Title I, Part C
Program Requirements Overview

Program Requirements Selected

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.

Program Requirements Selected

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.

Program Requirements Selected

The documentation requested for submission during the random validation process may not include all forms of documentation that are required to be maintained locally.
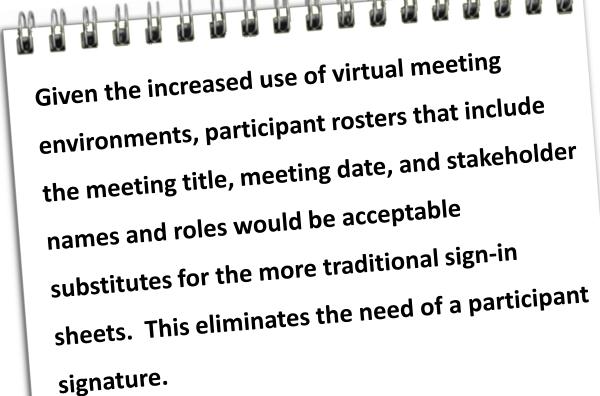
Meeting Documentation Requested

Standard Documentation

- ✓ Meeting Agendas

- ✓ Meeting Notes/Minutes

- ✓ Sign-In Sheets

Meeting Documentation

Documentation for virtual meetings is acceptable.

Given the increased use of virtual meeting environments, participant rosters that include the meeting title, meeting date, and stakeholder names and roles would be acceptable substitutes for the more traditional sign-in sheets. This eliminates the need of a participant signature.

MEP Program Requirements Additional Guidance

The 2022-2023 Random Validation for the Title I, Part C program will be requesting documentation from the 2021-2022 school year to ensure TEA is provided with adequate documentation to support the selected requirement. If the LEA did not participate in the Title I, Part C program in 2021-2022, the LEA will submit documentation for the 2022-2023 school year.

Interstate/Intrastate Coordination

Title I, Part C Program Requirement

Interstate/Intrastate Coordination

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. [Section 1304(b)(3)]

Interstate/Intrastate Coordination

Documentation Required
1.1 Copies of emails

Acceptable Documentation
- Copies of emails from the previous school year between the LEA/ESC MEP staff and the receiving or sending LEA/State

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.1

Copies of emails from the previous school year between the LEA/ESC MEP staff and the receiving or sending LEA/State

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

- Documentation submitted does not reference Interstate/Intrastate Coordination.

Interstate/Intrastate Coordination

Documentation Required

1.2 Copies of logs

Acceptable Documentation

- Copies of logs from the previous school year that document communication between the LEA/ESC MEP staff and receiving or sending LEA/State

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.2

Copies of logs from the previous school year that document communication between the LEA/ESC MEP staff and receiving or sending LEA/State

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

- Documentation submitted does not reference Interstate/Intrastate Coordination.

Interstate/Intrastate Coordination

Documentation Required

1.3 MSIX Notifications

Acceptable Documentation

- Sample of MSIX notifications from the previous school year

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.3

Sample of MSIX notifications from the previous school year

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

- Documentation submitted does not reference Interstate/Intrastate Coordination.

Interstate/Intrastate Coordination

If no migrant student records were requested during the school year, the following documentation must be readily available upon request:

Documentation Required

1.4 Record that there was no request

Acceptable Documentation

- Documentation that shows why there was no request for records from another LEA or had no need for this type of service for the previous year.

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.4

Documentation that shows why there was no request for records from another LEA or had no need for this type of service for the previous year.

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

Interstate/Intrastate Coordination

If no migrant student records were requested during the school year, the following documentation must be readily available upon request:

Documentation Required

1.5 TX-NGS Student Unique Count

Acceptable Documentation

- TX-NGS Student Unique Count Report for the previous year

Interstate/Intrastate Coordination

Documentation Required – Interstate/Intrastate Coordination Item 1.5

TX-NGS Student Unique Count Report for the previous school year

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

Thank you!

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