

2026-2027 Program Monitoring Validation Guidance Document

Program: Title I, Part D, Subpart 1

Requirement: Transition Services

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 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. The documentation requested for submission during the validation process may not include all forms of documentation required to be maintained locally.

Please include the following selected documentation referenced in the table below to demonstrate compliance with the program requirements described. TEA will utilize the following table during the review of documentation to determine if the LEA submitted sufficient documentation to support LEA compliance.

The documentation submitted for TEA review should show evidence of compliance in the 2025-2026 grant year for the program requirement selected.

The following documentation is requested to be submitted **by 5:00 pm CST on or before December 8, 2026**, via the Federal Program Compliance Division Program Monitoring Validations Smartsheet WorkApp system.

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 Transition Plan	2025-2026	Documentation demonstrating a reservation between 15% and 30% of Title I, Part D, Subpart 1 funding for transition services and a description of transition activities conducted with reserved funds as intended in statute

Instructions for Assembling Documentation

Assemble the requested material into **one PDF file**.

- Ensure that the PDF file contains the required documentation as described above.
- Do not submit extraneous documentation.
- When compiling the PDF file for submission, please ensure that—
 - the pages are not compressed or reduced in size;
 - any landscape pages are oriented with their right-hand edge at the top;

- the documentation pages included are **numbered consecutively in the lower right corner**. These page numbers, which may be handwritten if that is most convenient, should be referenced in the online WorkApp Details Form.

Note: Confidential information, including confidential information or personally identifiable information (PII) protected under the Family Educational Rights and Privacy Act (FERPA), should not be submitted in any Smartsheet forms, attachments, comments, or uploads. Smartsheet is not an approved system for storing confidential or FERPA-protected data. Uploading or sharing such information on an unapproved platform increases the risk of unauthorized disclosure. To help us maintain compliance and protect student information, ensure all submissions include only non-confidential data/documentation appropriate for the submission.

LEAs may reference the 2026-2027 Program Monitoring Validation Process Handbook for general information about the overall process (i.e., documentation submission instructions, documentation review process, and additional resources).

Resources

The following resources are also available on the [TEA Program Monitoring Validations webpage](#):

- Program-Specific Training Video and Slides;
- Instructions for Submitting Documentation Training Video and Slides;
- Overview of the 2026-2027 Program Monitoring Validation Process Training Video, Slides, and Handbook

Statutory Requirement References

The requirement is referenced in the following documents.

Citation & Statute Language	a. TRANSITION SERVICES— Each State agency shall reserve not less than 15 percent and not more than 30 percent of the amount such agency receives under this subpart for any fiscal year to support — 1. projects that facilitate the transition of children and youth between State-operated institutions, or institutions in the State operated by the Secretary of the Interior, and schools served by local educational agencies or schools operated or funded by the Bureau of Indian Education; or 2. the successful reentry of youth offenders, who are age 20 or younger and have received a regular high school diploma or its recognized equivalent, into postsecondary education, or career and technical training programs, through strategies designed to expose the youth to, and prepare the youth for, postsecondary education, or career and technical training programs, such as — A. preplacement programs that allow adjudicated or incarcerated youth to audit or attend courses on college, university, or community college campuses,
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	or through programs provided in institutional settings; B. worksite schools, in which institutions of higher education and private or public employers partner to create programs to help students make a successful transition to postsecondary education and employment; and C. essential support services to ensure the success of the youth, such as — i. personal, career and technical, and academic, counseling; ii. placement services designed to place the youth in a university, college, or junior college program; iii. information concerning, and assistance in obtaining, available student financial aid; iv. counseling services; and v. job placement services.
TEA Program-Specific Provisions & Assurances	Title I, Part D, Subpart 1 Provisions and Assurances Number 6 — SA assures that it shall reserve no less than 15 percent and no more than 30 percent of the amount the SA receives for any fiscal year to support a. Projects that facilitate transition of children and youth between State-operated or Secretary of the Interior institutions and schools served by LEAs or Bureau of Indian Education; or b. Successful reentry of youth offenders who are age 20 or younger and have received a regular high school diploma or high school equivalency certificate into postsecondary education or career and technical training programs such as — i. Preplacement programs that allow youth to audit or attend college courses (via campus-based or institutional settings); ii. Worksite schools – institutes of higher education and private/public employer partners to create programs to assist successful transition to postsecondary education and employment; and iii. Essential support services such as — 1. Personal, career and technical, and academic counseling; 2. Placement services in university, college, or junior college program; 3. Student financial aid information and assistance;

	4. Counseling Services; and 5. Job placement services
TEA Compliance Report Program Compliance Self-Check Item	Part 5, Section B, Item 5 of the compliance report: Did the State Agency reserve not less than 15% and not more than 30% of its Title I, Part D, Subpart 1 entitlement for Transition Services, as described in Section 1418?

Contact Information

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