

## 2024-2025 Program Monitoring Validation Guidance Document

**Program: Title I, Part C**

**Requirement: Priority for Service**

### Documentation Requested

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 require

maintained locally. The documentation requested for submission during the validation include all forms of documentation required to be maintained locally.

The following selected documentation referenced in the table below to demonstrate the program requirement described. TEA will utilize the following table to determine if LEA submitted sufficient documentation to support LEA compliance.

Documentation submitted for TEA review should show evidence of compliance in the 2023-2024 school year for the program requirement selected.

Documentation is requested to be submitted by 5:00 pm CST on or before

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 Priority for Service (PFS) Report from TX-NGS	2023-2024	Copy of two monthly PFS Reports <b>redacting student identifiable</b> information. Reports showing “No students found” is acceptable.
1.2 District PFS Action Plan	2023-2024	Copy of the district PFS Action Plan

In addition, the following is required only for LEAs with PFS students.

1.3 Supplemental Program Count Report from TX-NGS which lists supplemental services being provided to the PFS students	2023-2024	Supplemental Program Count Report from TX-NGS listing supplemental services provided to the PFS students. Please note, if submitting the Supplemental Program Count Report, <b>redact student identifiable</b> information and highlight the unique student number.
1.4 Documentation that MEP-funded services are provided to the PFS students first	2023-2024	Relevant documentation that shows MEP funded services were provided to PFS students first

## Instructions for Assembling Documentation

Assemble the requested material into one PDF file.

- a. Ensure that the PDF file contains the required documentation as described above.
- b. Do not submit extraneous documentation.
- c. When compiling the PDF file for submission, please ensure that—
  - the pages are not compressed or reduced in size;
  - any landscape pages are oriented tPDF fiirsb gT0 1 Tf061 /ie1e ors or PDrxany landscape pa entt tP5 0 Td



## Requirement References

The requirement is referenced in the following documents.

<b>Every Student Succeeds Act (ESSA) Statute</b>	Sec. 1301(2) PROGRAM PURPOSE. - To ensure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and challenging State academ13(n)1
--	--

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at [ESSAsupport@TEA.Texas.gov](mailto:ESSAsupport@TEA.Texas.gov) or via telephone at (512) 463-9499. A directory of TEA program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).