



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

**Consultation:  
Input of stakeholders, focus groups,  
advisory committees, and district  
improvement teams**

**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 IV, Part A **Consultation: Input of stakeholders, focus groups, advisory committees, and district improvement teams** 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 IV, Part A Random Validation Selected Requirement

<b>ESSA Statutory Requirement</b>	<b>Consultation:</b> Input of stakeholders, focus groups, advisory committees, and district improvement teams
<b>ESSA Statutory Citation and Language</b>	<p>ESSA, Title IV, Part A, Section 4106(c)(1-2)</p> <p>(1) IN GENERAL.—A local educational agency, or consortium of such agencies, shall develop its application through consultation with parents, teachers, principals, other school leaders, specialized instructional support personnel, students, community-based organizations, local government representatives (which may include a local law enforcement agency, local juvenile court, local child welfare agency, or local public housing agency), Indian tribes or tribal organizations that may be located in the region served by the local educational agency (where applicable), charter school teachers, principals, and other school leaders (if such agency or consortium of such agencies supports charter schools), and others with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this subpart.</p> <p>(2) Continued Consultation.—The local educational agency, or consortium of such agencies, shall engage in continued consultation with the entities described in paragraph (1) in order to improve the local activities in order to meet the purpose of this subpart and to coordinate such implementation with other related strategies, programs, and activities being conducted in the community.</p>
<b>ESSA Program-Specific Provisions &amp; Assurances</b>	<p>Assurances Relating to Title IV, Part A (#4)</p> <p>The LEA will engage in meaningful and continued consultation with a broad range of stakeholders, including, but not limited to, the following groups or individuals in the area served by the LEA:</p> <ol style="list-style-type: none"> <li>a. Parents</li> <li>b. Teachers</li> <li>c. Principals</li> </ol>

	d. School leaders e. Specialized instructional support personnel f. Students g. Community-based organizations h. Local government representatives (which may include a local law enforcement agency, local juvenile court, local child welfare agency, or local public housing agency)
<b>Compliance Report— Program Compliance Self-Check</b>	The LEA engaged in a timely and meaningful consultation with a broad range of stakeholders as a part of their process in determining the targeted areas of improvement related to student’s access to effective program activities.

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>
The dated agendas and/or meeting notes of stakeholder meetings including all Title IV, Part A required stakeholders	<input type="checkbox"/> Agendas and/or ongoing meeting notes of stakeholder sessions, focus groups, advisory committees, and/or district improvement team meetings; <b>and</b>  <input type="checkbox"/> Submitted participant rosters/sign-in sheets/ongoing meeting notes must include all required Title IV, Part A stakeholders  Given the increased use of virtual meeting environments, participant rosters that include the meeting title, meeting date, and stakeholder names and identified roles would be acceptable substitutes for the more traditional sign-in sheets. This eliminates the need of a participant signature.

**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 IV, Part A consultation 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 IV, Part A-- Consultation (**Response Document**).
2. Assemble the requested material into **one PDF file (Supporting Document)**:
  - a. Required documentation as described in the 2021-2022 Title IV, Part A-- Consultation Random Validation Handbook.

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.

