ESSA Random Validations
2019-2020
Agenda

- Program Random Validations
- Methodology
- Process
- Uploading Documents
Program Random Validations
Title I, Part C

- Evaluation
- MSIX
- Priority for Services (PFS)
- Parent Advisory Council (PAC)
Program Random Validations

- Title I, Part D
- Title II, Part A
- Title IV, Part A
- Rural and Low-Income Schools
- Unsafe School Choice
- Private School Equitable Services
Methodology
Methodology

• LEA was **NOT** selected for SAME program validation in 2018-2019.
• LEA applied for the program in the 2019-2020 ESSA Consolidated Federal Grant.
• On ADC (Applicant Designation Form) LEA indicated:
  • Apply on Own;
  • Member of Shared Services Arrangement; and
  • Apply as Fiscal Agent.
Process
Exclude LEA if selected in any prior year Random Validation for the same program

Create list of eligible LEAs

Run Random Validation Lists
Process – IT IS REALLY RANDOM!

- LEAs are selected using a random algorithm
- Number of LEAs are stratified by region
- Exclude LEAs that were selected for a prior year validation in the same program
Creating Eligible LEAs list

Eligible LEAs
1,112
Process – Run Validation Lists
Process Steps - What Happens Next?

TEA sends Email notification to LEA Administrator. ESC is copied.

LEA deadline to submit documentation.

ESC staff contact LEA within 3 business days of notification.

TEA completes documentation review.

TEA contacts ESC regarding LEAs that receive Improvement Needed for ESC review and comment.
Process Steps - What Happens Next?

ESC deadline to return documentation comments to TEA.

ESC technical assistance deadline if LEA received Improvement Needed status.

If LEA has Improvement Needed status, LEA will be required to submit documentation for 2020-2021 for same validation.

TEA notifies LEA of validation results. ESCs are copied.

ESC provides TEA documentation that technical assistance was offered/provided.
### LEA Submission Requirements

Follow these steps to submit your supporting documentation, as applicable, through the secure Every Student Succeeds Act (ESSA) Reports application via TEA.

1. Complete the 2019-2020 <Name of Validation> Random Validation Cover sheet.
2. Assemble the requested material into one PDF file in the following order:
   c. Required documentation as described in the guidance document and checklist for 2019-2020 <Name of Validation> Random Validation.
3. Log on to the TEA login (TEAL).
4. Select Every Student Succeeds Act (ESSA) Reports application.
5. Select "Upload Response Documents" tab.

From the dropdown menu:

- Response Template Title: Select "<name of validation as written in ESSA Reports>".
- School Year: Select "2019-2020".
- Response Doc Type: Select "Response Document".
- Click "Browse" to browse for the file location on your computer.
- Click "Upload Document" button.

### ESSA Reports

![Image of ESSA Reports interface]

- **For LEA information only.**
  - **Item #:**
  - **Description of Requirement:**
  - **Required for:**
  - **Referral to ESC:**
    - If the LEA receives "Improvement Needed" status, the LEA will be required to submit documentation for 2020-2021 for the same program requirements during resubmission Random Validation process. The documentation must be uploaded on ESSA Reports no later than <date>.

- **For LEA information only.**
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  - **Required for:**
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# Federal Program Compliance Division - Random Validation Documents

(Click on the document icon to access/download the document)

<table>
<thead>
<tr>
<th>Random Validation</th>
<th>Target Posting Date</th>
<th>Timeline</th>
<th>Checklist</th>
<th>Guidance Document Instructions</th>
<th>Guidance Document</th>
<th>Coversheet</th>
<th>Instructions for Uploading Documentation</th>
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<tr>
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Coming Soon (See Target Posting Dates)

| Title I, Part C - Migrant Education Program PAC             | 5/13/20             |          |           |                                 |                   |           |                                          |
Uploading Documents on ESSA Reports
Order of Documentation

Create 1 pdf document that contains:

• Completed Random Validation Coversheet
• Completed Random Validation Guidance Document
• LEA Supporting Documentation

Include completed form with upload

Date: [ ] Page 1 of [ ]
ESC: [ ] county district #: [ ]
LEA Name: [ ]
LEA Contact Name: [ ]
LEA Phone: [ ]
LEA Contact Email: [ ]

Submission instructions

To submit documentation, please arrange the packet in the following order and upload on ESSA Reports application on TEA no later than [date):

