

Title I, Part A Campus Written Parent and Family Engagement (PFE) Policy

2023-2024 Random Validation Process

Title I, Part A Program Requirement Selected



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.

Title I, Part A Program Requirement Selected



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.

Title I, Part A Program Requirement Selected



The documentation requested for submission during the random validation process may not include all forms of documentation that are required to be maintained locally.

Campus Written Parent and Family Engagement (PFE) 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. [Section 1116(b)(1)]

Campus Written PFE Policy

Documentation Required – PFE Item 1.1

Campus Written Parent and Family Engagement (PFE) policy



Acceptable Documentation

The relevant page(s) of the current school year Campus Written Parent and Family Engagement (PFE) Policy that references the description of the method(s) of policy distribution and the language(s) in which the policy was distributed to parents and family members of participating students.

Campus Written PFE Policy

Documentation Required – PFE Item 1.1

Campus Written Parent and Family Engagement (PFE) policy



Issues that may result in an “Improvement Needed” status

- Auditable documentation was not submitted
- No reference to a method of distribution written in the policy
- No reference to the languages in which the policy was distributed
- Documentation submitted does not meet the statutory requirements for the campus written policy
- Pre-K Family Engagement Plan submitted does not include T1A PFE requirements



Campus Written PFE Policy

Documentation Required – PFE Item 1.2

Evidence of policy distribution to parents and family members of participating students



Acceptable Documentation

- The relevant page(s) of the evidence of policy distribution to parents and family members of participating students
- The LEA must submit current school year documentation for only **ONE** method (as identified in the policy) utilized to distribute the campus written PFE policy to parents and family members of participating students.



PFE Item 1.2 Acceptable Documentation Examples

Submit current school year documentation for only **ONE** method

Student Handbook

Relevant pages of the student handbook that include the campus written PFE policy

Campus Website

Printout of the campus website where the most current policy is posted and the link to access the document

Direct Mail

Copy of the letter accompanying the policy distributed to parents via direct mail or the documentation that is required to be maintained as per local policies and procedures

E-mail

Copy of email that was sent out that includes the email header (To, From, CC, Subject, Attachments) or the documentation that is required to be maintained as per local policies and procedures

Newspaper Publication

Newspaper clipping or printout referencing the policy being published in a newspaper

Student Registration Distribution, Beginning of School Year Distribution, Parent-Teacher Conference Distribution

Documentation that is required to be maintained as per local policies and procedures

Campus Written PFE Policy

Documentation Required – PFE Item 1.2

Evidence of policy distribution to parents and family members of participating students



Issues that may result in an “Improvement Needed” status

- Auditable documentation was not submitted
- Documentation submitted does not align to the method of distribution and language described in PFE Item 1.1 documentation
- Documentation from a prior year was submitted instead of current year documentation
- Web link is broken (if campus website is the method of distribution)



Contact Information



Jaime Huerta

State Director – Title I, Part A



Desk Phone Number

(512) 463-9310



Email Address

Jaime.Huerta@TEA.Texas.gov



Vivian Smyrl

Program Director – Title I, Part A



Desk Phone Number

(512) 936-6216



Email Address

Vivian.Smyrl@TEA.Texas.gov

Division Phone Number: (512) 463-9499

Division Email Address: ESSASupport@TEA.Texas.gov