

## 2025-2026 Program Monitoring Validation Guidance Document

**Program: Title I, Part C**

**Requirement: Program Evaluation**

### 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
<b>1.1 District Improvement Plan</b>	2024-2025	District Improvement Plan pages addressing additional services offered to the migratory students based on the LEA MEP evaluation.
<b>1.2 Services identified/offered</b>	2024-2025	List of improved services offered to the migratory students; Or Other document showing how results were used to improve services to migratory students.
<b>1.3 Evaluation Planning Meeting Notes</b>	2024-2025	Maximum of two (2) samples of Evaluation Planning Meeting notes.

### 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.

- c. 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;
- 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.

<p><b>Every Student Succeeds Act (ESSA) Citation &amp; Statute Language</b></p>	<p>Section 1304(b)(1), (b)(2)                      (b) PROGRAM INFORMATION.—Each such application shall include—                      (1) a description of how, in planning, implementing, and evaluating programs and projects assisted under this part, the State and its local operating agencies will ensure that the unique educational needs of migratory children, including preschool migratory children and migratory children who have dropped out of school, are identified and addressed through—                      (A) the full range of services that are available for migratory children from appropriate local, State, and Federal educational programs;                      (B) joint planning among local, State, and Federal educational programs serving migratory children, including language instruction educational programs under part A of title III;                      (C) the integration of services available under this part with services provided by those other programs; and                      (D) measurable program objectives and outcomes;</p>
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	<p>(2) a description of the steps the State is taking to provide all migratory students with the opportunity to meet the same challenging State academic standards that all children are expected to meet;</p> <p>Section 1304(c)(4-5)</p> <p>(c) ASSURANCES.—Each such application shall also include assurances that—</p> <p>(4) in planning and carrying out such programs and projects, there has been, and will be, adequate provision for addressing the unmet education needs of preschool migratory children and migratory children who have dropped out of school;</p> <p>(5) the effectiveness of such programs and projects will be determined, where feasible, using the same approaches and standards that will be used to assess the performance of students, schools, and local educational agencies under part A;</p>
<b>TEA ESSA Program-Specific Provisions &amp; Assurances</b>	<p>Program-Specific Assurances</p> <ol style="list-style-type: none"> <li><b>1. Program Evaluation</b> - The LEA must conduct an annual evaluation of their Migrant Education Program. [Section 1306(a)(1)(C)]. Use the finding to modify and improve the MEP.</li> <li>In planning, implementing, and evaluating the MEP, there has been, and will be adequate provision for addressing the unmet needs of preschool migratory children and migratory children who have dropped out of school, as well as the identification and recruitment of such children. [Section 1304(c)(4)]</li> </ol>
<b>TEA Compliance Report Program Compliance Self-Check Item</b>	<p>Evaluation (Part 2.E.2)</p> <p>The LEA/fiscal agent uses the program evaluation results to improve services to its migratory students. [Section 1304 (b)(1), (b)(2), and (c)(5)]</p>

## Contact Information

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