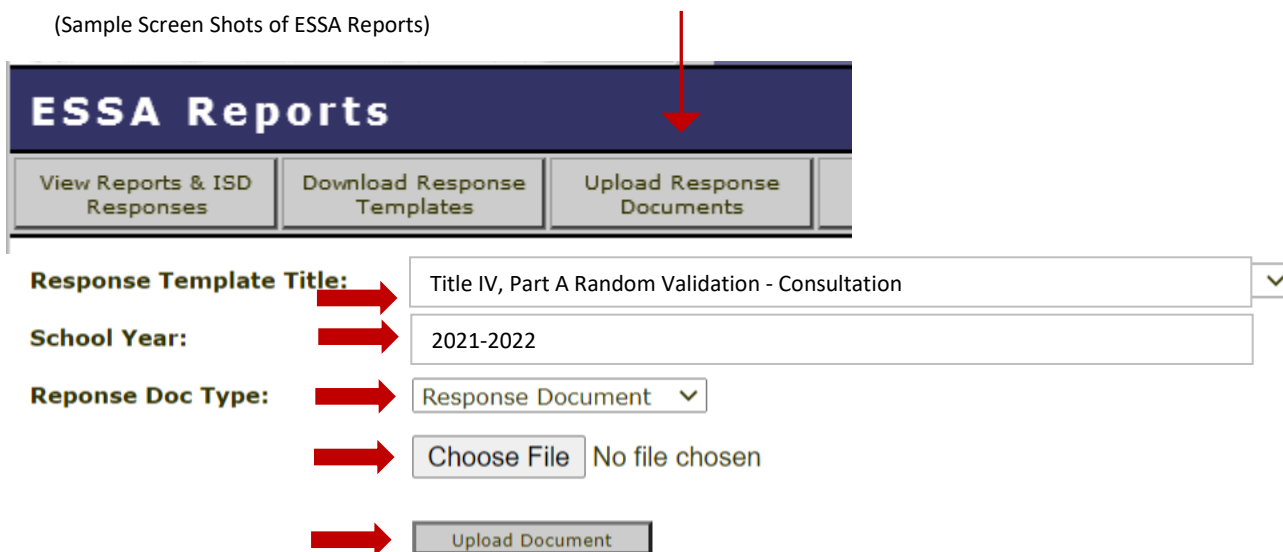
3. Log on to the TEA Login ([TEAL](#)).
4. Select *Every Student Succeeds Act (ESSA) Reports* application.
5. Select "Upload Response Documents" tab.

## Submission of the 2021-2022 Random Validation Submission Packet for Title IV, Part A-- Consultation

From the dropdown menus:

6. Response Template Title: Select "Title IV, Part A Random Validation—Consultation."
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' header with three navigation buttons: 'View Reports & ISD Responses', 'Download Response Templates', and 'Upload Response Documents'. A red arrow points to the 'Upload Response Documents' button. Below the header is a form with the following fields and buttons:

- Response Template Title:** A dropdown menu with 'Title IV, Part A Random Validation - Consultation' selected. A red arrow points to the dropdown arrow.
- School Year:** A text input field with '2021-2022' entered. A red arrow points to the input field.
- Response Doc Type:** A dropdown menu with 'Response Document' selected. A red arrow points to the dropdown arrow.
- Choose File:** A button labeled 'Choose File' with 'No file chosen' next to it. A red arrow points to the button.
- Upload Document:** A button labeled 'Upload Document'. A red arrow points to the button.

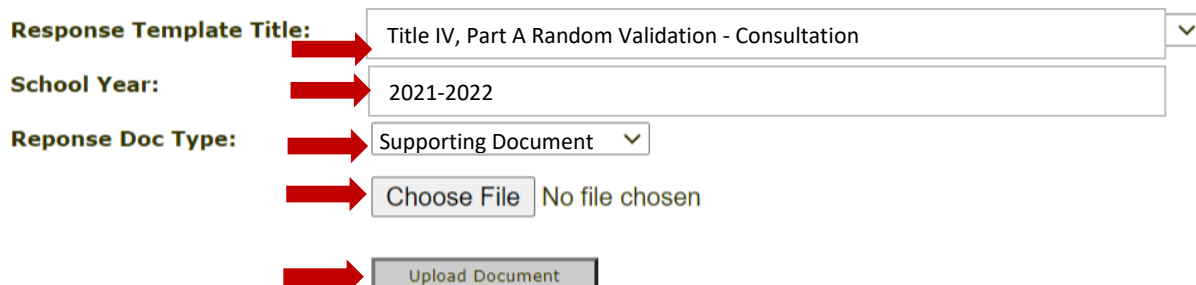
**Note:** Maximum allowable file size is 10 MB.

## Submission of the 2021-2022 Title IV, Part A--Consultation Random Validation Documentation

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)



The screenshot shows the 'ESSA Reports' interface with the form fields updated for a supporting document. The fields and buttons are:

- Response Template Title:** A dropdown menu with 'Title IV, Part A Random Validation - Consultation' selected. A red arrow points to the dropdown arrow.
- School Year:** A text input field with '2021-2022' entered. A red arrow points to the input field.
- Response Doc Type:** A dropdown menu with 'Supporting Document' selected. A red arrow points to the dropdown arrow.
- Choose File:** A button labeled 'Choose File' with 'No file chosen' next to it. A red arrow points to the button.
- Upload Document:** A button labeled 'Upload Document'. A red arrow points to the button.

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

## Title IV, Part A 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>