1. Completed copy of LEA Random Validation Coversheet.
3. [Specify documentation requested]

Comments (If applicable): [ ]

For questions contact: [Insert contact name] or [enter email address]
Logging into TEAL

On TEA main page, click on TEAL Login
Logging into TEAL

1. Enter Username
2. Enter Password
3. If you don’t have a TEAL account, click on Request New User Account
Accessing ESSA Reports

Texas Education Agency
User and Access Management

Self-Service
- Access Applications
- My To-Do List
- Requests I’ve Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information
- View Requests
- Reports

Administration
- Manage Others’ Accounts

Applications

600,700,800,900,1000,1100,1200,1300,2100,2200,4100,4200,4300,4400,4500,4600,2300,2900,3000,3100,3200,3510,3520,3700,4000,5000

eGrants

TEA Grants Director
Add/Modify Access

TEA Systems Analyst

Every Student Succeeds Act Reports

Random Validations

TEA Administrator
Add/Modify Access

GFFC Reports and Data Collections

Grants and Federal Fiscal Compliance Reports

TEA
Add/Modify Access
Requesting Access to ESSA Reports

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  - Random Validations
    - TEA Administrator
- GFFC Reports and Data Collections
  - Grants and Federal Fiscal Compliance Reports
    - TEA

Welcome, Didi Garcia

© 2019
Requesting Access to ESSA Reports

To apply for access to a TEA application or service, click the "Request New Account..." button below. To edit the details of one of your existing accounts, click on the Application name link in the list below.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the application is not displayed in the list, access the Application Reference Page to print a request form that can be faxed to TEA.
# Requesting Access to ESSA Reports

To request new access:

1. Click the Application ID link OR
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Application Name</th>
<th>Contact</th>
<th>Details</th>
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<tbody>
<tr>
<td>ARMS</td>
<td>Asset Reporting Management System</td>
<td>Email: Barbara Rodriguez</td>
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<td>BAT</td>
<td>Budget Analysis Tool</td>
<td>Email: Division of Budget and Planning (512-463-7115)</td>
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<td>Budget Modeling</td>
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<td>CharterFirst</td>
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ESSA Reports Approval Process

Complete ESSA Reports Access

LEA Administrator Approval

TEA Approval

ESSA Reports Available
1. Select “Upload Response Documents” tab
2. Response Template Title: Select “<name of validation as written in ESSA Reports>”
3. School Year: Select “2019-2020”
4. Response Doc Type: Select “Response Document”
5. Click “Browse” to browse for the file location on your computer
6. Click “Upload Document” button

Note: Maximum allowable file size is 10 MB.
How do I know if upload was successful?

1. If upload was successful, system will display a ✔
2. Check ESSA Reports to ensure your documents are loaded.

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</table>
Contacts for the Random Validation Process

ESSASupport@tea.texas.gov

Migrant.Ed@tea.texas.gov

PNPOmbudsman@tea.texas.gov
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Monitoring Programs through Random Validations

Association for Compensatory Educators of Texas
Fall Conference

Presented by TEA
Monitoring Programs through Random Validations

Validation Process
- Calendar (handout)
- Overview

Topics Included

Organizing Documentation
Random Validation Process for 2019-2020
Federal Program Compliance Division Updates

2019-2020 Random Validations

- **Calendar** (Handout)
- Random Validation Process
  - Announcement Letter
  - Timeline
  - Cover Sheet
  - Guidance Document instructions
  - Guidance Document
  - Checklist
  - Uploading Instructions
# Federal Program Compliance Division
## 2019-2020 Random Validations Calendar

### 2019-2020
#### Quarter 1

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<th>September 2019</th>
<th>October 2019</th>
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#### Quarter 2

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<th>January 2020</th>
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<td>Title II, Part A</td>
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#### Quarter 3

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**TEA Legend:**
- Notify LEAs Selected
- Documents Due from LEAs
- TEA Review In Progress
- Review Complete
- Results Shared with LEAs

**ESC Activities Legend:**
- Make initial contact with LEA and provide pre-validation technical assistance
- Review TEA "Did Not Meet Requirements" information and provide comments to TEA
- Provide post-validation technical assistance to LEAs that did not meet validation requirements
- Provide documentation to TEA that technical assistance was offered/provided

© 2019

Revised 10/17/2019
Federal Program Compliance
Division Updates

2019-2020 Random Validations

- Documents to be posted on web

https://tea.texas.gov/Finance_and_Grants/Grants/Title_I,_Part_A—Improving_Basic_Programs
Federal Program Compliance Division Updates

Federal Program Compliance Division 2019-2020 Random Validation Documents
(Click on the Document Icons Below to Access/Download the Document)

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Coming Soon (See Target Posting Dates)

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Version 0.9 (12/9/2019)
Validations for SNS

Districts Already Selected
Validation for Supplement, Not Supplant

- Selected LEAs submitted documentation by October 15.

