

**2021-2022**

**Program Monitoring –  
Random Validations Process**

**Documentation**

**Submission Instructions & Requirements**

# 2021-2022 Program Monitoring Random Validations Process

## - Documentation Submission Instructions & Requirements -



Email your questions to  
[ESSASupport@TEA.Texas.gov](mailto:ESSASupport@TEA.Texas.gov)

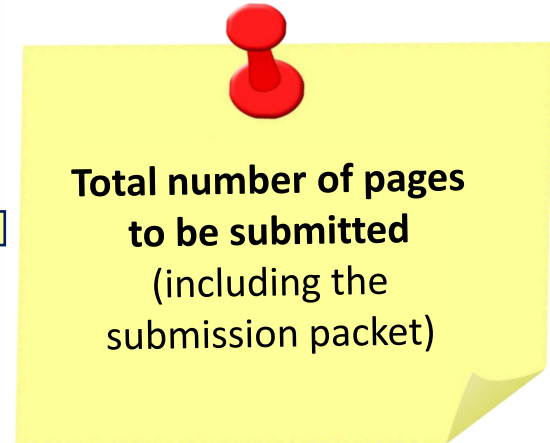
# 2021-2022 RV Submission Packet Contents: Submission Packet Cover Page



**2021-2022 Random Validation Submission Packet**  
**Federal Program Compliance Division**  
**ESSA <Program Validation>**  
**Due Date: November 12, 2021**

<b>Date:</b>	<input type="text"/>	<b>Page 1 of</b>	<input type="text"/>
<b>ESC:</b>	<input type="text"/>	<b>County District #:</b>	<input type="text"/>
<b>LEA Name:</b>	<input type="text"/>		
<b>LEA Contact Name:</b>	<input type="text"/>		
<b>LEA Phone:</b>	<input type="text"/>		
<b>LEA Contact Email:</b>	<input type="text"/>		

<b>Campus Information (if applicable)</b>	
<b>Campus #:</b>	<input type="text"/>
<b>Campus Name:</b>	<input type="text"/>



**Total number of pages  
to be submitted  
(including the  
submission packet)**



**For  
Title I, Part A  
Only**

# 2021-2022 RV Submission Packet Contents: Submission Packet Cover Page

## Submission Instructions

Submit this completed packet, including relevant documentation, by uploading it through the **ESSA Reports** application on TEAL **no later than November 12, 2021.**


## Comments (if applicable):

For Questions Contact: <Contact name> <Email address>

8/11/2021

1

# 2021-2022 RV Submission Packet Contents: Checklist



**2021-2022 Random Validation Checklist**  
**Federal Program Compliance Division**  
 <Name of Program>  
**Due Date: November 12, 2021**

County District #:	
LEA Name:	

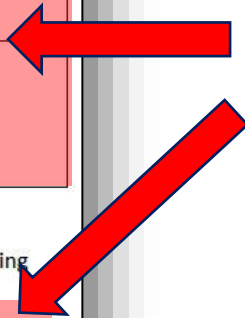
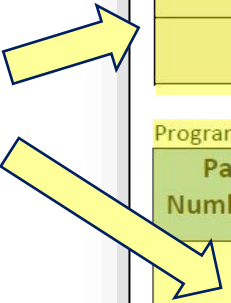
Program Requirement Description				
Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
	1.1	<Description of documentation item to be validated.>	<input type="checkbox"/> Met <input type="checkbox"/> IN*	
	1.2	<Description of documentation item to be validated.>	<input type="checkbox"/> Met <input type="checkbox"/> IN*	

\*IN = Improvement Needed

If the LEA receives "Improvement Needed" status, the LEA will be required to submit documentation for 2022-2023 for the same program requirements during resubmission Random Validation process. The resubmission documentation must be uploaded on ESSA Reports no later than <date>.

Reviewed by TEA Staff:		Date:	
Reviewed with ESC Staff (if applicable) ESC Staff contacted:		Date:	

Referred to ESC # \_\_\_\_ for assistance (TEA Only)



# 2021-2022 RV Submission Packet Contents

## Instructions for Completing Submission Packet

Use the 2021-2022 Validation Checklist in the Submission Packet to review the LEA's compliance with the <program> 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.



Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
2, 4, 5	1.1	<Description of documentation item to be validated.>	<input type="checkbox"/> Met <input type="checkbox"/> IN*	
	1.2	<Description of documentation item to be validated.>	<input type="checkbox"/> Met <input type="checkbox"/> IN*	



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**TEA Only:**

Reviewed by TEA Staff:		Date:	
Reviewed with ESC Staff (if applicable) ESC Staff contacted:		Date:	

Referred to ESC # \_\_\_\_ for assistance (TEA Only)

# Preparing Documents for Upload: 2 Step Process

## STEPS

**1**

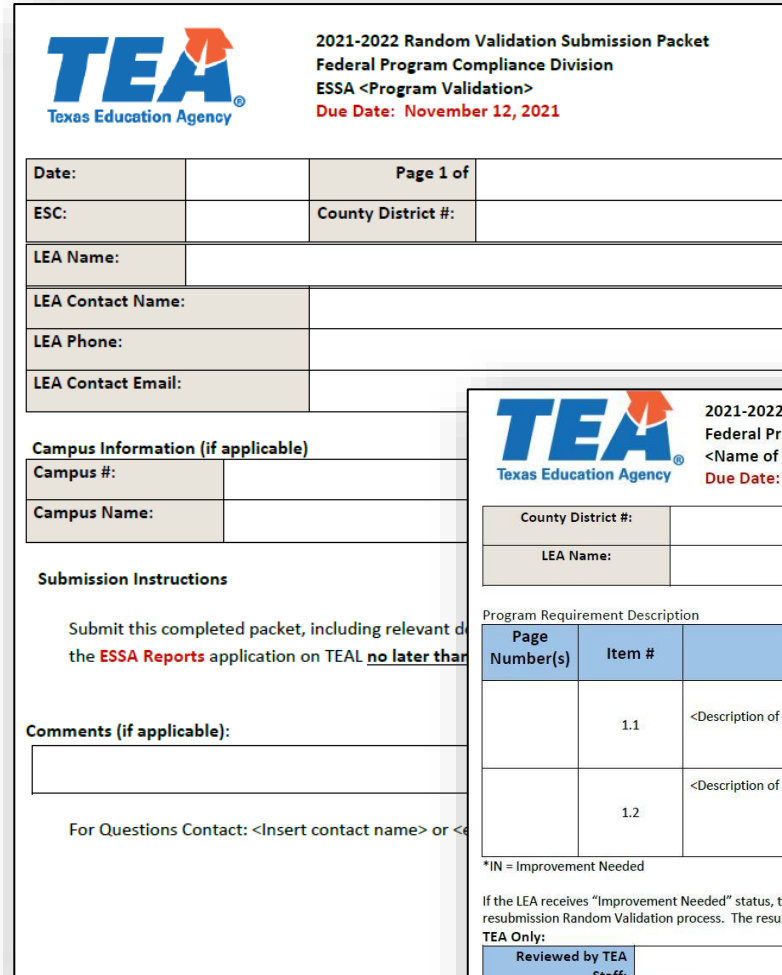
Complete & upload the **Submission Packet** (Word document) as a **Response Document**

**2**

Gather and assemble the **documentation** into 1 pdf file & upload the documentation pdf file as a **Supporting Document**

# STEP 1: Uploading the Submission Packet (Response Document)

- Complete the document (Word document)
- Do not convert to PDF
- The document is to be uploaded as a Word document



**TEA** Texas Education Agency  
2021-2022 Random Validation Submission Packet  
Federal Program Compliance Division  
ESSA <Program Validation>  
Due Date: November 12, 2021

