agree on with, and distribute to, parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the local educational agency's plan developed under section 1112, establish the agency's expectations and objectives for meaningful parent and family involvement, and describe how the agency will— ... [See Guidance document for full text.] [Section 1116(a)(2)]

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.  
[Section 1116(b)(1)]

## ***Documentation Required –PFE Policies Item 1.1***

2023-2024 PFE Policy for LEA



### ***Acceptable Documentation***

Copy of 2023-2024 LEA PFE Policy. Policy should include all the statutorily required information, as appropriate.

# LEA PFE Policy Checklist

- Specific to the LEA;
- Expectations and objectives;
- Describe how.

<https://static1.squarespace.com/static/652e8c0034a5237073de5d0c/t/66c7959442c63e799698c609/1724355988659/3.0+Written+PFE+Policy+Toolkit.pdf>

## The LEA Policy will: [\(ESSA 1116 \(a\)\)](#)

- Explain the LEA's participation in the Title I program
- Establish expectations and objectives for meaningful PFE
- Describe how the LEA will:
  - Involve parents in developing a plan and development of support and school improvement plans
  - Distribute the PFE Policy to parents
  - Provide coordination, technical assistance, and other support necessary to assist and build capacity of all schools
  - Coordinate & integrate PFE strategies
  - Conduct, with involvement of parents, an annual evaluation of the PFE program & policy (barriers, needs, strategies used)
  - Use the findings of the evaluation to revise the program & policy
  - Involve parents in the activities
- \*\*A Translation statement stating where/how the policy can be accessed in other languages based on their translation policy. \*\*

## ***Documentation Required – PFE Policies Item 1.1***

2023-2024 PFE Policy for LEA



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

- Auditable documentation requested was not submitted.
- LEA’s PFE policy did not address the required content.
- Documentation submitted was not for the specified school year.



# Meeting Documentation Required

## *Documentation Required – LEA PFE Policy Item 1.2*

Meeting agenda, meeting notes or minutes, and participant roster for **one meeting** documenting the LEA's PFE policy development and review process



## *Documentation Requirements*

- Meeting agenda, meeting minutes or notes, and sign-in sheet for one meeting that provides evidence of the participation of parents in the development, review, and revision of the LEA's 2023-2024 PFE policy. It should be clear from the documentation that parents had a genuine opportunity to participate in the process. A majority of the participants should be parents/grandparents/guardians of children attending Title I, Part A campuses in the LEA.
- The documentation submitted should provide evidence that the LEA's PFE policy development and review process referenced in Item 1.1 was followed.

# Meeting Documentation Required

**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 participant signatures for virtual meetings.



Meeting Documentation	Meeting Title	Campus Name	Location	Date	Time	Stakeholder Names	Stakeholder Roles
Agenda	✓	✓	BP	✓	✓		
Notes/Minutes	✓	✓	BP	✓	✓	BP	BP
Participant Roster	✓	✓	BP	✓	✓	✓	✓*

*\*Parent roles may not be filled by LEA employees.*

✓ = Required

BP = Best Practice

# Meeting Documentation Required

## ***Documentation Required – LEA PFE Policy Item 1.2***

Meeting agenda, meeting notes or minutes, and participant rosters documenting the PFE policy development and review process



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

- Auditable documentation requested was not submitted
- Documentation submitted does not indicate that parents had a genuine opportunity to participate in the development/review/revision of the LEA’s PFE policy.
- Documentation does not indicate sufficient parent representation in the development/review/revision of the LEA’s PFE policy.
- Documentation submitted was not for the specified school year.

## ***Documentation Required –PFE Policies Item 1.3***

2023-2024 PFE Policy for selected campus



### ***Acceptable Documentation***

Copy of 2023-2024 Campus PFE Policy. Policy should include all the statutorily required information, as appropriate.

# Campus PFE Policy Checklist

- Specific to the campus;
- Describe how;

## What goes into a School Policy? ([ESSA 1116 \(b\)](#))

- Information about the PFE program, funding & possible review by TEA
- Information about family activities & meetings (including the Annual Title I Meeting) which must be offered at *flexible times*,
- Information on how to be involved in the planning, review, and improvement of PFE programs and the policy
- A description and explanation of the school's curriculum,
- Forms of academic assessment,
- Expected achievement levels on academic assessments,
- Ways to request regular meetings
- Parent Compact (optional).
- \*\*A translation statement stating where/how the policy can be accessed in other languages. \*\* (be sure to put this in the other language(s))

## ***Documentation Required – PFE Policies Item 1.3***

2023-2024 Campus PFE Policy for Specified Campus



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

- Auditable documentation requested was not submitted.
- PFE policy submitted was not specific to the campus selected.
- Campus’s PFE policy did not address the required content.
- Documentation submitted was not for the specified school year.



# Meeting Documentation Required

## ***Documentation Required – Campus PFE Policy Item 1.4***

Meeting agenda, meeting notes or minutes, and participant roster for **one meeting** documenting the campus's PFE policy development and review process



## ***Documentation Requirements***

- Meeting agenda, meeting minutes or notes, and sign-in sheet for one meeting that provides evidence of the participation of parents in the development, review, and revision of the campus's 2023-2024 PFE policy. It should be clear from the documentation that parents had a genuine opportunity to participate in the process. A majority of the participants should be parents/grandparents/guardians of children attending the Title I, Part A campus.
- The documentation submitted should provide evidence that the campus's PFE policy development and review process referenced in Item 1.3 was followed.



# Meeting Documentation Required

**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 participant signatures for virtual meetings.



Meeting Documentation	Meeting Title	Campus Name	Location	Date	Time	Stakeholder Names	Stakeholder Roles
Agenda	✓	✓	BP	✓	✓		
Notes/Minutes	✓	✓	BP	✓	✓	BP	BP
Participant Roster	✓	✓	BP	✓	✓	✓	✓*

*\*Parent roles may not be filled by LEA employees.*

✓ = Required

BP = Best Practice

# Meeting Documentation Required

## ***Documentation Required – Campus PFE Policy Item 1.4***

Meeting agenda, meeting notes or minutes, and participant rosters documenting the PFE policy development and review process



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

- Auditable documentation requested was not submitted
- Documentation submitted does not indicate that parents had a genuine opportunity to participate in the development/review/revision of the campus’s PFE policy.
- Documentation does not indicate sufficient parent representation in the development/review/revision of the campus’s PFE policy.
- Documentation submitted was not for the specified school year.

# Contact Information



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