- Review process underway.

- Results to LEAs by December 17.
Timeline for SWP Elements

- Dec 2—Selected LEAs notified.
- Dec 17—Documentation due on ESSA Reports.
- Jan 22—Initial review complete.
- Jan 23—Checklists with “needs improvement” status to ESCs for comment.
- Jan 29—ESC comments due.
- Feb 6—Results to LEAs.
- Feb 20—Documentation of technical assistance due.
Timeline for Title II, Part A – Program Requirements

- Jan. 6 — Email notification to LEA regarding selection.
- Jan. 22 — Documentation due on ESSA Reports.
- Feb. 21 – Documentation Review complete
- Feb. 24 — TEA Contacts ESC for ESC review.
- March 6 — ESC comments due.
- March 16 — Results to LEAs.
- April 1 — Documentation of technical assistance due.
- Sep 25, 2020 — For districts receiving improvement needed status, the LEA will be required to submit documentation for 2020-2021 for same program requirements.
Timeline for PFE Written Policy

- Feb 10—Selected LEAs notified.
- Feb 19—Documentation due on ESSA Reports.
- March 11—Initial review complete.
- March 12—Checklists with “needs improvement” status to ESCs for comment.
- March 25—ESC comments due.
- March 31—Results to LEAs.
- April 15—Documentation of technical assistance due.
Timeline for Title IV, Part A – Program Requirements

- Jan. 28 — Email notification to LEA regarding selection.
- ?? — Documentation due on ESSA Reports.
- ?? — Documentation Review complete
- ?? — TEA Contacts ESC for ESC review.
- ?? — ESC comments due.
- ?? — Results to LEAs.
- ?? — Documentation of technical assistance due.
- ?? 2020 — For districts receiving improvement needed status, the LEA will be required to submit documentation for 2020-2021 for same program requirements.
Timeline for Title V, Part B Rural and Low Income – Program Requirements

- Feb. 4-5 — Email notification to LEA regarding selection.
- ?? — Documentation due on ESSA Reports.
- ?? — Documentation Review complete
- ?? — TEA Contacts ESC for ESC review.
- ?? — ESC comments due.
- ?? — Results to LEAs.
- ?? — Documentation of technical assistance due.
- ?? 2020 — For districts receiving improvement needed status, the LEA will be required to submit documentation for 2020-2021 for same program requirements.
Timeline for Title I, Part A - Parent and Family Engagement

- Feb. 11 — Email notification to LEA regarding selection.
- ?? — Documentation due on ESSA Reports.
- ?? — Documentation Review complete.
- ?? — TEA Contacts ESC for ESC review.
- ?? — ESC comments due.
- ?? — Results to LEAs.
- ?? — Documentation of technical assistance due.
- ?? 2020 — For districts receiving improvement needed status, the LEA will be required to submit documentation for 2020-2021 for same program requirements.
Timeline for Title I, Part D, Subpart 2 - Neglected/Delinquent

- Apr. 7 — Email notification to LEA regarding selection.
- ?? — Documentation due on ESSA Reports.
- ?? – Documentation Review complete
- ?? — TEA Contacts ESC for ESC review.
- ?? — ESC comments due.
- ?? — Results to LEAs.
- ?? — Documentation of technical assistance due.
- ?? 2020 — For districts receiving improvement needed status, the LEA will be required to submit documentation for 2020-2021 for same program requirements.
Validations for PNP

Districts Already Selected
Validation Documents

- Notification Letter
- Timeline
- Instructions for Guidance document
- Guidance document
- Checklist
- Coversheet
- Instructions for uploading
Validation Documents to Submit

- Notification Letter
- Timeline
- Instructions for Guidance document
- Guidance document
- Checklist
- Coversheet
- Instructions for uploading

What else is needed?
For SWP Elements, the primary source for documentation is...

the Campus Improvement Plan.