Page 1 of 1

Date: \_\_\_\_\_

ESC: \_\_\_\_\_ County District #: \_\_\_\_\_

LEA Name: \_\_\_\_\_

LEA Contact Name: \_\_\_\_\_

LEA Phone: \_\_\_\_\_

LEA Contact Email: \_\_\_\_\_

**Campus Information (if applicable)**

Campus #: \_\_\_\_\_

Campus Name: \_\_\_\_\_

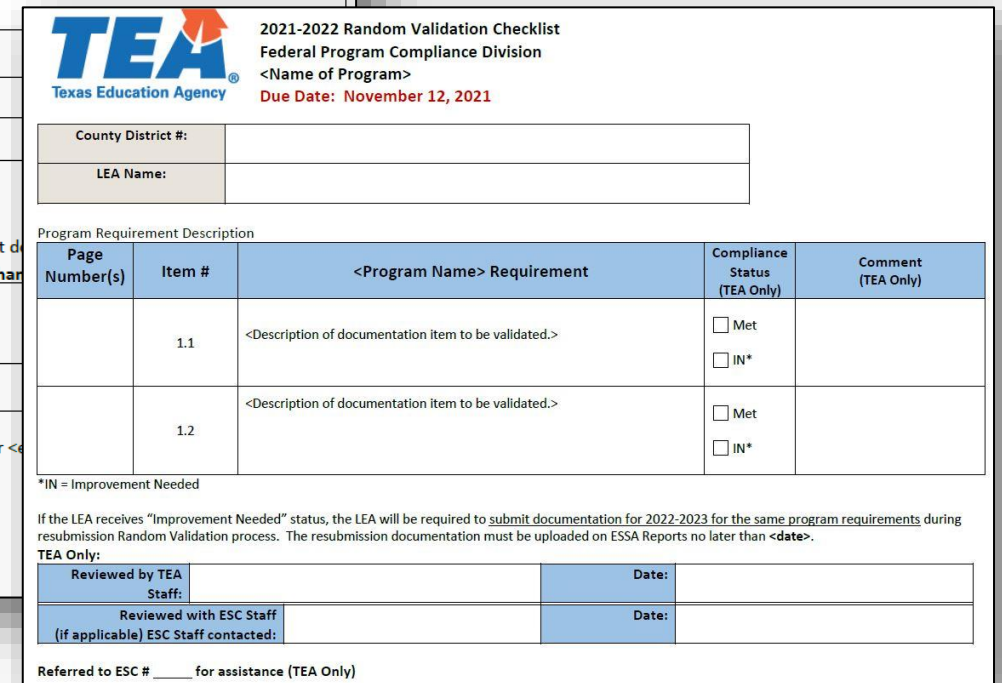
**Submission Instructions**

Submit this completed packet, including relevant documentation, to the ESSA Reports application on TEAL no later than \_\_\_\_\_.

**Comments (if applicable):**

\_\_\_\_\_

For Questions Contact: <Insert contact name> or <Insert contact phone number>



**TEA** Texas Education Agency  
2021-2022 Random Validation Checklist  
Federal Program Compliance Division  
<Name of Program>  
Due Date: November 12, 2021

County District #: \_\_\_\_\_

LEA Name: \_\_\_\_\_

**Program Requirement Description**

Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
	1.1	<Description of documentation item to be validated.>	<input type="checkbox"/> Met <input type="checkbox"/> IN*	
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**TEA Only:**

Reviewed by TEA Staff:	_____	Date:	_____
Reviewed with ESC Staff (if applicable) ESC Staff contacted:	_____	Date:	_____

Referred to ESC # \_\_\_\_\_ for assistance (TEA Only)



# STEP 1: Uploading the Submission Packet (Response Document)

(Sample Screenshot of ESSA Reports)

