



# **2021-2022 Random Validation Handbook for Title I, Part A Schoolwide Program Campus Improvement Plan (CIP) Stakeholders**

**Federal Program Compliance Division**

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## Introduction

This Handbook is intended to assist LEAs in completing the 2021-2022 Random Validation process for the Title I, Part A Schoolwide Program CIP Stakeholders. It should be used in conjunction with the 2021-2022 Random Validation Submission Packet for the same requirement.

Although these documents have been prepared for use by those LEAs that are selected to participate in the 2021-2022 Random Validation, LEAs that are not selected may still find them useful as tools for conducting a self-check, to ascertain their own compliance status and to determine where improvements may be made.

The Submission Packets and the Handbooks are available on the Federal Program Compliance Division’s web page under “Division Resources.”

## Title I, Part A Random Validation Selected Requirement

<b>ESSA Statutory Requirement</b>	<b>Schoolwide Program Plan/Campus Improvement Plan Stakeholders</b>
<p><b>ESSA Statutory Citation and Language</b></p>	<p>Section 1114(b)(2)            An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act) that—is developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this title), the local educational agency, to the extent feasible, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, if the plan relates to a secondary school, students, and other individuals determined by the school.</p>
<p><b>ESSA Program-Specific Provisions &amp; Assurances</b></p>	<p>Assurances Relating to Schoolwide Programs (3b)            An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of enactment of ESSA) that [Section 1114(b)]— Is developed with the involvement of parents and other members of the community to be served and individuals who will carry out the plan, including teachers; principals; other school leaders; paraprofessionals present in the school; administrators, including administrators of other Title I programs; the LEA; tribes and tribal organizations present in the community; and if appropriate, specialized instructional support personnel, technical assistance providers, school staff, students (if the plan relates to a secondary school), and other individuals determined by the school.</p>

<b>Compliance Report – Program Compliance Self-Check</b>	<p>Campus Schoolwide Program Plan (13)</p> <p>An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act) that—is developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this title), the local educational agency, to the extent feasible, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, if the plan relates to a secondary school, students, and other individuals determined by the school.</p>
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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 random validation process may not include all forms of documentation that are required to be maintained locally.

Please include the following selected documentation with the completed submission packet in order to demonstrate compliance with the program requirement described above:

<b>Type of Selected Documentation Required</b>	<b>Description of Acceptable Documentation</b>
1.1 The relevant page(s) of the current school year’s Campus Improvement Plan that include a list of the stakeholders involved in the development of the plan.	<p>The list should include:</p> <ul style="list-style-type: none"> <li>○ the individuals by name, and</li> <li>○ the stakeholder group/role* that each individual represents.</li> </ul> <p>*Parents may not be LEA employees in order to fill the “parent” role.</p>
1.2 Meeting agenda, meeting notes or minutes, and participant roster/sign-in sheet for <b>1</b> meeting held during the campus planning process documenting the involvement of the statutory required stakeholders in the development of the schoolwide program plan.	<ul style="list-style-type: none"> <li>● Documentation** aligns with the documented list of stakeholders involved.</li> <li>● The meeting agenda from the campus planning process provides evidence that the required stakeholders were involved in the development of the schoolwide program plan.</li> <li>● Meeting notes or minutes provide evidence that the required stakeholders were involved in the development of the schoolwide program plan.</li> <li>● Participant rosters and/or sign in sheets include the meeting title, meeting date, stakeholder names and roles of the stakeholders involved as noted in the list of stakeholders provided.</li> </ul> <p>**Due to COVID-19, documentation for virtual meetings is acceptable.</p>

**Note:**

1. Validation requirements will receive a designation of “Met Requirement” or “Improvement Needed” during the validation review.

## Instructions for Completing Submission Packet

Use the 2021-2022 Validation Checklist in the Submission Packet to review the LEA's compliance with the Title I, Part A Schoolwide Program CIP Stakeholders requirement. In the left-hand column include the page number(s) where the requirement(s) is addressed in the LEA's documentation. Be as specific as possible in order to facilitate the auditor's review process. For example, if relevant items appear on pages 2, 4, and 5, please list pages 2, 4, and 5, rather than pages 1-5.

Please leave the two right-hand columns blank, as these will be completed by TEA staff during their review of the documentation submitted.

Do not submit extraneous documentation.