_________________________.

© 2019
For PFE Written Policy, the primary source for documentation is...

the PFE Written Policy
Documentation

Using the Guidance Document for reference, find the relevant pages from the CIP that demonstrate compliance with each requirement being validated.
Documentation

Should that look like this? Or this?
Documentation

Using the Guidance Document for reference, find the relevant pages from the CIP that demonstrate compliance with each requirement being validated.
Documentation: Putting it all together
Tips to Facilitate Process

Orient pages consistently:

- Portrait
- Landscape
- Landscape (prohibited symbol)
Tips to Facilitate Process

Don’t include unnecessary pages.
Tips to Facilitate Process

Order pages and number consecutively in lower right corner:

Portrait

1 2

4
Use these consecutive page numbers when entering the page number on the Guidance Document:

<table>
<thead>
<tr>
<th>Page Number(s)</th>
<th>Element Number</th>
<th>Title I, Part A—Schoolwide Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td></td>
<td>Element 1. Comprehensive Needs Assessment (CNA): [...]</td>
</tr>
</tbody>
</table>

The Title I, Part A Campus Improvement Plan is based on a comprehensive needs assessment that takes into account information on the academic achievement and other indicators of the needs of children who are failing to meet academic standards, particularly the needs of those children who are failing to meet the standards and any other factors as determined by the school district. Documentation must include a summary of the CNA, including a description of the CNA process the campus followed. \[...\]
Use Element (or Item) Number to mark the location on the page:
Tips to Facilitate Process

• Each Item Number should be marked on the appropriate page.
What goes in the pdf for uploading?

- Coversheet
- Guidance Document
- Relevant pages from CIP
- Other Documentation, if necessary to demonstrate compliance.
File Size

- 10 mg limit.
- “Optimize” pdf file to reduce size.
- Ensure all pages are actually needed.
- Last resort, split file and upload in sections.
Issues with Past Validations
Issues with Past Validations

CIP Committee Roster

Martha Smith
James Murray
Mike Stevens
Erica Ross
Ian Riley
--etc.
Issues with Past Validations

Include roles on list of committee participants.
Issues with Past Validations

Have more than one parent on Needs Assessment committee and on CIP committee.

“Parents” is plural!
Issues with Past Validations

Multiple meeting opportunities for annual Title I meeting:
- Tuesday, 6:30 pm
- Thursday, noon
- Saturday, 10:00 am
Issues with Past Validations

Evaluate program effectiveness
Title II, Part A
Best Advice

- Really read the Guidance Document and Checklist.
- Ensure that documentation addresses the requirement being validated.
- Work with regional ESC (Help with validation process is free!)
Random Validations Process

- Timeline
- Validation Documents (To be Posted Online)
  - Timeline
  - Guidance Instructions
  - Guidance Submission Document
  - Checklist
  - Coversheet
  - Instructions for Uploading to ESSA Reports
- LEAs in Need of Improvement
Validation Timeline

- **LEAs contacted by ESC Staff**: 01/06/20
- **Deadline for LEAs to submit documentation via ESSA Reports (TEAL)**: 01/22/20
- **TEA contacts ESC to review and comment - Improvement Needed LEAs**: 02/24/20
- **Deadline for ESC to return comments to TEA**: 03/06/20
- **LEA Superintendent Notification of results via email (ESC contact[s] copied)**: 03/16/20
## Timeline

For LEA Information Only.