## ESSA Reports


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

**Response Template Title:** <Name of Validation>

**School Year:** 2021-2022

**Response Doc Type:** Response Document

RandomValidationPacket2021.doc



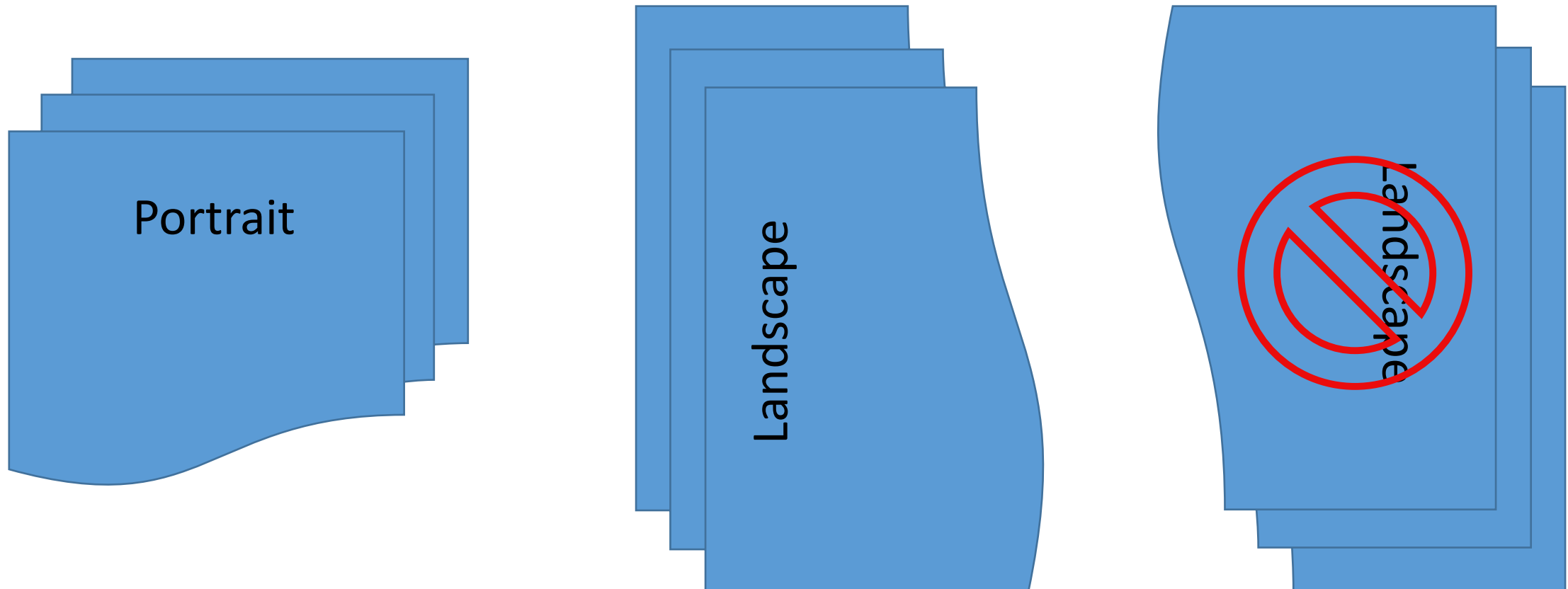
**Note:** Maximum allowable file size is 10 MB.

