

2025-2026 Program Monitoring Validation Guidance Document

Program: Title I, Part C

Requirement: Migratory Parent Advisory Council

Documentation Requested

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 validation process may not include all forms of documentation required to be maintained locally.

Please include the following selected documentation referenced in the table below to demonstrate compliance with the program requirement described. TEA will utilize the following table during the review of documentation to determine if the LEA submitted sufficient documentation to support LEA compliance.

The documentation submitted for TEA review should show evidence of compliance in the 2024-2025 grant year for the program requirement selected.

The following documentation is requested to be submitted **by 5:00 pm CST on or before December 19, 2025**, via the Federal Program Compliance Division Program Monitoring Validations Smartsheet WorkApp system.

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 PAC Meeting Agendas	2024-2025	Maximum of two (2) samples of agendas for MEP parent advisory council meetings.
1.2 PAC Meeting Notes	2024-2025	Maximum of two (2) samples of meeting notes/minutes that capture meaningful consultation during MEP parent advisory council meetings.
1.3 Documentation of Attendance	2024-2025	Maximum of two (2) samples of documentation of attendance for MEP parent advisory council meetings i.e., sign-in sheets, electronic attendance roster.
1.4 Documentation that meetings are offered at times that parents of migratory children could attend, and that meetings are conducted in a language that the parents could understand, or that	2024-2025	Maximum of two (2) samples of communication regarding options for meeting times, dates and modality; Or Meeting invites, etc.

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
translation is provided, as needed.		
1.5 If no PAC has been established due to no participation, the following must be readily available: Evidence to show that efforts have been made to establish a PAC, but due to factors such as extreme geographical distance, low numbers of identified migratory families within the LEA, etc., a PAC has not been established.	2024-2025	Maximum of two (2) samples of communication regarding options for meeting times, dates and modality; And Meeting invites, etc. Or Unique student count report from TX-NGS.

Instructions for Assembling Documentation

Assemble the requested material into **one PDF file**.

- Ensure that the PDF file contains the required documentation as described above.
- Do not submit extraneous documentation.
- 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 handwritten if that is most convenient, should be referenced in the online WorkApp Details Form.

LEAs may reference the 2025-2026 Program Monitoring Validation Process Handbook for general information about the overall process (i.e., documentation submission instructions, documentation review process, and additional resources).

Resources

Each regional Education Service Center (ESC) is required to offer and provide technical assistance related to the program monitoring validation process. Please consult with ESC staff if there are questions or if additional information is needed. Regional ESC Federal Program staff information can be located on the [Texas Migrant Education Program \(TMEP\) Portal](#).

The following resources are also available on the [TEA ESSA Program Monitoring Validations webpage](#):

- Program-Specific Training Video and Slides;

- Instructions for Submitting Documentation Training Video and Slides; and
- Overview of the 2025-2026 Program Monitoring Validation Process Training Video, Slides, and Handbook.

Statutory Requirement References

The requirement is referenced in the following documents.

Every Student Succeeds Act (ESSA) Citation & Statute Language	<p>Section 1304(c)(3)</p> <p>(c) ASSURANCES.—Each such application shall also include assurances that—</p> <p>(3) In the planning and operation of programs and projects at both the State and local agency operating level, there is consultation with parents of migratory children, including parent advisory councils, for programs not less than 1 school year in duration, and that all such programs and projects are carried out—</p> <p>(A) in a manner that provides for the same parental involvement as is required for programs and projects under section 1116, unless extraordinary circumstances make such provision impractical; and (B) in a format and language understandable to the parents.</p>
TEA ESSA Program-Specific Provisions & Assurances	<p>Assurances Relating to the Migrant Parent Advisory Council (PAC) and Parental Engagement [Section 1304(c)(3)]</p> <p>The school system assures the following:</p> <ol style="list-style-type: none"> 1. The LEA has established a parent advisory council (PAC) for the migrant program and provides an opportunity for appropriate consultation in the planning, implementation, and evaluation of the LEA's migrant program. [Sections 1304(c)(3); 1306(a)(1)(B)(ii); and 1116] 2. To ensure parental participation in the MEP, the migrant-funded LEA with programs of one school year in duration will establish an LEA-wide migrant parent advisory council (PAC) which will be composed of a majority of such parents. <ol style="list-style-type: none"> a. In the case of migrant-funded Shared Services Arrangements (SSAs), the fiscal agent will establish a region-wide migrant parent advisory council elected by migratory parents from the respective LEAs in the SSA. Migrant-funded LEAs and SSA fiscal agents shall establish and consult a PAC even if the contracting agents have schoolwide programs. To the extent feasible, contracting agents with schoolwide program schools assure that their schoolwide campuses will have meaningful consultation with both the LEA-wide PAC and parents of migratory students attending the schoolwide program school.

	<p>3. The LEA or SSA fiscal agent will have meaningful consultation with parents of migratory children including the migrant parent advisory council (PAC) in the planning and operation of the local migrant education program. “Meaningful consultation” includes, but is not limited to both of the following:</p> <ul style="list-style-type: none"> a. Providing copies of pertinent district and campus improvement plans, state plans, state and federal laws, regulations, and rules; copies of reports resulting from audits, TEA monitoring visits, and complaint investigations; and copies of LEA needs assessments, evaluations, TX-NGS reports, and Standard Application System (SAS) funding applications that describe the academic performance and service of migratory students in comparison to other student populations; b. Providing empowerment training for PAC members at no cost to parents; said training includes, but is not limited to, providing PAC members, in their dominant language, a clear understanding of the key issues and decision points from aforementioned data sources to facilitate informed input and advice to the LEA before program designs and decisions are finalized. <p>4. The planning and implementation of the LEA’s Migrant Education Program provides for the same parental involvement as required for programs and projects under Section 1116.</p> <p>5. PAC meetings must be conducted in a format and language that is understandable to migratory parents. To ensure full parent participation, PAC meetings should be held at times convenient for the migratory parents and transportation and childcare should be offered.</p> <p>6. The LEA coordinates/provides training/resources to parents of migratory children on reading strategies, mathematics strategies; developmentally appropriate school readiness resources and strategies; and/or information and resources about college/career opportunities. Section 1304 (c)(1) and (c)(6)</p>
TEA Compliance Report Program Compliance Self- Check Item	<p>Parent and Family Engagement (Part 2.D.1)</p> <p>The LEA/fiscal agent has established a parent advisory council (PAC) for the migrant program and provides an opportunity for appropriate consultation in planning, implementation, and evaluation of the LEA’s migrant program.</p>

Contact Information

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at ESSAsupport@TEA.Texas.gov. A directory of TEA program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).