<table>
<thead>
<tr>
<th>Task</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email notification to LEA administrator regarding selection. ESC will be copied.</td>
<td>January 6, 2020</td>
</tr>
<tr>
<td>ESC staff will contact LEA to:</td>
<td></td>
</tr>
<tr>
<td>• confirm receipt of notice;</td>
<td></td>
</tr>
<tr>
<td>• confirm access to ESSA reports;</td>
<td></td>
</tr>
<tr>
<td>• offer assistance.</td>
<td>Within 3 business days after initial notification to LEA</td>
</tr>
<tr>
<td>Deadline to submit documentation for validation.</td>
<td>January 22, 2020</td>
</tr>
<tr>
<td>Completion of documentation review.</td>
<td>February 21, 2020</td>
</tr>
<tr>
<td>TEA contacts ESC regarding LEAs that receive Improvement Needed status for ESC review and comment before TEA notifies LEAs.</td>
<td>February 24, 2020</td>
</tr>
<tr>
<td>Deadline for ESC to return documentation comments to TEA.</td>
<td>March 6, 2020</td>
</tr>
<tr>
<td>Notification to LEA administrator of validation results. ESCs will be copied.</td>
<td>March 16, 2020</td>
</tr>
<tr>
<td>ESC technical assistance deadline if LEA receives “improvement Needed” status.</td>
<td>March 31, 2020</td>
</tr>
<tr>
<td>ESC provides documentation that technical assistance was offered/provided.</td>
<td>April 1, 2020</td>
</tr>
<tr>
<td>If the LEA receives improvement Needed status, the LEA will be required to submit documentation for 2020-2021 for the same program requirements during the resubmission Random Validation process. The documentation must be uploaded on ESSA Reports.</td>
<td>September 25, 2020</td>
</tr>
</tbody>
</table>

Revised on 10/29/2019
For LEA Information Only.

Statutory Citation: Every Student Succeeds Act (ESSA)

Section 2102(b)—Subgrants to Local Educational Agencies
As part of the ESSA Consolidated Federal Grant Application, the LEA agreed to several assurances related to its Title II, Part A program, including the following:

- The Title II, Part A, program activities will be aligned with challenging state academic standards [Section 2102(b)(2)(A)];
- The LEA will meaningfully consult with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in an LEA that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of Title II, Part A [Section 2102(b)(3)(A)];
- The LEA will seek advice from the individuals and organizations described in the preceding subparagraph regarding how best to improve the LEA’s activities to meet the purpose of Title II, Part A [Section 2102(b)(3)(B)];
- The LEA will use data and ongoing consultation to continually update and improve Title II, Part A, activities [Section 2102(b)(2)(D)]; and
- The LEA will coordinate Title II, Part A, professional development activities with professional development activities provided through other federal, state, and local programs [Section 2102(b)(2)(F)].

Instructions: Use this guidance document to review the LEA’s 2019-2020 Title II, Part A program requirements. In the left column write the page number where the requirement is addressed in the relevant pages of the District Improvement Plan. If there are two or more requirements on the same page, please also indicate the specific paragraph or section where each requirement is addressed.

When compiling the pdf file for submission, please ensure:
- that pages are not compressed or reduced in size;
- that landscape pages are oriented with their right-hand edge at the top;
- that the entire packet is 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; and
- please indicate the item number of each requirement on the appropriate page to facilitate the review process.
Guidance Instructions – Page 2

2019-2020 Random Validation Guidance Document Instructions
Federal Program Compliance Division
Title II, Part A—Supporting Effective Instruction
DO NOT SUBMIT TO TEA

Notes:
1. Title II, Part A program requirements described above must be addressed in the validations.
2. Validation requirements will receive a designation of “Met Requirement” or “Improvement Needed” during the validation review.
3. The complete text of the Program-specific Provisions and Assurances is available through the TEA web page. From the “Grant Opportunities” page, select the 2019-2020 ESSA Consolidated Federal Grant Application from the drop-down list. A link to the Program-specific Provisions and Assurances document is under the Application and Support Information section.
### 2019-2020 Random Validation Guidance Document Instructions

**Federal Program Compliance Division**

**Title II, Part A—Supporting Effective Instruction**

**DO NOT SUBMIT TO TEA**

---

#### Attachment 1.1 Activities Alignment—Documentation Reference Table

<table>
<thead>
<tr>
<th>6100 Payroll Costs</th>
<th>6200 Professional and Contracted Services</th>
<th>6300 Supplies and Materials</th>
<th>6400 Other Operating Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title II, Part A Program development.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Certificate, Sign In Sheet, Job Description, Extr. Duty Pay Request Form, PD Evaluation Form/Results, Training Agenda, Training Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities Documentation*:</td>
<td>Purchasing Requisition, Purchase Order, Quota, Invoice, Receipt, Sign In Sheet, Training Materials, Training Agenda, PD Evaluation Form/Results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities Documentation*:</td>
<td>Training Certificate, Training Agenda, Training Materials, Out of State Justification Form, PD Evaluation Form/Results</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**AND**

A copy of the relevant pages of the most current District Improvement Plan or a copy of the relevant pages of the most current Campus Improvement Plan if the activity was campus specific. (Include page number(s) that make reference to the Title II, Part A activity submitted for validation and needs assessment summary that corresponds with the Title II, Part A activity referenced.)