## STEP 2:

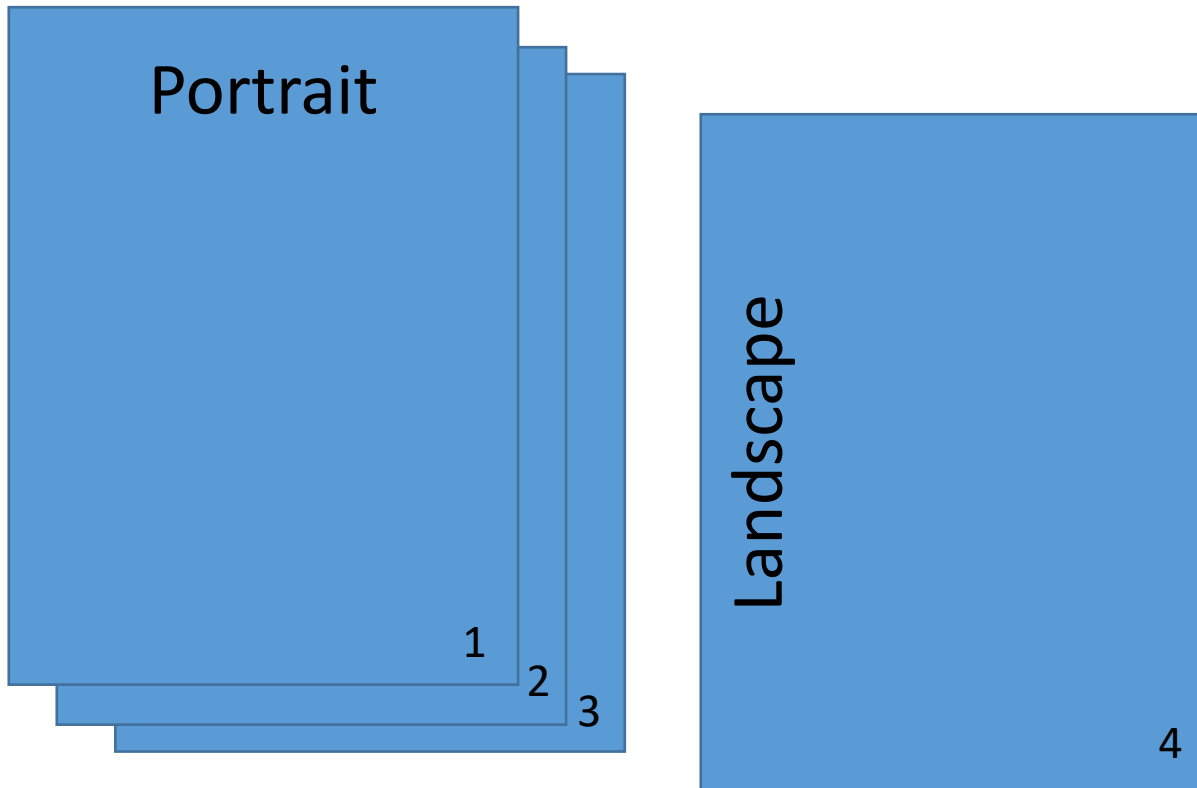
# Uploading the Documentation (Supporting Document)

- Use Checklist as reference to put pieces of documentation in order.
- Single side only.
- Check orientation of pages.
- Mark where on page the evidence for each requirement appears.
- Remove unnecessary pages.
- Number pages of documentation packet consecutively.
- Then enter packet page numbers on Checklist.

Orient pages consistently:



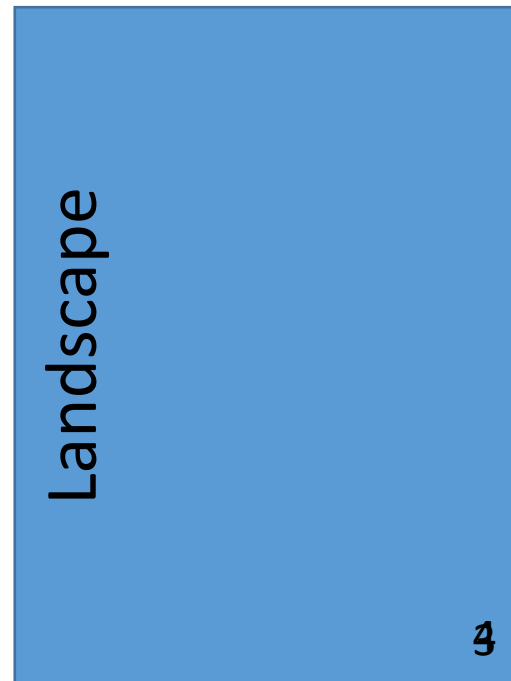
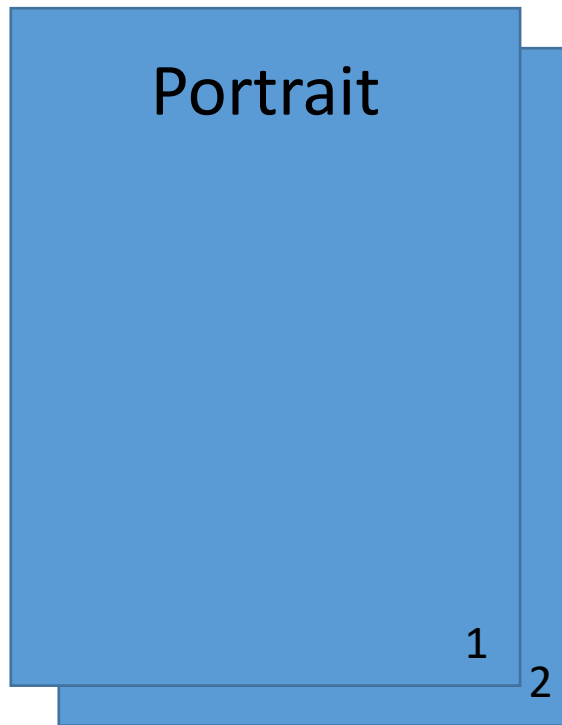
Don't include unnecessary pages.



