



# Federal Program Compliance Division Program Monitoring Validations

## Title I, Part A LEA and Campus PFE Policies

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2. The content of this presentation is subject to change as a result of future guidance and or other updates provided by federal agencies with regulatory oversight of these programs.
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# 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 that are required to be maintained locally.

# Today's Agenda

- Title I, Part A – LEA and Campus PFE Policies
  - Program Requirements
  - Acceptable Documentation
  - Past Validation Issues
  - Examples
  - Resources Available



# Title I, Part A Program Requirement

## Title I, Part A Parent and Family Engagement (PFE) Policies

Each LEA that receives Title I, Part A funds 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— ... [See Guidance document for full text.] [Section 1116(a)(2)]

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. [Section 1116(b)(1)]

## ***Documentation Required –PFE Policies Item 1.1***

2024-2025 PFE Policy for LEA



### ***Acceptable Documentation***

Copy of 2024-2025 LEA PFE Policy. Policy should include all the statutorily required information, as appropriate.



# LEA PFE Policy Checklist

- Specific to the LEA
- Expectations and objectives
- Describe how

<https://static1.squarespace.com/static/652e8c0034a5237073de5d0c/t/66c7959442c63e799698c609/1724355988659/3.0+Written+PFE+Policy+Toolkit.pdf>

## The LEA policy will:

- Explain the LEA's participation in the Title I program
- Establish expectations and objectives for meaningful PFE
- Describe how the LEA will:
  - Involve parents in developing a plan and development of support a school improvement plans
  - Distribute the PFE Policy to parents
  - Provide coordination, technical assistance, and other support necessary to assist and build capacity of all schools
  - Coordinate & integrate PFE Strategies
  - Conduct, with involvement of parents, an annual evaluation of the PFE program & policy
  - Involve parent in the activities
- A translation statement stating where/how the policy can be accessed in other languages based on their translation policy. (Be sure to put this in the other language.)



## ***Documentation Required – PFE Policies Item 1.1***

2024-2025 PFE Policy for LEA



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted.
- LEA’s PFE policy did not address the required content.
- Documentation submitted was not for the specified school year.

# Meeting Documentation Required

## ***Documentation Required – LEA PFE Policy Item 1.2***

Meeting agenda, meeting notes or minutes, and participant roster for **one meeting** documenting the LEA's PFE policy development and review process



## ***Documentation Requirements***

- Meeting agenda, meeting minutes or notes, and sign-in sheet for one meeting that provides evidence of the participation of parents in the development, review, and revision of the LEA's 2024-2025 PFE policy. It should be clear from the documentation that parents had a genuine opportunity to participate in the process. A majority of the participants should be parents/grandparents/guardians of children attending Title I, Part A campuses in the LEA.
- The documentation submitted should provide evidence that the LEA's PFE policy development and review process referenced in Item 1.1 was followed.

# Meeting Documentation Required

**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 participant signatures for virtual meetings.



Meeting Documentation	Meeting Title	Campus Name	Location	Date	Time	Stakeholder Names	Stakeholder Roles
Agenda	✓	✓	BP	✓	✓		
Notes/Minutes	✓	✓	BP	✓	✓	BP	BP
Participant Roster	✓	✓	BP	✓	✓	✓	✓*

*\*Parent roles may not be filled by LEA employees.*

✓ = Required

BP = Best Practice

# Meeting Documentation Required

## ***Documentation Required – LEA PFE Policy Item 1.2***

Meeting agenda, meeting notes or minutes, and participant rosters documenting the PFE policy development and review process



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted
- Documentation submitted does not indicate that parents had a genuine opportunity to participate in the development/review/revision of the LEA’s PFE policy.
- Documentation does not indicate sufficient parent representation in the development/review/revision of the LEA’s PFE policy.
- Documentation submitted was not for the specified school year.



## ***Documentation Required –PFE Policies Item 1.3***

2024-2025 PFE Policy for selected campus



### ***Acceptable Documentation***

Copy of 2024-2025 Campus PFE Policy. Policy should include all the statutorily required information, as appropriate.

