

Parent and Family Engagement Compliance Calendar

Note: The items identified on this calendar are NOT an all-inclusive listing for an effective parent and family engagement program. There are additional resources related to the specific requirements that are referenced in statute. Additional items are included for your information and convenience.

August

- Texas Parents' Day (2nd Sunday of the month.)
- The LEA shall administer a Home Language Survey for each student who enrolls in a Texas public school for the first time.
- The LEA shall notify parents, at least 14 days prior to the beginning of school and at the time of enrollment for new students, of Persistently Dangerous Schools and the option to transfer to a safe public school within the LEA, including a public charter school.
- The LEA shall notify parents of their right to request and receive information regarding the professional qualifications of the student's classroom teachers. *ESSA, Section 1112(e)(1)(A)*
- The LEA shall jointly develop or revise with, agree upon with, and distribute to parents and family members of participating children the district's written parent and family engagement policy. *ESSA, Section 1116(a)(2)*
- Each Title I, Part A campus shall jointly develop or revise with, agree upon with, and distribute to parents and family members of participating children the campus's written parent and family engagement policy. *ESSA, Section 1116(b)(1)*
- Each Title I, Part A campus shall jointly develop or revise with parents for all Title I, Part A students a School-Parent Compact. *ESSA, Section 1116(d)*
- Each Title I, Part A campus has a school-parent compact that outlines how the parents, the entire school staff, and the students share responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. *ESSA, Section 1116(d)*
- Each Title I, Part A campus shall schedule an annual Title I, Part A Meetings – to be offered at a convenient time on more than one day and at different times during the day - to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I, Part A and to explain the program requirements and the right of parents to be involved. (This meeting is usually held in September.) *ESSA, Section 1116(c)(1)*
- The LEA and each Title I, Part A campus shall provide assistance to parents in understanding the challenging State standards, State and local assessments, and how to monitor a child's progress. (This can be provided at a time other than August.) *ESSA, Section 1116(e)(1)*
- The LEA and each Title I, Part A campus shall provide materials and training to help parents to work with their children to improve their children's achievement. (This is frequently provided as an ongoing activity through the school year.) *ESSA, Section 1116(e)(2)*
- The LEA and each Title I, Part A campus shall educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff members, with the assistance of parents, in the value and utility of the contributions of parents. (The training could be at a time other than August.) *ESSA, Section 1116(e)(3)*

August Continued

- As outlined in *ESSA section 1304 (c) 8*, “Texas is responsible for identifying and recruiting all eligible migratory children residing in the state”. To ensure this task is completed successfully, TEA requires that all LEAs that receive MEP funds, and all ESCs conduct active identification and recruitment of eligible migratory children within their boundaries. Identification and recruitment should take place **year-round** and **throughout the school district community**.
- To ensure parental participation in the MEP, the migrant-funded LEA with programs not less than one school year in duration will establish an LEA-wide migrant parent advisory council (PAC). Although there are a number of ways to select PAC members, to the extent feasible, parents of eligible migratory students shall elect members of the PAC, and which will be composed of a majority of parents of migratory children. *ESSA, Section 1304(c)(3)*
 - Migrant-funded LEAs and SSA fiscal agents shall establish and consult a PAC even if the contracting agents have schoolwide programs.
 - The LEA or SSA fiscal agent will have meaningful consultation with parents of migratory children including the migrant parent advisory council (PAC) in the planning and operation of the local migrant education program. “Meaningful consultation” includes, but is not limited to both of the following:
 - Providing copies of pertinent district and campus improvement plans, state plans, state and federal laws, regulations, and rules; copies of reports resulting from audits, TEA monitoring visits, and complaint investigations; and copies of LEA needs assessments, evaluations, TX-NGS reports.
 - Providing empowerment training for PAC members at no cost to parents; said training includes, but is not limited to, providing PAC members, in their dominant language, a clear understanding of the key issues and decision points from aforementioned data sources to facilitate informed input and advice to the district before program designs and decisions are finalized.
 - The planning and implementation of the LEA’s Migrant Education Program provides for the same parental involvement as required for programs and projects under Section 1116. PAC meetings must be conducted in a format and language that is understandable to parents of migratory children. To ensure full parent participation, PAC meetings should be held at times convenient for the parents of migratory children and transportation and childcare should be offered. *ESSA, Section 1304(c)(3)(A and B)*
- To ensure that LEAs address and address the special educational needs of preschool migratory children, *ESSA Section 1304(b)(1)*. A Bright Beginning is an early literacy program funded by the Texas Education Agency as part of a State Initiative Grant. All lessons are aligned to the Texas Prekindergarten Guidelines. This program is designed specifically for 3- and 4-year old children in the Texas migrant program who are not being served by other school readiness programs (like Pre-K or Head Start). When those students are identified, A Bright Beginning should be offered. *ABB* includes both home-based and center-based components to allow educators to best meet the needs of their program. The home-based component includes lessons with an emphasis on parent involvement.
 - The LEAs or SSA fiscal agents should reach out to the parent of 3- and 4-year-olds if they have access to preschool and if not if they would like their child to participate in *ABB*.
 - This outreach to parents should occur at the beginning of the year and as new children are identified as migratory or as young children turn three years of age.