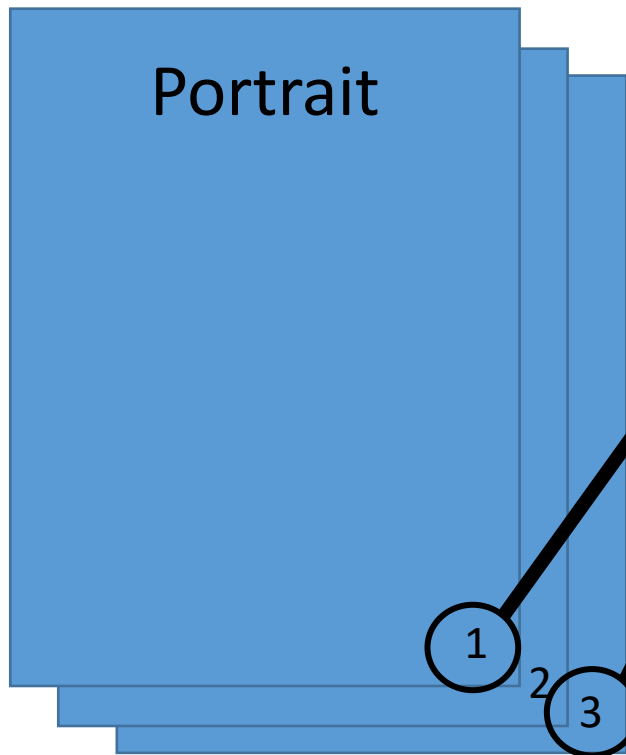
### Cautionary Tips

- Only include relevant pages of documents requested
- All documentation submitted must be reviewed in its entirety
- Should the review determine unanticipated areas of non-compliance, the LEA will be referred to the appropriate Division for further review

Order pages and number consecutively in lower right corner:



Use these consecutive page numbers when entering the page number on the Checklist:



Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
1, 3	1.1	<Description of documentation item to be validated.>	<input type="checkbox"/> Met <input type="checkbox"/> IN*	
	1.2	<Description of documentation item to be validated.>	<input type="checkbox"/> Met <input type="checkbox"/> IN*	

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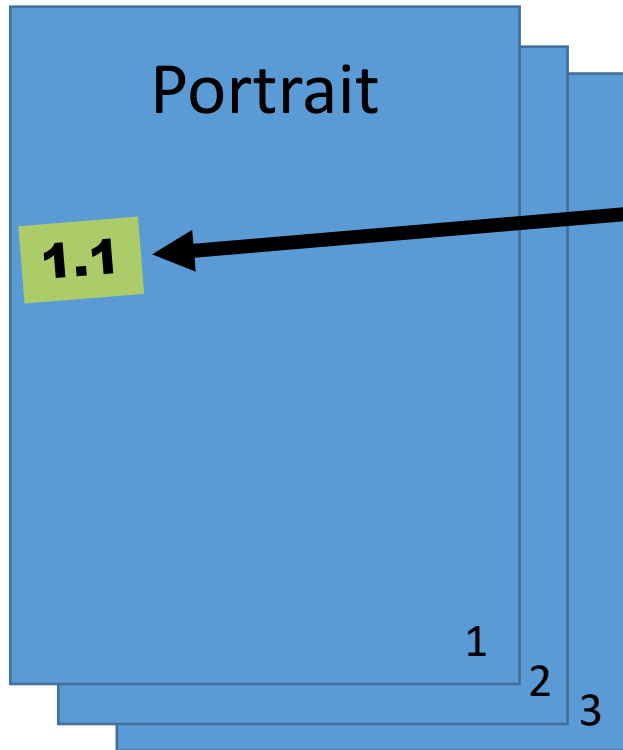
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**TEA Only:**