# Campus PFE Policy Checklist

- Specific to the campus
- Describe how

## The school policy should address, at a minimum:

- Information about the PFE program, funding, & possible review by TEA
- Information about family activities & meetings (including the Annual Title I Meeting) which must be offered at *flexible times*,
- Information on how to be involved in the planning, review, and improvement of PFE programs and the policy
- A description and explanation of the school's curriculum,
- Forms of academic assessment,
- Expected achievement levels on academic assessments,
- Ways to request regular meetings
- Parent Compact (can be a component of the PFE Policy or separate)
- \*\*A translation statement stating where/how the policy can be accessed in other languages. \*\* (be sure to put this in the other language(s)).

# Title I, Part A PFE Policies

## ***Documentation Required – PFE Policies Item 1.3***

2024-2025 Campus PFE Policy for Specified Campus



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted.
- PFE policy submitted was not specific to the campus selected.
- Campus’s PFE policy did not address the required content.
- Documentation submitted was not for the specified school year.






# Meeting Documentation Required

## ***Documentation Required – Campus PFE Policy Item 1.4***

Meeting agenda, meeting notes or minutes, and participant roster for **one meeting** documenting the campus's PFE policy development and review process



## ***Documentation Requirements***

- 
- A blue icon representing a document with a speech bubble. The document is shown as a white sheet of paper with a blue border, and a blue speech bubble is positioned to its right, containing three horizontal lines representing text.
- Meeting agenda, meeting minutes or notes, and sign-in sheet for one meeting that provides evidence of the participation of parents in the development, review, and revision of the campus's 2024-2025 PFE policy. It should be clear from the documentation that parents had a genuine opportunity to participate in the process. A majority of the participants should be parents/grandparents/guardians of children attending the Title I, Part A campus.
  - The documentation submitted should provide evidence that the campus's PFE policy development and review process referenced in Item 1.3 was followed.

# Meeting Documentation Required

**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 participant signatures for virtual meetings.



Meeting Documentation	Meeting Title	Campus Name	Location	Date	Time	Stakeholder Names	Stakeholder Roles
Agenda	✓	✓	BP	✓	✓		
Notes/Minutes	✓	✓	BP	✓	✓	BP	BP
Participant Roster	✓	✓	BP	✓	✓	✓	✓*

*\*Parent roles may not be filled by LEA employees.*

✓ = Required

BP = Best Practice

# Meeting Documentation Required

## ***Documentation Required – Campus PFE Policy Item 1.4***

Meeting agenda, meeting notes or minutes, and participant rosters documenting the PFE policy development and review process



### ***Issues that may result in an “Improvement Needed” status***

- Auditable documentation requested was not submitted
- Documentation submitted does not indicate that parents had a genuine opportunity to participate in the development/review/revision of the campus’s PFE policy.
- Documentation does not indicate sufficient parent representation in the development/review/revision of the campus’s PFE policy.
- Documentation submitted was not for the specified school year.



## Common issues found –

- Old statute is cited (No Child Left Behind; Improving America's Schools Act) in policy and/or in other PFE materials;
- No mention of evaluating PFE program or using the PFE results;
- Not enough parents participating in the review/revision of the PFE policy;
- LEA employees cannot be parent representatives [TEC 11.251].

## Common issues found –

- Missing one or more of the LEA PFE policy requirements;
- Wrong school year;
- Campus policy, not LEA policy;
- Mismatched supporting documentation [agenda, meeting notes, sign-in sheets not for same meeting];
- What is submitted is not a policy.



