



ESSA Title IV, Part A School System Special Data Collection for Public Reporting Handbook Overview

**School Year
(07/01/2026 – 09/30/2027)**

Federal Program Compliance Division

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Background

As per the *Elementary and Secondary Education Act* (ESEA), as amended by the *Every Student Succeeds Act* (ESSA), Title IV, Part A (TIVA), Subpart 1 sections 4104(a)(2) and 4106(e)(1)(E), TEA is required to collect and publicly report how all School System TIVA, Subpart 1 funds are being expended per content areas by School Year (SY), 15 months, and the degree to which progress has been made toward meeting program objectives and intended outcomes.

ESEA, as amended by ESSA, Title IV, Part A, Section 4104(a)(2)

(a)(2) Each State that receives an allotment under section 4103 shall publicly report on how funds made available under this subpart are being expended by local educational agencies, including the degree to which the local educational agencies have made progress toward meeting the objectives and outcomes described in ESSA, section 4106(e)(1)(E).

To comply with the federal requirements referenced, TEA will launch the Title IV, Part A, School System Special Data Collection. Every SCHOOL SYSTEM that applies for TIVA funds will be required to complete the report.

School Systems that redirect 100% of their TIVA funding via Funding Transferability and/or the Rural Education Achievement Program (REAP) to implement other programs will not be required to provide the following data.

Every School System that implements a TIVA program will be required to provide the following data by School Year (SY) (15 months):

- Two TIVA Program Objectives and corresponding Measurable Outcomes
- Final Progress for each of the TIVA Program Objectives and corresponding Measurable Outcomes
- TIVA Expenditures by Service/Content Area(s):
 - Direct Administration Costs;
 - Activities to Support Well-Rounded Education Opportunities;
 - Activities to Support Safe and Healthy Students;
 - Activities to Support Effective Use of Technology; and
 - Technology Infrastructure.

Introduction

This Handbook is intended to assist School Systems in completing the *TIVA School System Special Data Collection* process as part of TEA's federal requirement to collect and publicly report data. All data submitted will be publicly reported; therefore, the School System should not include any confidential or *Family Educational Rights and Privacy Act* (FERPA) protected information.

This Handbook is available on the Federal Program Compliance Division's web page under "[Title IV, Part A](#), Resources."

Title IV, Part A, School Systems Special Data Collection Requirement

ESSA Statutory Requirement	Evaluation of Program Effectiveness
ESSA Statutory Citation and Language	Section 4106(e)(1)(E) (e) Contents of Local Application. —Each application submitted under this section by a local educational agency, or a consortium of such agencies, shall include the following: (1) Descriptions. —A description of the activities and programming that the local educational agency, or consortium of such agencies, will carry out under this subpart, including a description of— (E) the program objectives and intended outcomes for activities under this subpart, and how the local educational agency, or consortium of such agencies, will periodically evaluate the effectiveness of the activities carried out under this section based on such objectives and outcomes.
ESSA Program-Specific Provisions & Assurances	Assurances Relating to Title IV, Part A (#11e) The School System will maintain a description of the activities and programming that it will carry out, including a description of: the <i>program objectives</i> and <i>intended outcomes</i> for activities under this subpart, and how the School System will periodically <i>evaluate the effectiveness</i> of the activities carried out under this section based on such objectives and outcomes.
Compliance Report Program Compliance Self-Check Item	The School System periodically evaluated the effectiveness of the programs and/or activities based on the program objectives and intended outcomes. [Section 4106(e)(1)]

Documenting overall compliance with this federal 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 TIVA program requirements, School Systems should refer to the Program Guide and/or other program-related resources that reference the multiple forms of documentation required to be maintained locally.

The information requested for submission during the *TIVA School System Special Data Collection for Public Reporting* process may not include all forms of documentation that are required to be maintained locally.

If eligible, School Systems do not submit the required information by the deadline, School Systems will be non-compliant and may be referred to the TEA Compliance Officer and/or the Federal Fiscal Monitoring Division for further review.

Program Objectives and Measurable Outcomes – Current Year

(SY 07/1/20XX– 9/30/20XX)

School Systems must submit two (2) TIVA Program Objectives and Measurable Outcomes for the 20XX-20XX school year.

The TEA Federal Program Compliance (FPC) Smartsheet WorkApp for the TIVA School Systems Special Data Collection for Public Reporting will open on October 1 through December 1, 20XX.