Reviewed by TEA Staff:		Date:	
Reviewed with ESC Staff (if applicable) ESC Staff contacted:		Date:	

Referred to ESC # \_\_\_\_\_ for assistance (TEA Only)

Use the Item Number to mark the location on the page:



Page Number(s)	Item #	<Program Name> Requirement	Compliance Status (TEA Only)	Comment (TEA Only)
1, 3	1.1	<Description of documentation item to be validated.>	<input type="checkbox"/> Met <input type="checkbox"/> IN*	
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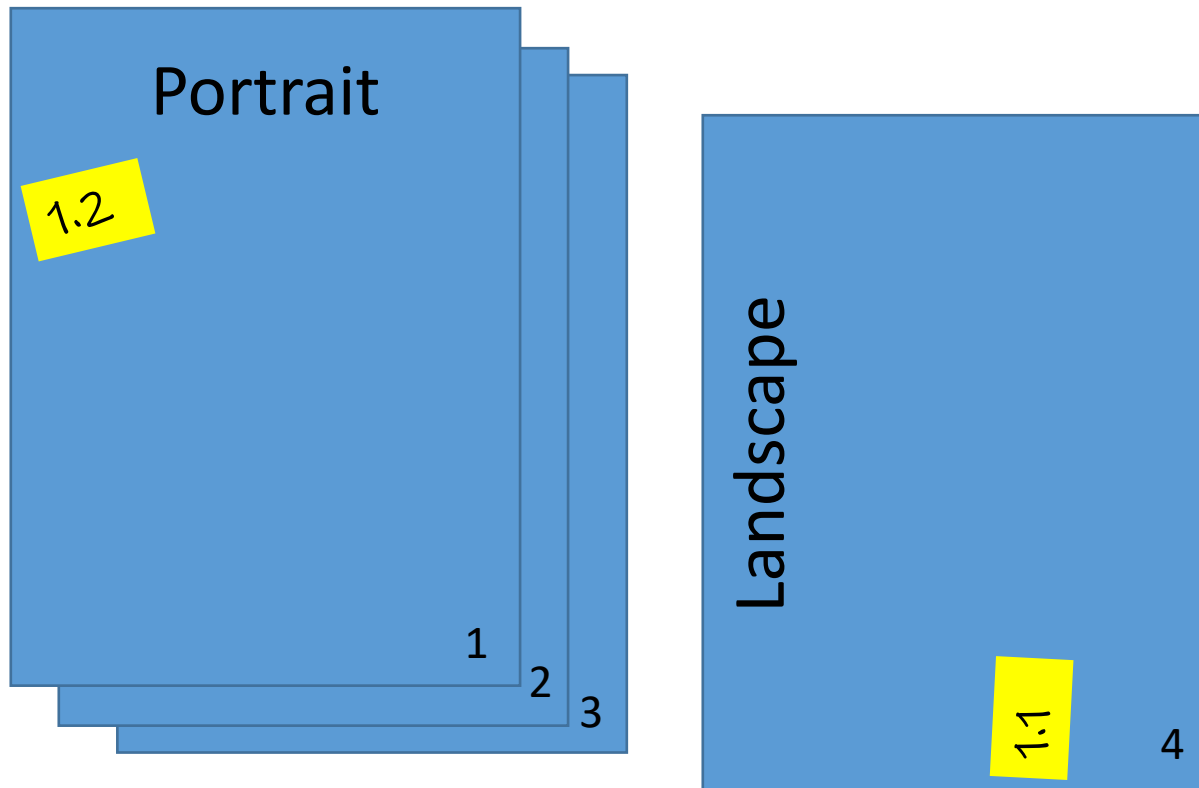
**TEA Only:**

Reviewed by TEA Staff:	Date:
Reviewed with ESC Staff (if applicable) ESC Staff contacted:	Date:

Referred to ESC # \_\_\_\_\_ for assistance (TEA Only)

# Tips to Facilitate Process

Each Item Number should be marked on the appropriate page.