# Non-compliant Example

## Parent and Family Engagement (All Grade Levels)

### Working Together

Experience and research tell us that a child succeeds in education with good communication and a strong partnership between home and school. A parent's involvement and engagement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child every day to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page .]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office at [REDACTED] for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page .]
- Becoming a school volunteer. [See **Volunteers** on page and policy GKG for more information.]
- Participating in campus parent organizations. Parent organizations include: Activity Booster Clubs

## Excerpt from a Student Handbook submitted as an LEA or campus PFE policy

- NOT a policy
- Does NOT address LEA or campus PFE requirements

# Compliant Example

Requirement	Plan
<p>1. [REDACTED] Elementary 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 ESSA Section 1116 subsections (c) through (t). 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. Section 1116 (b)(1) &amp; (e) (5)</p>	<p>[REDACTED] Elementary intends to include parents in all aspects of the campus' Title I Program and Parental Involvement Policy. The goal is a school-home partnership that will help all students in the district to succeed. Parents and district personnel will meet to develop our Campus' Parental Involvement Policy. Parents will be invited from the elementary to be part of the process. Campus Parent &amp; Family Engagement (PFE) Policy to ensure that it is presented in a format and written in a language parents/families can understand. The PFE Policy is provided to parents in English &amp; Spanish in the [REDACTED] ISD Student Handbook as well as on the [REDACTED] SD website.</p>
<p>[REDACTED] Elementary shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) (Campus Improvement Plan), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children; Section 1116 (c)(3)</p>	<p>Parent participation opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to their child's education, if requested by the parent. Parents may request a meeting with the principal by phone, email, or in writing. In addition, parents may attend the scheduled yearly and semester meetings. [REDACTED] ISD enlists parents annually to participate in the District Educational Improvement Committee (DEIC), which meets to review the Comprehensive Needs Assessment as well as the District Improvement Plan. Committee members provide feedback and make recommendations on possible updates. The DEIC meets several times throughout the school year.</p>
<p>3. [REDACTED] Elementary shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. to inform</p>	<p>Families will have the opportunity to participate and collaborate in the Title I programs, Family Engagement Policies, and campus specific School-Parent Compacts. One meeting will be held annually to review/revise the compact and policy. Every family and community member is always</p>

## Effective Format

- Clear statement of requirement
- Clear actions to be taken by campus



## Common issues found –

- Policy is not for the correct year;
- No mention of evaluating PFE program or using the PFE results;
- Old statute is cited (No Child Left Behind; Improving America's Schools Act) in policy and/or in other PFE materials;
- Combined LEA and campus PFE policy (which is allowable for single campus LEAs) does not include all requirements for both.

- There are templates!
- LEA and campus could use the template to assess the current state of the policies.  
[Built-in RELEVANT activity for LEA's and campus's PFE policy review committees.]
- TEA uses the templates when reviewing the validation submissions.
- Documentation submitted for validation should address the question(s) asked. If it is submitted, TEA must review it!

# Resources and Support

# 2025-2026 Program Monitoring Validations Process Online Resources



- **Overall Process Resources**

- 2025-2026 PMV Process Handbook
- Instructions for Submitting Documentation, Training Video, and Training Slides
- Navigating the Smartsheet WorkApp System Video

- **Program-Specific Resources**

- Guidance Documents for each Program/Requirement
- Training Videos and Training Slides for each Program/Requirement

[ESSA Program Monitoring Validations Webpage](#)

# Federal Program Compliance Division Program Monitoring Validations – Title I, Part A

## ESSA Program Monitoring Validations Webpage



### Guidance Document

**Federal Program Compliance Division**

**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, 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 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
1.2 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
1.3 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
1.4 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

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### Training Slides

**Federal Program Compliance Division  
Program Monitoring Validations**

**Title I, Part A  
LEA and Campus PFE Policies**

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### Training Video

**Federal Program Compliance Division  
Program Monitoring Validations**

**Title I, Part A  
LEA and Campus PFE Policies**

0:00 / 3:10

# Federal Program Compliance Division

## Program Monitoring Validations – Title I, Part A



- Education Service Center (ESC) Support
  - Complimentary technical assistance and training are available from each regional ESC
  - ESC Contacts for each regional center are located towards the bottom of the [TEA Title I, Part A webpage](#)

# Contact Information

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