2025-2026 Program Monitoring Validation Guidance Document

Program: Title I, Part C

Requirement: Records Transfer

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 Written Procedures for sharing and/or obtaining migratory student records	2024-2025	Written procedures followed for sharing and/or obtaining migratory student records via MSIX with/from other districts and states.
1.2 If records were requested and transferred, provide: Communication from entity via MSIX or Response Request	2024-2025	Maximum of two (2) samples of communication from another **entity** via MSIX regarding data request for student records i.e., data request email notification from MSIX; And Maximum of two (2) samples of communication from your **LEA/fiscal agent** responding to the requestor with the student records i.e., data request email notification from MSIX. Or Statement that No Data Requests received from MSIX.

Instructions for Assembling Documentation

Assemble the requested material into **one PDF file**.
   a.   Ensure that the PDF file contains the required documentation as described above.
   b.   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; 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	Section 1304(b)(3) (b) PROGRAM INFORMATION.—Each such application shall include— (3) a description of how the State will use funds received under this part to promote interstate and intrastate coordination of services for migratory children, including how the State will provide for educational continuity through the timely transfer of pertinent school records, including information on health, when children move from one school to another, whether or not such move occurs during the regular school year;
TEA ESSA Program-Specific Provisions & Assurances	Program-Specific Assurances

	11. **Interstate/Intrastate Coordination including TX-NGS and MSIX** -The LEA ensures interstate/intrastate coordination of services for migratory children to provide educational continuity through timely transfer of pertinent student records. [Section 1304(b)(3)] a. Data collection and data entry [Section 1308(A)] are district-wide activities occurring year-round. b. All required TX-NGS enrollments and student demographic, educational, and health data is collected and entered in TX-NGS following MEP required timelines and procedures as outlined in the *TX-NGS/MSIX Manual.* c. The LEA has local policies and procedures in place to ensure that migratory student records are requested and transferred in a timely manner. [Section 1304(b)(3)]. This includes responding to MSIX notifications according to the required timelines.
TEA Compliance Report Program Compliance Self-Check Item	Records Transfer (Part 2.I.1) The LEA/fiscal agent has policies and procedures in place to ensure that migratory student records are requested and transferred in a timely manner. [Section 1304 (b)(3)]

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.