



# **2021-2022 Random Validation Handbook for Title II, Part A**

## **Alignment with Challenging State Academic Standards**

**Federal Program Compliance Division**

[ESSAsupport@TEA.Texas.gov](mailto:ESSAsupport@TEA.Texas.gov)

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V 1.0 (9/16/2021)

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## Introduction

This Handbook is intended to assist LEAs in completing the 2021-2022 Random Validation process for the **Title II, Part A—Alignment with Challenging State Academic Standards** 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 II, Part A Random Validation Selected Requirement

<b>ESSA Statutory Requirement</b>	<b>Alignment with Challenging State Academic Standards</b>
<b>ESSA Statutory Citation and Language</b>	A description of the activities to be carried out by the local educational agency under this section and how these activities will be aligned with challenging State academic standards. [Section 2102(b)(2)(A)]
<b>ESSA Program-Specific Provisions &amp; Assurances</b>	Title II, Part A, program activities will be aligned with challenging state academic standards [Section 2102(b)(2)(A)].
<b>Compliance Report—Program Compliance Self-Check</b>	The Title II, Part A activities carried out by the LEA were aligned with the challenging State academic standards.

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>
Each LEA should describe how the activities to be carried out by the local education agency under	<ul style="list-style-type: none"> <li>For <b>ONE</b> Title II, Part A activity, submit relevant pages of the most current District Improvement Plan or relevant pages of the most current Campus Improvement Plan if the activity was campus-based;</li> </ul>

<p>Title II, Part A will be aligned with challenging State academic standards. LEAs must provide the following compliance documentation for <b>one</b> Title II, Part A-funded activity:</p>	<p>AND</p> <ul style="list-style-type: none"> <li>Activity documents related to the Title II, Part A activity selected. [Note: See the table, below, for examples of documents that would be relevant for different types of activities.</li> </ul>
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### Examples of Activity Documentation

6100 Payroll Costs	6200 Professional and Contracted Services	6300 Supplies and Materials	6400 Other Operating Costs
<p>Possible Activities: Extra duty pay for Title II, Part A professional development outside of the regular school day/week, Paraprofessional pay (evidence from research requirement), Incentive pay, Substitute pay</p>	<p>Possible Activities: Title II, Part A professional development, Title II, Part A program development</p>	<p>Possible Activities: Supplies and materials for Title II, Part A professional development, Educator recruitment materials</p>	<p>Possible Activities: Professional development conferences, Off-site professional development</p>
<p>Examples of Activity Documentation: Training certificate, Sign in sheet, Job description, Extra duty pay request form, PD evaluation form/results, Training agenda, Training materials, Payroll documents</p>	<p>Examples of Activity Documentation: Executed contract, Statement of work, Quote, Purchase requisition, Invoice, Receipt, Sign in sheet, Training materials, Training agenda</p>	<p>Examples of Activity Documentation: Purchase requisition, Purchase order, Quote, Invoice, Receipt, Sign in sheet, Training materials, Training agenda, PD evaluation form/results</p>	<p>Examples of Activity Documentation: Travel requisition, Training certificates, Training agenda, Training materials, Out-of-state justification form, PD evaluation form/results</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 II, Part A 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 II, Part A—Alignment. (**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 II, Part A--Alignment.

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.

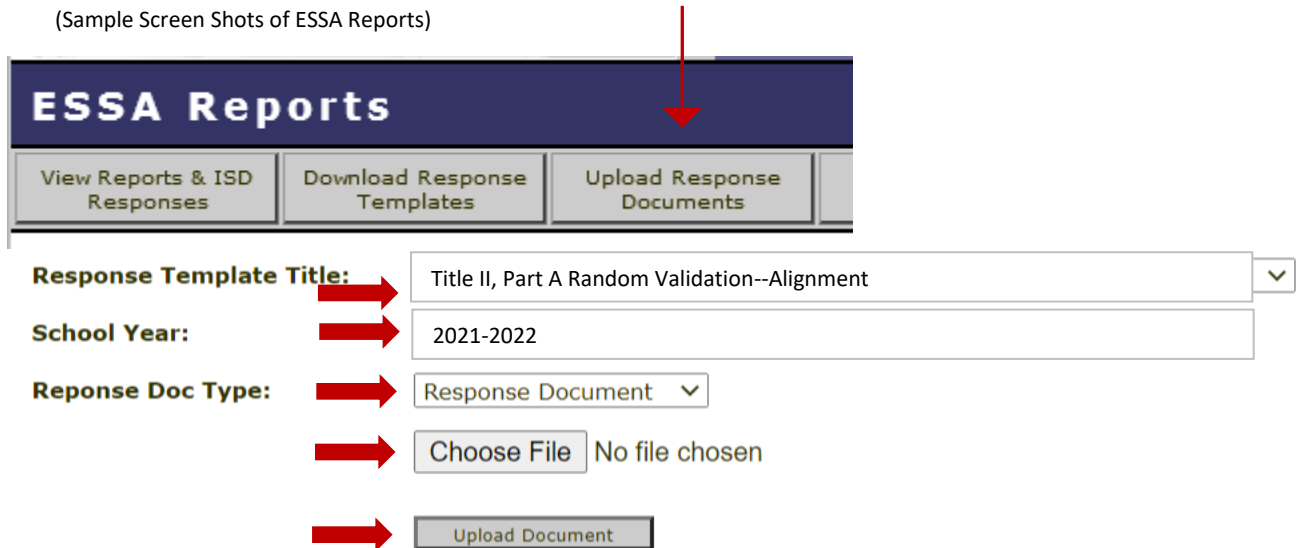
3. Log on to the TEA Login ([TEAL](#)).
4. Select *Every Student Succeeds Act (ESSA) Reports* application.
5. Select "Upload Response Documents" tab.

## Submission of the 2021-2022 Random Validation Submission Packet for Title II, Part A—Alignment

From the dropdown menus:

6. Response Template Title: Select “Title II, Part A Random Validation—Alignment.”
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)



The screenshot shows the 'ESSA Reports' interface. At the top, there are three buttons: 'View Reports & ISD Responses', 'Download Response Templates', and 'Upload Response Documents'. Below these is a form with the following fields and buttons:

- Response Template Title:** A dropdown menu with the selected value 'Title II, Part A Random Validation--Alignment'.
- School Year:** A dropdown menu with the selected value '2021-2022'.
- Response Doc Type:** A dropdown menu with the selected value 'Response Document'.
- Choose File:** A button next to the text 'No file chosen'.
- Upload Document:** A button at the bottom of the form.

Red arrows point to each of these elements: the 'Upload Response Documents' button, the 'Response Template Title' dropdown, the 'School Year' dropdown, the 'Response Doc Type' dropdown, the 'Choose File' button, and the 'Upload Document' button.


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

## Submission of the 2021-2022 Random Validation Documentation for Title II, Part A—Alignment


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:**  

**School Year:**

**Response Doc Type:**  

No file chosen

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

## Title II, Part A 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>