---

**Note:** All documentation must include relevant information to establish compliance including, but not limited to, a description of how the activity is aligned with challenging State academic standards. If the activity is related to a professional development opportunity, it must also include whether it is sustained, intensive, collaborative, job embedded, data driven, personalized or based on information from an evaluation and support system, and classroom-focused rather than PD that stands alone and does not connect to a larger school-wide or individualized plan.

---

Revised on 10/29/2019
### Title II, Part A—Supporting Effective Instruction Program Requirements

<table>
<thead>
<tr>
<th>Item #</th>
<th>Activities Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Each LEA should describe how the activities to be carried out by the local education agency under Title II, Part A will be aligned with challenging State academic standards. The LEA must provide the following compliance documentation:</td>
</tr>
<tr>
<td></td>
<td>• Relevant pages of the District Improvement Plan or a copy of the relevant pages of the most current Campus Improvement Plan if the activity was campus specific AND</td>
</tr>
<tr>
<td></td>
<td>• Activity Documents for one Title II, Part A funded activity. (See Attachment 1.1 Activities Alignment—Documentation Reference Table for additional information on acceptable documentation.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item #</th>
<th>Meaningful Consultation: Stakeholders</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>An LEA shall meaningfully consult with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in a LEA that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of Title II, Part A. The LEA must provide the following compliance documentation:</td>
</tr>
<tr>
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<td>• Relevant pages of the District Improvement Plan AND</td>
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<td></td>
<td>• Supporting documentation, such as:</td>
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<td></td>
<td>o Stakeholder meeting agendas and minutes,</td>
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<tr>
<td>Page Number(s)</td>
<td>Item #</td>
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</tbody>
</table>
# 2019-2020 Random Validation Checklist

Federal Program Compliance Division
Title II, Part A — Supporting Effective Instruction

FOR TEA USE ONLY — DO NOT SUBMIT TO TEA

## For LEA Information Only.

<table>
<thead>
<tr>
<th>ESC:</th>
<th>County District #:</th>
<th>Campus Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA Name:</td>
<td>Campus Name (if applicable):</td>
<td></td>
</tr>
<tr>
<td>LEA/Campus Contact:</td>
<td>LEA Phone:</td>
<td></td>
</tr>
<tr>
<td>Reviewed by TEA Staff:</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Reviewed with ESC Staff (if applicable) ESC Staff contacted:</td>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

## Item # Description of Requirement | Met Requirement | Improvement Needed | TEA/ESC Notes |
---|---|---|---|
1.1 | Activities Alignment | | | |
  | Each LEA should describe how the activities to be carried out by the local education agency under Title II, Part A will be aligned with challenging State academic standards. LEAs must provide the following compliance documentation for one Title II, Part A-funded activity: | | | |
  | Relevant pages of the District Improvement Plan or relevant pages of the most current Campus Improvement Plan if the activity was campus based AND | | | |
  | Activity documents | | | |

Revised on 10/29/2019
<table>
<thead>
<tr>
<th>Item #</th>
<th>Description of Requirement</th>
<th>Met Requirement</th>
<th>Improvement Needed</th>
<th>TEA/ESC Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Meaningful Consultation: Stakeholders</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

An LEA shall meaningfully consult with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in an LEA that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of Title II, Part A.