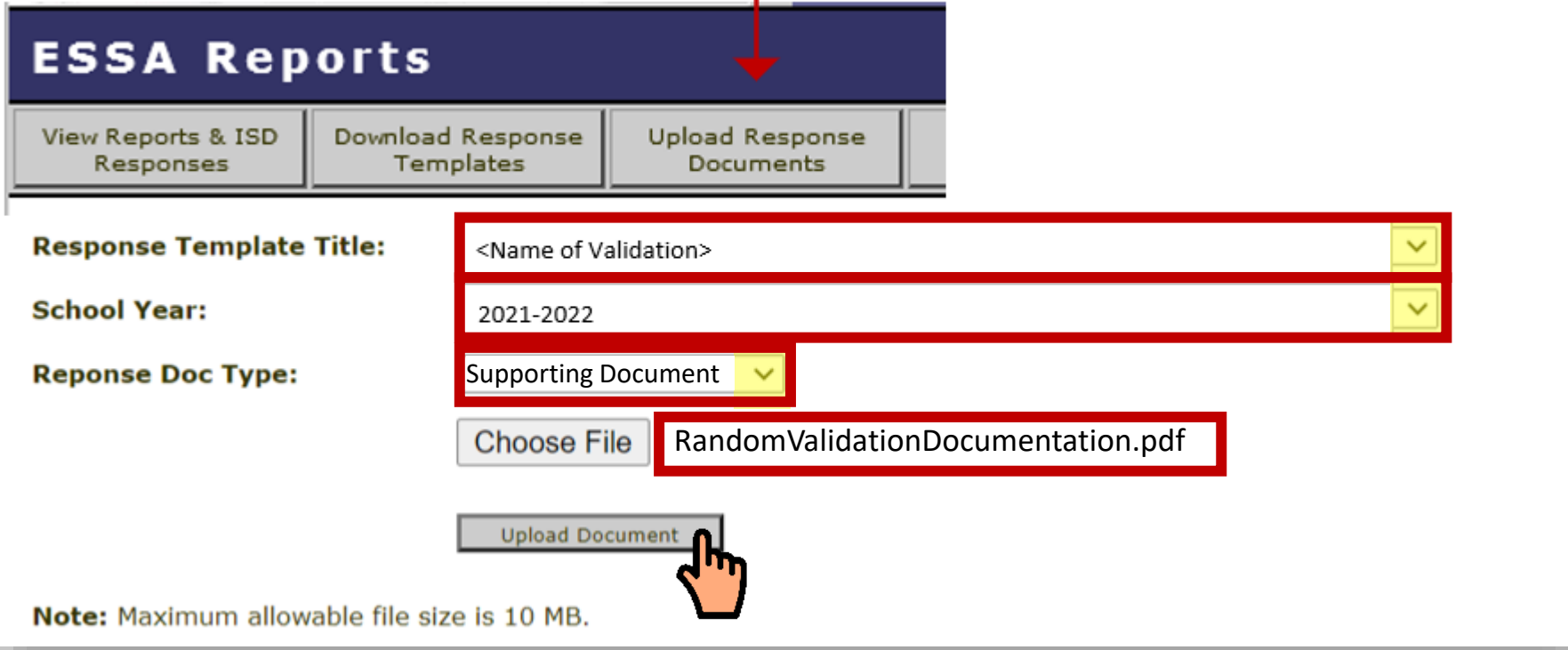




- 10 MB limit
- “Optimize” pdf file to reduce size
- Ensure all pages are actually needed
- Last resort, split file and upload in sections as Supporting Document files

# STEP 2: Uploading the Documentation (Supporting Document)

(Sample Screenshot of ESSA Reports)



**ESSA Reports**

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

**Response Template Title:** <Name of Validation>

**School Year:** 2021-2022

**Response Doc Type:** Supporting Document

Choose File RandomValidationDocumentation.pdf

Upload Document

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

# 2021-2022 Program Monitoring Random Validations Process

## - Documentation Submission Instructions & Requirements -



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