



Federal Program Compliance Division Program Monitoring Validations

Title I, Part C - Program Evaluation

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Federal Program Compliance Division Program Monitoring Validations – Title I, Part C

ESSA Program Monitoring Validations Webpage

Guidance Document



Federal Program Compliance Division

TEA

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
1.1 District Improvement Plan, MEP Section	2024-2025	District Improvement Plan (MEP)-specific section with additional services offered to the migratory students based on the LEA MEP evaluation.
1.2 Services Identified/offered	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.
1.3 Evaluation Planning Meeting Notes	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.

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V1.0 07/14/2025

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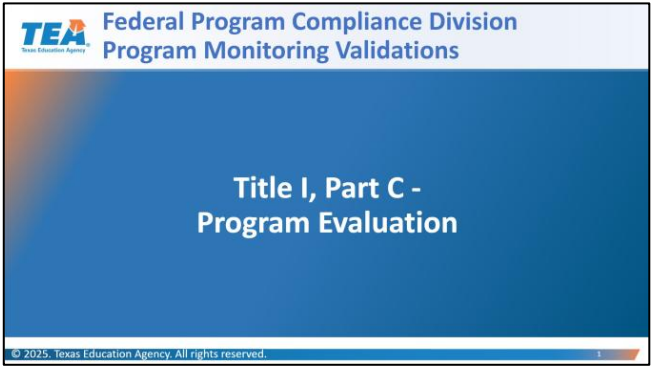
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Federal Program Compliance Division

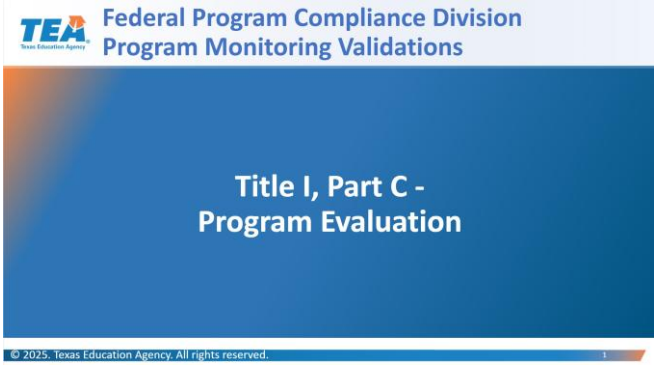
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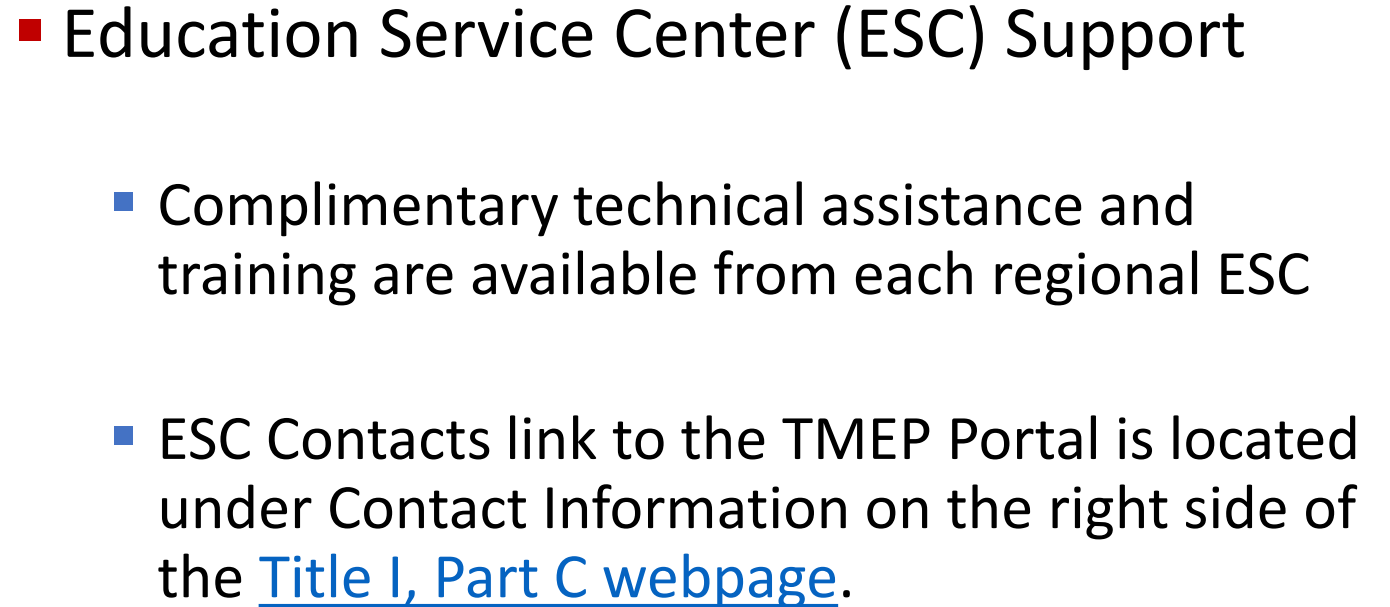
Training Slides



Training Video



4



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.

Program Evaluation

Title I, Part C Program Requirement – Program Evaluation

Program Evaluation

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;

(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;

Title I, Part C Program Requirement – Program Evaluation

(continued)

Section 1304(c)(4-5)

(c) ASSURANCES.—Each such application shall also include assurances that—

(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;

(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;

Title I, Part C Program Requirement – Program Evaluation

(continued)

Sections 1306(a)(1)(C) and (D)

(a) COMPREHENSIVE PLAN.—

(1) IN GENERAL.—Each State that receives assistance under this part shall ensure that the State and its local operating agencies identify and address the unique educational needs of migratory children in accordance with a comprehensive State plan that—

(C) provides that migratory children will have an opportunity to meet the same challenging State academic standards that all children are expected to meet;

(D) specifies measurable program goals and outcomes;

Documentation Required

1.1 District Improvement Plan, MEP Section

Acceptable Documentation

District Improvement Plan pages addressing additional services offered to migratory students based on the LEA MEP evaluation.

Documentation Required – Program Evaluation Item 1.1

District Improvement Plan pages addressing additional services offered to migratory students based on the LEA MEP evaluation.



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the additional services offered to migratory students based on the LEA MEP evaluation.
- Documentation submitted was not for activities that took place during the prior school year.

Documentation Required

1.2 Services identified,
offered

Acceptable Documentation

- List of improved services offered to the migratory students;
- Or
- Other document showing how results were used to improve services to migratory students.

Documentation Required – Program Evaluation Item 1.2

List of improved services offered to the migratory students, or other document showing how results were used to improve services to migratory students.



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference improved services offered to migratory students.
- Documentation submitted was not for activities that took place in the prior year.

Meeting Documentation Requested



Standard Documentation

✓ Meeting Notes/Minutes

Documentation Required

1.3 Evaluation Planning
Meeting Notes

Acceptable Documentation

A maximum of two (2) samples of Evaluation
Planning Meeting Notes

Documentation Required – Program Evaluation Item 1.3

A maximum of two (2) samples of Evaluation Planning Meeting Notes



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted did not address the evaluation planning meeting(s).
- Documentation submitted was not for activities that took place in the prior year.

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](#)

Thank you!



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