

PFS Implementation Process

Responsible for
Completing
Documentation

LEA

ESC

TEA

★ TEA Reviewed!

Step One

District PFS Action Plan

The LEA completes their annual PFS Action Plan. The LEA will submit the PFS Action Plan to their respective ESC.

Step Two

Monthly PFS Report



Individual PFS Progress Review

The LEA will run their Monthly PFS Reports. The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth to the PFS student at a minimum of once per quarter and maintain documentation locally.

Quarterly Report



Individual PFS Progress Review

Step Three

The LEA will complete the Quarterly PFS Student Submission in Excel format provided by their ESC. They will input the data from the Monthly PFS Reports to indicate the grade level and priority reason(s) of the student and maintain documentation for each PFS student which will contain their individualized PFS Progress Review.

The ESC will review those reports during the Quality Control visits to ensure completeness and accuracy of information encoded on NGS.

Step Four

Monthly PFS Report
PFS Action Plans
Individual Progress
Reviews

TEA will randomly select districts for the LEA Random Validation for PFS. TEA will request from the following documentation: 1) The District's PFS Action Plan for the districts that were randomly selected. 2) Individual PFS Progress Reviews, 3). PFS Reports 4). Documentation that MEP-funded services were provided to PFS students first.

Step Five

PFS Technical Assistance

TEA will review the documentation submitted by the LEA to complete the PFS Evaluation Form. The ESC will provide technical assistance process to the LEAs needing improvement.