LEA should provide the following documentation to demonstrate compliance:
- Relevant pages of the District Improvement Plan AND
- Stakeholder meeting agendas and minutes
- Sign in sheets
- Materials used during consultation events
- Surveys and their results
<table>
<thead>
<tr>
<th>Item #</th>
<th>Description of Requirement</th>
<th>Met Requirement</th>
<th>Improvement Needed</th>
<th>TEA/ESC Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2</td>
<td>Meaningful Consultations: Seek Advice for Continuous Improvement</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td></td>
<td>An LEA shall seek advice from the individuals and organizations described regarding how</td>
<td></td>
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<tr>
<td></td>
<td>best to improve the LEA’s activities to meet the purpose of Title II, Part A.</td>
<td></td>
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<td></td>
<td>LEA should provide the following documentation to demonstrate compliance:</td>
<td></td>
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<td>☐ Relevant pages of the District Improvement Plan AND</td>
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<td></td>
<td>☐ Stakeholder meeting agendas and minutes</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>☐ Sign in sheets</td>
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<td>☐ Materials used during consultation events</td>
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<td></td>
<td>☐ Surveys and their results</td>
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<tr>
<td>2.3</td>
<td>Meaningful Consultations: Use of Data and Ongoing Consultation</td>
<td>☐</td>
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</tr>
<tr>
<td></td>
<td>Each LEA should describe how the LEA will use data and ongoing consultation to continually</td>
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<td></td>
<td>update and improve activities supported under Title II, Part A.</td>
<td></td>
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<tr>
<td></td>
<td>LEA should provide the following documentation to demonstrate compliance:</td>
<td></td>
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<tr>
<td>Item #</td>
<td>Description of Requirement</td>
<td>Met Requirement</td>
<td>Improvement Needed</td>
<td>TEA/ESC Notes</td>
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<td></td>
<td>Relevant pages of the District Improvement Plan AND</td>
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<tr>
<td></td>
<td>Stakeholder meeting agendas and minutes</td>
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<td></td>
<td>Sign in sheets</td>
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<td>Materials used during consultation events</td>
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<td></td>
<td>Surveys and their results</td>
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</tbody>
</table>

3.1 Coordination
The LEA will coordinate professional development activities authorized under Title II, Part A with professional development activities provided through other federal, state, and local programs.
LEA should provide the following documentation to demonstrate compliance:
- Relevant pages of the District Improvement Plan AND
- Stakeholder meeting agendas and minutes
- Sign in sheets
- Materials used during consultation events
- Surveys and their results

- [ ] Relevant pages of the District Improvement Plan AND
- [ ] Stakeholder meeting agendas and minutes
- [ ] Sign in sheets
- [ ] Materials used during consultation events
- [ ] Surveys and their results
<table>
<thead>
<tr>
<th>Item #</th>
<th>Description of Requirement</th>
<th>Met Requirement</th>
<th>Improvement Needed</th>
<th>TEA/ESC Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Referred to ESC # ____ for assistance</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>If the LEA receives Improvement Needed status, the LEA will be required to submit documentation for 2020-2021 for the same program requirements during resubmission random validation process. The documentation must be uploaded on ESSA Reports no later than September 25, 2020.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Coversheet

Include completed form with upload

Date: [ ] Page 1 of [ ]
ESC: [ ] County District #: [ ]
LEA Name: [ ]
LEA Contact Name: [ ]
LEA Phone: [ ]
LEA Contact Email: [ ]

Submission Instructions
To submit documentation, please arrange the packet in the following order and upload on ESSA Reports application on TEA: no later than January 22, 2020.

1. Completed copy of LEA Random Validation Coversheet.
3. Supporting Documentation for the requirements noted in the Title II, Part A Guidance and Submission Document

Comments (if applicable):

For Questions Contact: Jaime Huerta at jaime.huerta@tea.texas.gov or at ESSASupport@tea.texas.gov

Revised on 10/29/2019
Instructions for Uploading Documents to ESSA Reports
Improvement Needed Activities Timeline

ESC contacts LEA to offer/provide technical assistance

03/17/20

ESC provides documentation that technical assistance was offered/provided

03/31/20

04/01/20

Deadline for ESC to provide technical assistance

LEA submits documentation for 2020-2021 to show evidence of compliance with program requirements

09/25/20
1. Activities Alignment
2. Meaningful Consultation
3. Coordination
1. Activities Alignment with Challenging State Academic Standards

Statute Language:

Each LEA should describe how the activities to be carried out by the LEA under Title II, Part A will be aligned with challenging State academic standards.
1. Activities Alignment with Challenging State Academic Standards

Compliance Documentation:

