



# **2021-2022 Random Validation Handbook for Title I, Part C—Migrant Education Program (MEP) Interstate/Intrastate Coordination**

**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 C—MEP **Interstate/Intrastate Coordination** requirement. 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 C—MEP Random Validation Selected Requirement

<b>ESSA Statutory Requirement</b>	<b>Interstate/Intrastate Coordination</b>
<b>ESSA Statutory Citation and Language</b>	[Section 1304(b)(3)] Promote interstate and intrastate coordination of services for migratory children to provide educational continuity through timely transfer of pertinent school records, including information on health, when children move from one school to another, whether or not such moves occur during the regular school year.
<b>ESSA Program-Specific Provisions &amp; Assurances</b>	<p>Program-Specific Provisions and Assurance, #10, a-c</p> <p><b>NGS/MSIX:</b> Data collection and data entry [Section 1308(A)] are district-wide activities occurring year-round.</p> <ul style="list-style-type: none"> <li>a. All required TX-NGS enrollments and student demographic, educational, and health data is collected and entered in TX-NGS following MEP required timelines and procedures as outlined in the Manual for New Generation System (NGS) Data Management Requirements.</li> <li>b. In all project LEAs, including schoolwide programs, an adequate number of staff are assigned to carry out the designated TX-NGS data collection and data entry activities in order to ensure that the required timelines are met as specified in the NGS Guidelines. State recommendations regarding NGS personnel are as follows: <b>one NGS Data Specialist for every 300 migratory students</b>, prorating the number of positions depending on the LEA’s migrant enrollment.</li> <li>c. Records will be maintained to accurately document numbers of migratory students. The LEA will transmit demographic, educational, and health data for all migratory children and participate fully in the New Generation System (NGS) as required by the Manual for New Generation System (NGS) Data</li> </ul>

	Management Requirements. The applicant agency will report data as necessary for the function of the MEP.
<b>Compliance Report— Program Compliance Self-Check</b>	The LEA ensured interstate and intrastate coordination of services for migratory children to provide educational continuity through timely transfer of pertinent school records.

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>
	<p>Document 1 MSIX Notifications or emails</p> <p>If no migrant student records were requested during the school year, the following documentation must be readily available upon request:</p> <p>Document 2 Documentation that shows why there was no request for records from another LEA or had no need for this type of service. For example, TX-NGS Report showing no students or no student mobility.</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 C requirement. In the left-hand column write the page number 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 C—MEP Interstate/Intrastate Coordination (**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 C—MEP Interstate/Intrastate Coordination*.

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.

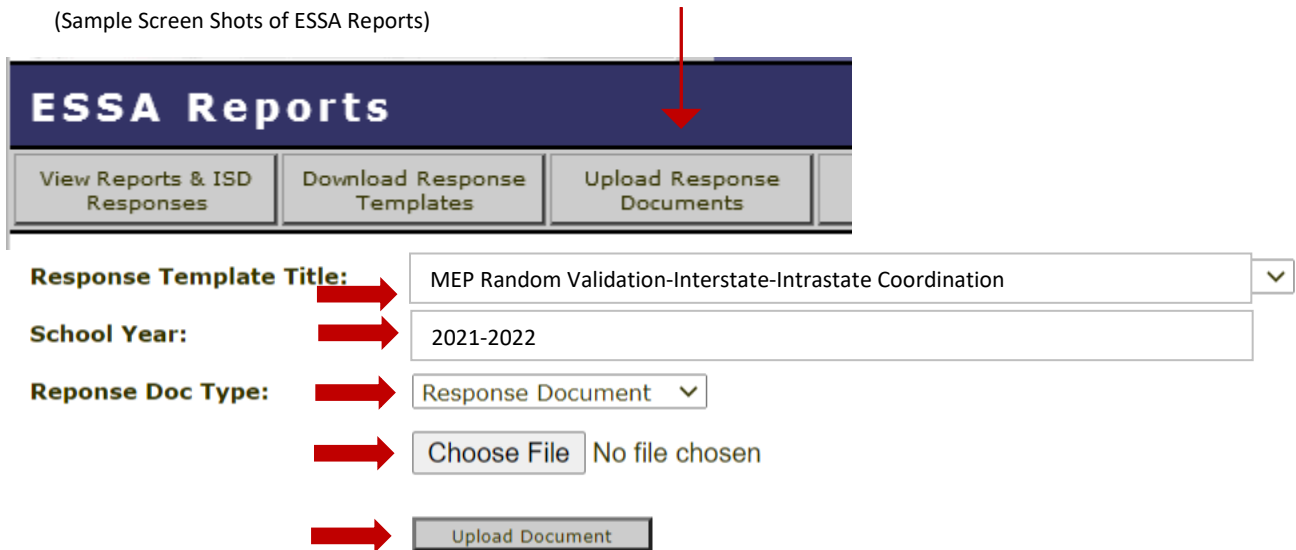
3. Log on to the TEA Login ([TEAL](#)).
4. Select *Every Student Succeeds Act (ESSA) Reports* application.
5. Select “Upload Response Documents” tab.