August Continued

- The LEA shall implement an effective means of outreach to parents and families of English Learners and inform them how they can be involved in the education of their children and assist their children to attain English proficiency and achieve at high levels. *ESSA, Section 1112(e)(3)(C)*
 - Each LEA using funds under Title I, Part A or Title III to provide a language instruction educational program as determined under Title III shall, no later than 30 days after the beginning of the school year, inform parents of an English learner identified for participation or participating in such a program, of –
 - The reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program;
 - The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement;
 - The methods of instruction used in the program in which their child is, or will be, participating and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
 - How the program in which their child is, or will be, participating will meet the educational strengths and needs of their child;
 - How such program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
 - The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program) if Title I, Part A funds are used for children in high schools;
 - In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child; and
 - Information pertaining to parental rights that includes written guidance –
 - Detailing the right of parents to have their child immediately removed from such program upon their request;
 - Detailing the options available to parents to decline to enroll their child in such program or to choose another program or method of instruction, if available; and
 - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the LEA. *ESSA, 1112(e)(3)(A)*
- Note: For those children who have not been identified as English learners prior to the beginning of the school year but are identified as English learners during such school year, the LEA shall notify the children's parents during the first 2 weeks of the child being placed in a language instruction educational program. *ESSA, 1112(e)(3)(B)* For more information on Emergent Bilingual Program Requirements, please email EmergentBilingualSupport@tea.texas.gov
- The LEA homeless liaison will inform parents/guardians of homeless students the educational opportunities and other services available to the child. (Identification of homeless students usually occurs at registration but can occur at any time during the school year as family situations change.)
 - The LEA completes the ESSA Consolidated Federal Grant Application (due September 1, 2023).
 - The LEA prepares and submits the ESSA Consolidated Compliance Report (due September 30, 2023).

September

- ESSA Consolidated Federal Grant Application (due September 1, 2023)
- If allowed by your LEA or campus administrators, register for the Association for Compensatory Educators of Texas (ACET) Conference. (October 25-27, 2023, in Las Colinas, Texas)
- If allowed by your LEA or campus administrators, register for the Statewide Parental Involvement Conference. (October 4-6, 2023, in Corpus Christi)
- Conduct Parent-Teacher Conferences where school-parent compacts are discussed. (Conferences are required at the elementary level; at the secondary level, conferences are optional, but the compacts must still be distributed.) *ESSA, Section 1116(d)(2)(A)*
- Convene and document the Title I, Part A Annual Parent Meetings for each Title I, Part A Campus. *ESSA, Section 1116(c)(1)*: explain the Title I, Part A program requirements, inform parents of their right to be involved, and explain the Reservation of Funds for parental engagement and the parents' role in deciding the use of the funds (for schools receiving \$500,000 or more in Title I, Part A funds)
- Provide communications about the Title I, Part A program in a format, and the extent practicable, in a language parents understand. (Provide information to parents in a format and language they understand must be practiced throughout the school year.) *ESSA, Sections 1112(e)(4) and 1116(b)(1) & (e)(5)*
- A school that receives Title I, Part A funds shall provide to each individual parent/guardian of a child who is a student in such school timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. *ESSA, Section 1112(e)(1)(B)(ii)*
- If not already done, distribute the District and Campus Parental Engagement Policies to parents and families. *ESSA, 1116(a)(2) & (b)(1)*
- If not already done, distribute the School-Parent Compact to parents and families. *ESSA, Section 1116(d)*
- The Schoolwide Plan/Campus Improvement Plan shall be available to parents and families. *ESSA, Section 1114(b)(2) & (4)*
- A school district that assigns an inappropriately certified or uncertified teacher to the same classroom for more than 4 consecutive weeks during the same school year shall provide written notice of the assignment to the parent or guardian of each student in that classroom. *ESSA, Section 1112(e)(1)(B)*
- If not already done, prepare and submit ESSA Consolidated Compliance Report (due September 30, 2023).

October

- If needed, provide parents with the information about TEA's Virtual Parent Outreach and Training sessions at 9:00-11:00 am CST on Tuesday, October 17th. Parents can register [here](#).
- If not already done, conduct Parent-Teacher Conferences where school-parent compacts are discussed (Conferences are required at the elementary level; at the secondary level, conferences are optional, but the compacts must still be distributed) *ESSA, Section 1116(d)(2)(A)*
- If allowed by your LEA or campus administrators, attend the Statewide Parental Involvement Conference. (October 4-6, 2023, in Corpus Christi)

October Continued

- If allowed by your LEA or campus administrators, attend the Association for Compensatory Educators of Texas (ACET) Conference. (October 25-27, 2023, in Las Colinas, Texas)