School Systems must include the following information, as referenced in the table below, to demonstrate compliance with TIVA program requirements.

Information Requested	Description of Acceptable Information
Two (2) TIVA program (measurable) objectives and intended measurable outcomes (OMOs)	The School System is required to submit two (2) TIVA program (measurable) objectives and the intended measurable outcomes that align with each of the TIVA program objectives in the FPC WorkApp Smartsheet for data submission. The two TIVA program (measurable) objectives and corresponding intended measurable outcomes (OMOs) must align with how the School System is using TIVA funds to implement the program for the life of the funds (7/1/20XX – 9/30/20XX). School Systems will be required to tie each TIVA program objective to at least one (1) of the three TIVA content areas: ○ Well-Rounded Education; ○ Safe and Healthy Students; and ○ Effective Use of Technology.

Sample Program OMOs per Content Area

Content Areas	<i>Sample SCHOOL SYSTEM Program Measurable Objectives and Intended Measurable Outcomes (OMOs)</i>
Well-Rounded Education	Objective: Example ISD will provide well-rounded education opportunities for students as a supplemental enrichment music course during an after-school program by April 20XX. Outcome: In Example ISD, at least 85% of students in the supplemental music course will show mastery in after-school music skills/concepts by week 12 of the enrichment program.
Safe and Healthy Student	Objective: By May 20XX, ISD will provide safe and healthy student opportunities through a supplemental class for students in 6th, 7th, and 8th grades that provides an opportunity to learn more about outdoor activities through participation in activities in a simulated classroom during the school day. Outcome: At least 80% of the students enrolled in supplemental courses will show mastery of outdoor activities by May 20XX. Student mastery will be demonstrated by achieving 70% or higher on the final grade assigned for the course.
Effective Use of Technology	Objective: By May 20XX, ISD will improve the academic achievement, academic growth, and digital literacy of all students by training instructional staff to effectively integrate the district's 21st-century technology tools, designed to enhance the teaching and learning process. Outcome: ISD will use Professional Development records for campus-based and School System-level technology trainings, including registration forms and surveys, to gauge the effectiveness of the 20XX-20XX trainings. At least 75% of instructional staff will participate in training sessions on the School System's technological curriculum resources. Usage data, for these resources, will reflect a 10% increase in classroom-level integration by May 20XX.

OMO Final and Final Progress Met – Past Year

(SY 07/01/20XX – 09/30/XX)

The School System will be required to annually report on the progress made toward meeting the intended measurable outcomes for each of the program OMOs reported for use of TIVA funds during the previous school year. The reporting window for progress reporting opens October 1 through December 1, 20XX.

Reporting Period	School System Reporting	Reporting Opens	Submission Date
07/01/2025- 09/30/2026	Final OMO and Final Progress Met	October 2, 2026	December 1, 2026

OMO Progress Met – Final Reporting Options

- Minimal measurable progress was made (0-25% progress).
- Some measurable progress was made (26-49% progress).
- Substantial progress was made (50-99% progress).
- Outcomes were met (100% progress).

Title IV, Part A, Final Expenditures* - Previous School Year

(SY 07/01/20XX– 09/30/XX)

School Systems will provide TIVA Program Objectives and Measurable Outcomes for the *previous* 20XX-20XX school year. The TEA Federal Program Compliance (FPC) Smartsheet WorkApp for the *TIVA School System Special Data Collection for Public Reporting* opens on October 2 through December 1, 20XX.

The *TIVA SDC Expenditures WorkApp for Public Reporting* does not replace the Expenditure Reporting (ER) process required for drawdown purposes. School Systems will continue to report expenditures as per the existing ER process.

The School System will report its previous school year TIVA expenditures from 07/01/20XX– 09/30/20XX by Service/Content Area(s).

Additionally, School Systems must track expenditures by Service/Content Area(s):

- Direct Administration Costs;
- Activities to Support Well-Rounded Education Opportunities;
- Activities to Support Safe and Healthy Students;
- Activities to Support Effective Use of Technology; and
- Technology Infrastructure.