## Submission of the 2021-2022 Random Validation Submission Packet for Title I, Part C—MEP Interstate/Intrastate Coordination

From the dropdown menus:

6. Response Template Title: Select “MEP Random Validation—Interstate-Intrastate Coordination.”
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:** MEP Random Validation-Interstate-Intrastate Coordination

**School Year:** 2021-2022

**Response Doc Type:** Response Document

Choose File No file chosen

Upload Document

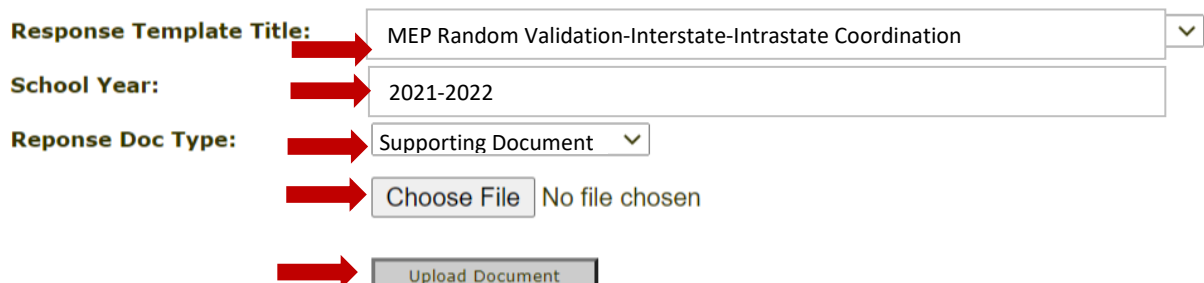
**Note:** Maximum allowable file size is 10 MB.

## Submission of the 2021-2022 Random Validation Documentation for Title I, Part C—MEP Interstate/Intrastate Coordination

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)



ESSA Reports

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

**Response Template Title:** MEP Random Validation-Interstate-Intrastate Coordination

**School Year:** 2021-2022

**Response Doc Type:** Supporting Document

Choose File No file chosen

Upload Document

## Title I, Part C Random Validation Timeline

Task	Due Date
Email initial notification to LEA administrator regarding program selection. ESC will be copied.	<b>October 4, 2021</b>
ESC staff will contact LEA to: <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>	Contact within 3 business days after initial notification to LEA. Technical assistance through <b>November 11, 2021</b>
<b>Deadline to upload documentation on ESSA Reports.</b>	<b>November 12, 2021</b>
TEA program staff complete preliminary reviews.	<b>March 11, 2022</b>
TEA contacts ESC regarding LEAs that receive “Improvement Needed” status for ESC review and comment before TEA notifies LEAs.	<b>March 12–April 8, 2022</b>
Notification to LEA administrator of validation results for. ESCs will be copied.	<b>April 26, 2022</b>
ESC technical assistance deadline if LEA receives “Improvement Needed” status regarding any items.	<b>September 29, 2022</b>
ESC provides documentation on ESSA Reports that technical assistance was offered/provided.	<b>September 29, 2022</b>
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.	<b>September 30, 2022</b>