November

- If needed, provide parents with the information about TEA's Virtual Parent Outreach and Training sessions at 9:00-11:00 am CST on Tuesday, October 17th. Parents can register [here](#).
- National Parent Involvement Day. (3rd Thursday of the month)
- Texas Academic Performance Reports (TAPR) updated on a rolling basis as data are processed; released late December.
- If allowed by your LEA, attend the Association for Migrant Educators of Texas (AMET) Conference (November 15-17, 2023, in McAllen, Texas)

December

- If allowed by your LEA or campus administrators, register for the National ESEA Conference. (Hybrid event in Portland, Oregon February 7-10, 2024)

January

- If needed, provide parents with the information about TEA's Virtual Parent Outreach and Training sessions at 9:00-11:00 am CST on Tuesday, October 17th. Parents can register [here](#).
- Disseminate Annual Federal Report Cards (for State, LEA, and campus) to parents, usually early in the new calendar year but not later than early March depending upon the availability of relevant data. *ESSA, Section 1111(h)(1)(B) and (h)(2)(B)*
- If allowed by your LEA or campus administrators, register for the National ESEA Conference. (Hybrid event in Portland, Oregon, February 7-10, 2024)
- A school that receives funds under Title I shall provide to each individual parent/guardian of a child who is a student in such school timely notice that the student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. *ESSA, Section 1112(e)(1)(B)(ii)*
- The LEA and each Title I, Part A campus shall provide assistance to parents in understanding the challenging State standards, State and local assessments, and how to monitor a child's progress. (This is often provided throughout the school year.) *ESSA, Section 1116(e)(1)*
- The LEA and each Title I, Part A campus shall provide materials and training to help parents to work with their children to improve their children's achievement. (This is frequently provided as an ongoing task through the school year.) *ESSA, Section 1116(e)(2)*
- The LEA and each Title I, Part A campus shall educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff members, with the assistance of parents, in the value and utility of the contributions of parents. (The training can be provided throughout the school year.) *ESSA, Section 1116(e)(3)*

February

- If not already done, disseminate Annual Federal Report Cards (State, LEA, and campus) to parents no later than early March, depending upon the availability of relevant data. *ESSA, Section 1111(h)(1)(B) and (h)(2)(B)*
- If allowed by your LEA or campus administrators, attend the Association for Compensatory Educators of Texas (ACET) Conference. (April 24-26, 2024, in TBD)
- If allowed by your LEA or campus administrators, attend the National ESEA Conference. (Hybrid event in Portland, Oregon, February 7-10, 2024)

March

- If allowed by your LEA or campus administrators, register for the Association for Compensatory Educators of Texas (ACET) Conference. (April 24-26, 2024, in TBD)
- If provided, notify parents of migratory students that the LEA is providing Project SMART as a summer service.

April

- Schedule, consult, and conduct with parents and families an annual evaluation of the content and effectiveness of the parent and family engagement policy and program toward improving the academic quality of the schools. *ESSA, Section 1116(a)(2)(D)*
- If allowed by your LEA or campus administrators, attend the Association for Compensatory Educators of Texas (ACET) Conference. (April 24-26, 2024, in TBD)
- Consult with parents and families in the development, review or revision, and evaluation of the Schoolwide Plan/Campus Improvement Plan and the District Improvement Plan. *ESSA, Section 1114(b)(2)*
- Public School Volunteer Week (April 22-26, 2024)

May

- Provide to parents information about the level of achievement of the child in each of the required state academic assessments. (If this cannot be completed before the school year concludes, do this as soon as practicable.) *ESSA, Section 1112(e)(1)(B)*

June

- Provide parents with information about the level of achievement of the child in each of the required state academic assessments. (If this cannot be completed before the school year concludes, do this as soon as practicable.) *ESSA, Section 1112(e)(1)(B)*
- Prepare and submit ESSA Consolidated Federal Grant Application, if applicable.
- Prepare and submit ESSA Consolidated Compliance Report (due September 30, 2024)
- Contact currently eligible migratory families to determine if a new move has occurred

July

- Submit ESSA Consolidated Federal Grant Application, if applicable (strive to submit on or before July 1 for July 1 stamp-in date.)
- Prepare and submit ESSA Consolidated Compliance Report (due September 30, 2024)
- National Parents' Day- 4th Sunday of the month.
- Contact currently eligible migratory families to determine if a new move has occurred

TEA Contact Information

For questions related to any of the program-specific items referenced in this document, please contact TEA at the following program-specific email addresses.

- Title I, Part A – Improving Basic Programs Email: ESSASupport@TEA.Texas.gov
- Title I, Part C – Migrant Education Program (MEP) Email: Migrant.Ed@TEA.Texas.gov
- Title III, Part A – English Language Acquisition, Language Enhancement, and Academic Achievement Act Email: EmergentBilingualSupport@tea.texas.gov
- Texas Education for Homeless Children and Youth (TEHCY) Email: HomelessEducation@TEA.Texas.gov