***NOTE: The submission requirement for this year's data collection has changed. Previously, school systems that redirected 100% of their Title IV, Part A funds were required to respond. However, with the transition to a school-year-based submission cycle, these school systems are no longer required to submit data.**

Expenditures Reporting Period – Past Year

Reporting Period	School System Reporting	Reporting Opens	Submission Date
07/01/2025– 09/30/2026	Final Expenditures per Service/Content Areas	October 2, 2026	December 1, 2026

School Systems must include the following information, as referenced in the table below, to demonstrate compliance with the TIVA program expenditure requirements described above.

Requested Expenditures Data – Past Year

Information Requested	Description of Acceptable Information
TIVA Expenditures	Expenditures by Service/Content Area(s): ○ Direct Administration Costs; ○ Activities to Support Well-Rounded Education Opportunities; ○ Activities to Support Safe and Healthy Students; ○ Activities to Support Effective Use of Technology; and ○ Technology Infrastructure

Data Quality Review Process

To help school systems ensure that appropriate data is submitted, the Federal Program Compliance Division has configured auto-generated emails and alerts to support data quality.

Form Saved Message

School systems and fiscal agents (FAs) will receive an auto-generated email summarizing certain reported data. School systems and FAs should use this email to verify that the data entered is accurate and relevant. If the data is inaccurate, they should log in to the WorkApp to review and edit their responses.

Administration Maximum Threshold Exceeded – Explanation Requested

Title IV, Part A administrative expenditures are limited to 2% of the funds available for administration. The WorkApp will automatically calculate the maximum amount a school system may use for administrative expenditures.

If the school system or fiscal agent reports that it has exceeded the administrative expenditure threshold, it must select “Yes” and provide an explanation. If the school system or fiscal agent saves its responses with the comments section blank, an auto-generated email will be sent. School systems and fiscal agents will have 10 business days from the date of the email to review the submission and provide comments. Failure to submit the required information will result in a referral to the Federal Compliance Officer for programmatic noncompliance.

Minimum Expenditure Thresholds Not Met for Well-Rounded Education and Safe and Healthy Students – Explanation Requested

When reporting expenditures for Well-Rounded Education and Safe and Healthy Students, the school system or fiscal agent will provide the amount for each area, as applicable. The WorkApp Dynamic View will display the automatically calculated minimum threshold for each area. If a minimum threshold is not met, the school system must select “No” and provide an explanation.

School systems and fiscal agents will receive an auto-generated email when the submitted expenditures do not meet the minimum threshold for either Well-Rounded Education or Safe and Healthy Students and no reason/explanation is provided. The auto-generated email will summarize the expenditure data submitted.

School systems and fiscal agents should log in to the Title IV, Part A Special Data Collection WorkApp and complete the following steps:

- 1) Either provide a reason/explanation for not meeting the applicable threshold or update the reported expenditures if they were inaccurate and/or
- 2) Update the “Safe and Healthy Students Threshold Met?” field with the applicable response from the drop-down menu, within 10 business days of receiving the notification.

For school systems with less than \$30,000.00, the minimum expenditure requirements do not apply. The school system must select “Not Required” for each area; however, an expenditure amount must still be reported.

Effective Use of Technology and Infrastructure Expenditure Threshold Exceeded – Explanation Requested

The Title IV, Part A statute limits technology infrastructure expenditures to 15% of the amount used for activities supporting the effective use of technology. If this threshold is exceeded, school systems and fiscal agents must provide a reason/explanation. School systems and fiscal agents will receive an auto-generated email summarizing the reported amounts and requesting a reason/explanation.

School systems and fiscal agents should log in to the Title IV, Part A Special Data Collection WorkApp and provide a reason/explanation for exceeding the applicable threshold or update the reported expenditures if they are inaccurate. School systems and fiscal agents will have 10 business days from the date of the auto-generated email to provide comments. Failure to submit the required information will result in a referral to the Federal Compliance Officer for programmatic noncompliance.

Overall Expenditures Exceed Available Funds

When school systems and fiscal agents report overall expenditures, the total amount cannot exceed the Title IV, Part A funds available for the corresponding year, as shown on the PS3107. If reported expenditures reported exceed the available amount, the school system will receive an auto-generated email requesting verification of the submitted data. School systems and fiscal agents will have 10 business days from the date of the auto-generated email to review the submission and make any necessary corrections.

Public Reporting

All School System data submitted to TEA will be publicly reported; therefore, the School System should not include any confidential or Family Educational Rights and Privacy Act (FERPA) protected information.

