



# Federal Program Compliance Division Program Monitoring Validations

## Title I, Part C – Migratory Parent Advisory Council

# Legal Disclaimer

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### ESSA Program Monitoring Validations Webpage

### Guidance Document

### Training Slides



Federal Program Compliance Division		
<b>2025-2026 Program Monitoring Validation Guidance Document</b> <b>Program: Title I, Part C</b> <b>Requirement: Migratory Parent Advisory Council</b> <b>Documentation Requested</b> <p>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.</p> <p>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.</p> <p>The documentation submitted for TEA review should show evidence of compliance in the 2024-2025 grant year for the program requirement selected.</p> <p>The following documentation is requested to be submitted by 5:00 pm CST on or before <b>December 19, 2025</b>, via the Federal Program Compliance Division Program Monitoring Validations SmartSheet WorkApp system.</p>		
Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 PAC Meeting Agendas	2024-2025	Maximum of two (2) samples of agendas for MEP parent advisory council meetings.
1.2 PAC Meeting Notes	2024-2025	Maximum of two (2) samples of meeting notes/minutes that capture meaningful consultation during MEP parent advisory council meetings.
1.3 Documentation of Attendance	2024-2025	Maximum of two (2) samples of documentation of attendance for MEP parent advisory council meetings i.e., sign-in sheets, electronic attendance roster.
1.4 Documentation that meetings are offered at times that parents of migratory children could attend, and that meetings are conducted in a language that the parents could understand, or that	2024-2025	Maximum of two (2) samples of communication regarding options for meeting times, dates and <u>modality</u> . Or Meeting invites, etc.
Federal Program Compliance Division V1.0-02/14/2025		
Federal Program Compliance Division V1.0-02/14/2025		
Federal Program Compliance Division V1.0 07/14/2025		




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 Program Monitoring Validations

Title I, Part C Migrant - Parent Advisory Council

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### Training Video



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# Federal Program Compliance Division

## Program Monitoring Validations – Title I, Part C



- Education Service Center (ESC) Support
  - Complimentary technical assistance and training are available from each regional ESC.
  - ESC Contacts link to the TMEP Portal is located under Contact Information on the right side of the [Title I, Part C webpage](#).

# 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.

# Migratory Parent Advisory Council

# Title I, Part C Program Requirement – Migratory Parent Advisory Council (PAC)

## **Migratory Parent Advisory Council (PAC)**

### *Section 1304(c)(3)*


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

(3) In the planning and operation of programs and projects at both the State and local agency operating level, there is consultation with parents of migratory children, including parent advisory councils, for programs not less than 1 school year in duration, and that all such programs and projects are carried out—

(A) in a manner that provides for the same parental involvement as is required for programs and projects under section 1116, unless extraordinary circumstances make such provision impractical; and (B) in a format and language understandable to the parents.



# Meeting Documentation Requested

A spiral-bound notebook is shown at an angle, tilted towards the right. The notebook has a silver-colored metal spiral binding along its top edge. The pages are white and appear slightly aged. The text "Standard Documentation" is written in a bold, black, sans-serif font on the top page. Below this, there is a list of four items, each preceded by a red checkmark. The notebook is set against a light blue background with a subtle grid pattern.

## Standard Documentation

- ✓ Meeting Agendas
- ✓ Meeting Notes/Minutes
- ✓ Sign-In Sheets or electronic attendance rosters
- ✓ Meeting Invites/Communication

# Meeting Documentation

**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 a participant signature.

## ***Documentation Required***

### 1.1 PAC Meeting Agendas

## ***Acceptable Documentation***

A maximum of two (2) samples of agendas for MEP parent advisory council meetings

# Migratory Parent Advisory Council (PAC)

## ***Documentation Required – Parent Advisory Council Item 1.1***

A maximum of two (2) samples PAC Meeting Agendas for the prior school year.



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

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the PAC Meetings.
- Documentation submitted was not for activities that took place in the prior school year.

## ***Documentation Required***

1.2 PAC Notes/Minutes

## ***Acceptable Documentation***

A maximum of two (2) samples of meeting notes/minutes that capture meaningful consultation during MEP parent advisory council meetings

# Migratory Parent Advisory Council (PAC)

## ***Documentation Required – Parent Advisory Council Item 1.2***

A maximum of two (2) samples of meeting notes/minutes that capture meaningful consultation during MEP parent advisory council meetings



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

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference PAC notes/minutes.
- Documentation does not show evidence of meaningful consultation.
- Documentation submitted was not for activities that took place in the prior school year.

## ***Documentation Required***

### 1.3 Documentation of Attendance

## ***Acceptable Documentation***

A maximum of two (2) samples of documentation of attendance for MEP parent advisory council meetings i.e., sign-in sheets, electronic attendance rosters.

# Migratory Parent Advisory Council (PAC)

## ***Documentation Required – Parent Advisory Council Item 1.3***

A maximum of two (2) samples of documentation of attendance for MEP parent advisory council meetings (i.e., sign-in sheets, electronic attendance rosters).



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

- Auditable documentation requested was not submitted.
- Documentation submitted does not include evidence of PAC attendance.
- Documentation submitted was not for activities that took place in the prior year.



## ***Documentation Required***

1.4 Documentation that meetings are offered at times that parents of migratory children could attend, and that the meetings are conducted in a language that the parents could understand, or that translation is provided, as needed.

## ***Acceptable Documentation***

- A maximum of two (2) samples of communication regarding options for meeting times, dates, and modality;

**Or**

- Meeting invitations, etc.

# Migratory Parent Advisory Council (PAC)

## ***Documentation Required – Parent Advisory Council Item 1.4***

A maximum of two (2) samples of communication regarding options for meeting times, dates, and modality; or meeting invitations, etc.



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

- Auditable documentation requested was not submitted.
- Documentation submitted does not include evidence of PAC communication that shows evidence of options of meeting times and modality.
- Documentation submitted was not for activities that took place in the prior year.

## ***Documentation Required***

1.5 If no PAC has been established due to no participation, the following must be readily available:

Evidence to show that efforts have been made to establish a PAC, but due to factors such as extreme geographical distance, low numbers of identified migratory families within the LEA, etc., a PAC has not been established

## ***Acceptable Documentation***

- A maximum of two (2) samples of communication regarding options for meeting times, dates and modality;

***And***

- Meeting invites, etc.

***Or***

- Unique student count report from TX-NGS

# Migratory Parent Advisory Council (PAC)

## ***Documentation Required – Parent Advisory Council Item 1.5***

Maximum of two (2) samples of communication regarding options for meeting times, dates and modality; **or** meeting invites, etc., **and** Unique Student Count Report from TX-NGS



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

- Auditable documentation requested was not submitted.
- Documentation submitted does not include evidence that efforts have been made to establish a PAC.
- Documentation submitted was not for activities that took place in the prior year.

# Migratory Parent Advisory Council (PAC) Additional Guidance

Documentation requested is for a maximum of two (2) Migratory PAC meetings held during the 2024-2025 school year. The documentation submitted should be all requested documentation for the same meeting.

**At minimum** - Example Meeting 1:

- 1.1 PAC Meeting Agenda
- 1.2 PAC Meeting Notes
- 1.3 Documentation of Attendance
- 1.4 Documentation Meetings Offered

**If meeting occurred** - Example Meeting 2:

- 1.1 PAC Meeting Agenda
- 1.2 PAC Meeting Notes
- 1.3 Documentation of Attendance
- 1.4 Documentation Meetings Offered

1.5 If no PAC was established, documentation should support that efforts were made, but due to factors, a PAC was not established.

# 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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## Title I, Part C Contacts



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