## Instructions for Uploading Documentation

Follow these steps to submit your Random Validation Submission Packet and supporting documentation, as applicable, through the secure *Every Student Succeeds Act (ESSA) Reports* application via TEAL.

1. Complete the *2021-2022 Random Validation Submission Packet* for Title I, Part A Schoolwide Program CIP Stakeholders (**Response Document**).
2. Assemble the requested material into **one PDF file (Supporting Document)**:
  - a. Required documentation as described in the 2021-2022 Random Validation Handbook for Title I, Part A Schoolwide Program CIP Stakeholders.

Note: When compiling the pdf file for submission, please ensure that—

- the pages are not compressed or reduced in size;
- any landscape pages are oriented with their right-hand edge at the top;
- the documentation pages included are numbered consecutively in the lower right corner. These page numbers, which may be hand-written if that is most convenient, should be the ones referenced in the left-hand column of this guidance document.

3. Log on to the TEA Login ([TEAL](#)).
4. Select *Every Student Succeeds Act (ESSA) Reports* application.
5. Select "Upload Response Documents" tab.

## Submission of the *2021-2022 Random Validation Submission Packet for Title I, Part A Schoolwide Program CIP Stakeholders*

From the dropdown menus:

6. Response Template Title: Select "Title I, Part A CIP Random Validation."
7. School Year: Select "2021-2022."
8. Response Doc Type: Select "**Response Document.**"

9. Click “Choose File” to browse for the file location on your computer. **(Please upload the Word document and not a pdf of the document.)**
10. Click “Upload Document” button.

(Sample Screen Shots of ESSA Reports)

**ESSA Reports**

View Reports & ISD Responses | Download Response Templates | **Upload Response Documents**

**Response Template Title:** Title I, Part A CIP Random Validation

**School Year:** 2021-2022

**Response Doc Type:** Response Document

**Choose File** No file chosen

**Upload Document**

**Note:** Maximum allowable file size is 10 MB.

**Submission of the 2021-2022 Random Validation Documentation for Title I, Part A Schoolwide Program CIP Stakeholders**

From the dropdown menus:

11. Repeat steps 4-7 referenced above.
12. Response Doc Type: Select **“Supporting Document.”**
13. Click “Choose File” to browse for the file location on your computer **(Please upload a pdf document.)**
14. Click “Upload Document” button.

(Sample Screen Shots of ESSA Reports)

**Response Template Title:** Title I, Part A CIP Random Validation

**School Year:** 2021-2022

**Response Doc Type:** Supporting Document

**Choose File** No file chosen

**Upload Document**

**Note:** Maximum allowable file size is 10 MB.

## Title I, Part A Schoolwide Program Campus CIP Stakeholders Random Validation Timeline

Task	Due Date
<p>Email initial notification to LEA administrator regarding program selection. ESC will be copied.</p>	<p><b>October 4, 2021</b></p>
<p>ESC staff will contact LEA to:</p> <ul style="list-style-type: none"> <li>• confirm receipt of initial notice;</li> <li>• confirm access to ESSA Reports on TEAL for appropriate staff;</li> <li>• offer technical assistance.</li> </ul>	<p>Contact within 3 business days after initial notification to LEA. Technical assistance through <b>November 11, 2021</b></p>
<p><b>Deadline to upload documentation on ESSA Reports.</b></p>	<p><b>November 12, 2021</b></p>
<p>TEA program staff complete preliminary reviews.</p>	<p><b>March 11, 2022</b></p>
<p>TEA contacts ESC regarding LEAs that receive “Improvement Needed” status for ESC review and comment before TEA notifies LEAs.</p>	<p><b>March 12–April 8, 2022</b></p>
<p>Notification to LEA administrator of validation results for. ESCs will be copied.</p>	<p><b>April 26, 2022</b></p>
<p>ESC technical assistance deadline if LEA receives “Improvement Needed” status regarding any items.</p>	<p><b>September 29, 2022</b></p>
<p>ESC provides documentation on ESSA Reports that technical assistance was offered/provided.</p>	<p><b>September 29, 2022</b></p>
<p>If the LEA receives “Improvement Needed” status on a program requirement, the LEA will be required to <u>submit documentation for 2022-2023 for the same requirement</u>. The documentation must be uploaded on ESSA Reports.</p>	<p><b>September 30, 2022</b></p>