

# **Title I, Part A LEA Written Parent and Family Engagement (PFE) Policy**

**2023-2024 Random Validation Process**



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.

# 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.

## **LEA Written Parent and Family Engagement (PFE) Policy**

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 engagement. [Section 1116(a)(2)]

## ***Documentation Required – LEA PFE Policy Item 1.1***

Current-year LEA PFE Policy



### ***Acceptable Documentation***

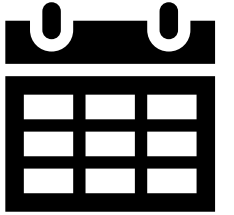
Copy of LEA's written PFE policy that is incorporated into the LEA's Title I, Part A Program Plan developed under section 1112 (the requirements related to the LEA Title I, Part A Program Plan can be included in the District Improvement Plan or other LEA official plans).

## LEA PFE Policy

# Checklist

- Involvement of parents in development and review of LEA's PFE policy
- Parent input on policy development and use of LEA's PFE reservation of funds
- Involvement of Parents in the Annual Evaluation of LEA's PFE policy and activities

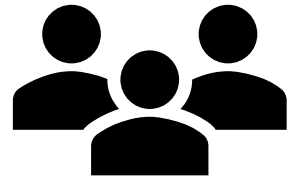
## *Involvement of parents in development and review of PFE policy*



The LEA's PFE policy should describe how the LEA will reach out and engage in conversations with parents and families to gather meaningful feedback related to the policy. It should also describe when the LEA's PFE policy is typically reviewed and revised, the role of parents in this process, and when the revised policy is usually distributed and explained to parents.

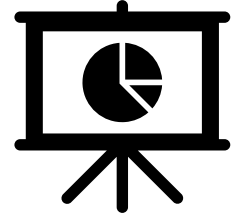


## Parent input on policy development and use of LEA's PFE reservation of funds



If the LEA is required to reserve Title I, Part A funds for PFE activities, the LEA should describe in its LEA PFE policy how parent input on the use of those funds is obtained.

## Involvement of Parents in Annual Evaluation of PFE policy and activities



The LEA should include in its PFE policy a description of when the evaluation will be conducted, who will conduct the evaluation, when the findings will be made public, and the role of parents in these activities.

# LEA Written PFE Policy

## ***Documentation Required – LEA PFE Policy Item 1.1***

Copy of LEA's current-year PFE policy



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

- Auditable documentation requested was not submitted.
- LEA's PFE policy did not address the required activities.
- Documentation from a prior year was submitted instead of current-year documentation.

# Meeting Documentation Required

## *Documentation Required – LEA PFE Policy Items 1.2, 1.3, and 1.4*

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



## *Documentation Requirements*

- The LEA's policy development and review process may involve more than one meeting; in which case the LEA should maintain documentation from all such meetings to establish compliance. However, documentation from only **one meeting** is requested for this validation.
- 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 Required – LEA PFE Policy Items 1.2, 1.3, 1.4***

Meeting agenda, meeting notes or minutes, and participant rosters documenting the LEA's 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 reference the LEA's PFE policy development and review process
- Documentation submitted does not align to the LEA PFE Policy Item 1.1 documentation
- Documentation from a prior year was submitted instead of current-year documentation

# Contact Information



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