Relevant pages of the District Improvement Plan AND Activity Documents for one Title II, Part A funded Activity (See Supporting Documentation Reference Table)
<table>
<thead>
<tr>
<th>Payroll Costs</th>
<th>Professional and Contracted Services</th>
<th>Supplies and Materials</th>
<th>Other Operating Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible Activities:</td>
<td>Possible Activities:</td>
<td>Possible Activities:</td>
<td>Possible Activities:</td>
</tr>
<tr>
<td>Extra duty pay for Title II, Part A</td>
<td>Title II, Part A Professional development</td>
<td>Supplies and materials for Title II, Part A</td>
<td>Professional development conferences, Off-site professional development</td>
</tr>
<tr>
<td>Professional development outside of the regular school day/week, Paraprofessional pay (evidence from research requirement), Incentive pay, Substitute pay</td>
<td>Program development</td>
<td>Professional development, Educator recruitment materials</td>
<td></td>
</tr>
<tr>
<td>Activities Documentation*:</td>
<td>Activities Documentation*:</td>
<td>Activities Documentation*:</td>
<td>Activities Documentation*:</td>
</tr>
<tr>
<td>Training Certificate, Sign In Sheet, Job Description, Extra Duty Pay Request Form, PD Evaluation Form/Results, Training Agenda, Training Materials</td>
<td>Executed Contract, Statement of Work, Quote, Purchasing Requisition, Invoice, Receipt, Sign In Sheet, Training Materials, Training Agenda</td>
<td>Purchasing Requisition, Purchase Order, Quote, Invoice, Receipt, Sign In Sheet, Training Materials, Training Agenda, PD Evaluation Form/Results</td>
<td>Travel Requisition, Training Certificates, Training Agenda, Training Materials, Out of State Justification Form, PD Evaluation Form/Results</td>
</tr>
</tbody>
</table>

AND

a copy of the relevant pages of the most current District Improvement Plan or a copy of the relevant pages of the most current Campus Improvement Plan if the activity was campus specific [Indicate page number(s) that make reference to the Title II, Part A activity submitted for validation and needs assessment summary that corresponds with the Title II, Part A activity referenced]

*Note: All documentation must include relevant information to establish compliance including, but not limited to, a description of how the activity is aligned with challenging State academic standards. If the activity is related to a professional development opportunity, it must also include whether it is sustained, intensive, collaborative, job embedded, data-driven, personalized or based on information from an evaluation and support system, and classroom-focused rather than PD that stands alone and does not connect to a larger school-wide or individualized plan.
2. Meaningful Consultation

- Required Stakeholders
- Seek Advice for Continuous Improvement
- Use of Data and Ongoing Consultation
2. **Meaningful** Consultation - Stakeholders

Statute Language:

An LEA shall *meaningfully consult* with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in a LEA that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the **purpose of Title II, Part A.**
2. Meaningful Consultation - Stakeholders

**Compliance Documentation:**

*Relevant pages of the District Improvement Plan AND Supporting Documentation*

- ✓ Stakeholder meeting agendas and minutes
- ✓ Sign in sheets
- ✓ Materials used during consultation events
- ✓ Surveys and their results
2. Meaningful Consultation – Seek Advice

Statute Language:
An LEA shall seek advice from the individuals and organizations described regarding how best to improve the LEAs activities to meet the purpose of Title II, Part A.
2. Meaningful Consultation – Seek Advice

• Compliance Documentation:
  • Relevant pages of the District Improvement Plan

• **AND** Supporting Documentation
  
  ✓ Stakeholder meeting agendas and minutes
  ✓ Sign in sheets
  ✓ Materials used during consultation events
  ✓ Surveys and their results
Statute Language:
Each LEA should describe how the LEA will use data and ongoing consultation to continually update and improve activities supported under Title II, Part A.
2. Meaningful Consultation – Use of Data and Ongoing Consultation

- Compliance Documentation:
- Relevant pages of the District Improvement Plan
- AND Supporting Documentation
  - Stakeholder meeting agendas and minutes
  - Sign in sheets
  - Materials used during consultation events
Statute Language:

The LEA will coordinate professional development activities authorized under Title II, Part A with professional development activities provided through other Federal, State, and local programs.
3. Coordination

Compliance Documentation:

Relevant pages of the District Improvement Plan AND Supporting Documentation

- Meeting agendas and minutes
- Sign in sheets
- Materials used during coordination events
- Surveys and their results
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Best Advice

What if LEA is not being validated?

Use Guidance Document or Checklist as a Self-Check.
Contact Information
Contact Information

Anita Villarreal
Division Director
State Director, Title I, Part A
Federal Program Compliance Division

(512) 463-9244
Anita.Villarreal@tea.texas.gov
ESSASupport@tea.texas.gov

• Vivian Smyrl
• Director of Program Implementation

Division (512) 936-6216

• Federal Program Compliance

Vivian.Smyrl@tea.texas.gov
ESSASupport@tea.texas.gov
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