

## 2025-2026 Program Monitoring Validation Guidance Document

### Program: Title I, Part A

### Requirement: Written Parent and Family Engagement Policies

### 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, school systems 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 school system submitted sufficient documentation to support 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</b> Copy of 2024-2025 PFE Policy for LEA	2024-2025	Copy of 2024-2025 PFE Policy for LEA that includes all the statutorily required information
<b>1.2</b> Evidence showing that the LEA developed its written 2024-2025 PFE policy in consultation with parents and family members of participating children	2024-2025	Meeting documentation (including agenda, meeting notes/minutes, and sign-in sheet) as evidence that the LEA developed its written 2024-2025 PFE policy in consultation with parents and family members of participating children
<b>1.3</b> Copy of 2024-2025 Campus PFE Policy for the campus selected by TEA.	2024-2025	Copy of 2024-2025 PFE Policy for the campus that includes all the statutorily required information
<b>1.4</b> Evidence showing that the campus developed its written 2024-2025 PFE policy in consultation with parents and family members of participating children	2024-2025	Meeting documentation (including agenda, meeting notes/minutes, and sign-in sheet) as evidence that the campus developed its written 2024-2025 PFE policy in consultation with parents and family members of participating children

## 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.

School systems 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 right-hand side of the [Title I, Part A webpage](#) in the Contact Information section.

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.

<b>Every Student Succeeds Act (ESSA) Citation &amp; Statute Language</b>	<p>Sec.1116(a)(2) WRITTEN [LEA] POLICY.—Each local educational agency that receives funds under this part 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—</p> <p>A. involve parents and family members in jointly developing the local educational agency plan under section 1112, and</p>
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	<p>the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d).</p> <p>B. provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;</p> <p>C. coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs;</p> <p>D. conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—</p> <ul style="list-style-type: none"><li>i. barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);</li><li>ii. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and</li><li>iii. strategies to support successful school and family interactions;</li></ul> <p>E. use the findings of such evaluation in subparagraph (D) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section; and</p> <p>F. involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of</p>
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	<p>the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.</p> <p>Section 1116(b)(1) [Written Campus Policy]: 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.</p>
<b>TEA ESSA Program-Specific Provisions &amp; Assurances</b>	<p>Assurances Relating to Parent and Family Engagement(#4): The LEA shall develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy. This policy shall be incorporated into the LEA's plan developed under Section 1112, establish the LEA's expectations and objectives for meaningful parent and family involvement, and describe how the LEA will— [Section 1116(a)(2)]</p> <ul style="list-style-type: none"> <li>a. Involve parents and family members in jointly developing the LEA plan under Section 1112, and the development of support and improvement plans under Section 1111(d);</li> <li>b. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;</li> <li>c. Coordinate and integrate parent and family engagement strategies under Title I, Part A with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs;</li> <li>d. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under Title I, Part A, including identifying—       <ul style="list-style-type: none"> <li>1) Barriers to greater participation by parents in activities authorized in Section 1116, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background.</li> </ul> </li> </ul>

	<p>2) The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and</p> <p>3) Strategies to support successful school and family interactions.</p> <p>e. Use the findings of such evaluation to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in Section 1116.</p> <p>f. Involve parents in the activities of the LEA's Title I, Part A schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents and family members served by the LEA to adequately represent the needs of the population served for the purposes of developing, revising, and reviewing the parent and family engagement policy.</p> <p>Assurances Relating to Parent and Family Engagement (#5 &amp; 6): Each Title I, Part A school 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 parental involvement requirements related to— a. Policy involvement; b. Shared responsibilities for high student academic achievement; c. Building capacity for involvement; and d. Accessibility. 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</p>
<p><b>TEA Compliance Report Program Compliance Self- Check Item</b></p>	<p>B. Parent and Family Engagement (Compliance Item 1): The LEA has a written parent and family engagement policy that is incorporated into the LEA's plan developed under section 1112 and establishes the LEA's expectations and objectives for meaningful parent and family involvement. [Section 1116 (a)(2)]</p> <p>B. Parent and Family Engagement (Compliance Item 3) Each school served 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. 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.</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](#).