To comply with the federal requirements, the data collected will be published on the TEA Title IV, Part A, website by January 30, 20XX. TEA will publicly report for each School System, the two program objectives and corresponding measurable outcomes, and the progress reported for each of the objectives/outcomes. TEA will publicly report aggregate statewide use of funds expenditures by content area.

Resources

- [TEA Title IV, Part A, Program](#)
- [TEA Federal Program Compliance Division Resources](#)
- 2024-2025 [TEA Title IV, Part A, Expenditures \[Final\] Smartsheet WorkApp Data Submission Instructions Handbook](#)
- 2024-2025 [TEA Title IV, Part A, Objectives and Measurable Outcomes \(OMOs\) Progress \[Final\] Smartsheet WorkApp Data Submission Instructions Handbook](#)
- 2025-2026 [TEA Title IV, Part A, Special Data Collection - Objectives and Measurable Outcomes \(OMOs\) Smartsheet WorkApp Data Submission Instructions Handbook](#)
- [ESC Region 14 Title IV, Part A, Capacity Building Initiative](#)
- [ESC Title IVA Program Staff](#)

Instructions for Submitting the TIVA School System Special Data Collection for Public Reporting

I. WorkApp System Access

School System staff submitting the information will need access to the Department of Grant Compliance and Administration WorkApp System.

Currently, the superintendent, chief financial officer, and federal program director listed in AskTED have been granted access to the system. To add or update individuals with system access, someone who already has access must submit a request via the Help Form in the EDGAR Smartsheet WorkApp. Any additional staff members must acknowledge and agree to the required security protocols before access can be granted. The following video outlines the process for an individual with existing access to request access for a new individual: [Video: Request WorkApp access for a new individual](#).

NOTE: Currently, each School System is only guaranteed a certain number of access accounts.

II. Submitting the TIVA School System Special Data Collection – OMOs - Current Year Data

20XX-20XX Title IV, Part A, School System Special Data Collection for Public Reporting – OMO WorkApp Instructions Handbook [Current Year]:
<https://tea.texas.gov/finance-and-grants/grants/essa-program/t4paleasdcomosworkappinstructions.pdf>

III. Submitting the TIVA School System Special Data Collection – OMOs Final Progress Met - Previous Year Data

20XX-20XX Title IV, Part A, School System Special Data Collection for Public Reporting – OMOs Final Progress Met WorkApp Instructions Handbook [Previous Year]:

[Previous-year OMO Final Progress WorkApp Instructions Handbook](#)

IV. Submitting the TIVA School System Special Data Collection – [Final] Expenditures - Previous Year Data

20XX-20XX Title IV, Part A, School System Special Data Collection for Public Reporting – Final Expenditures WorkApp Instructions Handbook [Previous Year]:

[Previous-year Final Expenditures WorkApp Instructions Handbook](#)

Reporting Timeline and Assistance

Task	Due Date
Federal Program Compliance (FPC) WorkApp School System contacts receive initial notification regarding the opening of the Special Data Collection Tool. Education Service Center (ESC) FPC PMV WorkApp Contacts will be copied.	October 2, 2026
ESC staff will contact the School System to: - confirm receipt of initial notice; - confirm access to FPC RV WorkApp for appropriate staff; - offer technical assistance.	Contact within one (1) business day after initial notification to School Systems. ESC technical assistance through November 13, 2026
Deadline to submit documentation via the FPC WorkApp Smartsheet System.	December 1, 2026
FPC TIVA WorkApp School System contacts receive notification that data has been submitted. ESC FPC TIVA WorkApp Contacts will be copied.	December 1, 2026
ESC technical assistance deadline if the School System did not submit data by the deadline.	December 8, 2026
ESC submits documentation in the FPC TIVA WorkApp System that technical assistance was offered/provided.	December 1, 2026
School System submits: Two TIVA Objectives and Measurable Outcomes for SY27 (2026-2027)	October 1, 2026 – December 1, 2026
School System submits: TIVA Final Progress of two OMOs for SY26 (2025-2026)	October 1, 2026 – December 1, 2026
School System submits: TIVA Final Expenditures by Service/Content Area(s) for SY26 (2025-2026)	October 1, 2026 – December 1, 2026
TEA publicly reports each School System's 2025-2026 Title IV, Part A, program objective, intended measurable outcome, and progress toward meeting objectives and outcomes.	January 29, 2027