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 Program Monitoring Validation process may not include all forms of documentation that are required to be maintained locally.
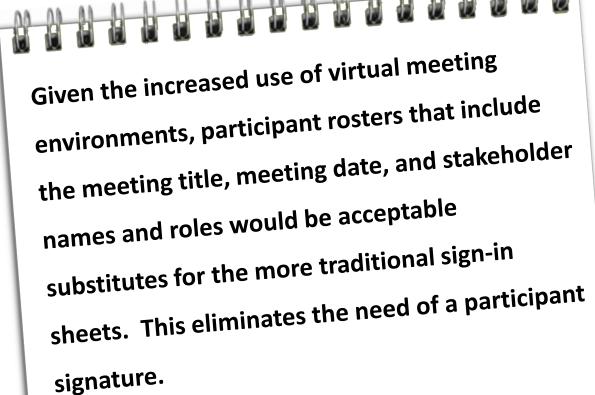
Meeting Documentation Requested

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.

MEP Program Requirements Additional Guidance

The 2024-2025 Program Monitoring Validation for the Title I, Part C program will only accept documentation for the previous school year to ensure TEA is provided with adequate documentation to support the selected requirement.

Interstate/Intrastate Coordination

Interstate/Intrastate Coordination

The LEA ensures 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)]

Interstate/Intrastate Coordination

Documentation Required

1.1 MSIX Notifications

Acceptable Documentation

- A minimum of 2 and no more than 4 samples of MSIX Notifications

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.1

A minimum 2 and no more than 4 samples of MSIX notifications

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

- Documentation submitted does not reference Interstate/Intrastate Coordination.

- Sample documentation was not for the prior year.

Interstate/Intrastate Coordination

Documentation Required

1.2 Copies of call logs

Acceptable Documentation

- A minimum of 2 and no more than 4 samples of call logs documenting communication between the LEA/ESC MEP staff and receiving or sending LEA/State, if applicable. If not applicable, provide a comment.

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.2

A minimum of 2 and no more than 4 samples of call logs documenting communication between the LEA/ESC MEP staff and 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 is not for the prior school year.

Interstate/Intrastate Coordination

Documentation Required

1.3 Copies of emails

Acceptable Documentation

- A minimum of 2 and no more than 4 samples of emails between the LEA/ESC MEP staff and the receiving or sending LEA/State, if applicable. If not applicable, provide a comment.

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.3

A minimum of 2 and no more than 4 samples 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 prior school year.

Interstate/Intrastate Coordination

Documentation Required

1.4 Written Procedures for Sharing/Obtaining Student Records

Acceptable Documentation

- Written procedures followed for sharing and/or obtaining migratory student records with/from other districts and states

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.4

Written procedures followed for sharing and/or obtaining migratory student records with/from other districts and states

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 prior school year.

Interstate/Intrastate Coordination

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

Documentation Required

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

Acceptable Documentation

- A written statement that states, "There was no request for records from another LEA or had no need for this type of service due to no mobility."

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.5

A written statement that shows why there was no request for records from another LEA or had no need for this type of service due to no mobility.

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

- Documentation does not include the statement about why there was no request for records from another LEA or had no need for this type of service.

- Documentation submitted was not for the prior school year

Interstate/Intrastate Coordination

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

Documentation Required

1.6 TX-NGS Student Unique Count

Acceptable Documentation

- TX-NGS Student Unique Count Report for the prior school year showing no students identified.

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.6

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

Issues that may result in an "Improvement Needed" status

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

Thank you!

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