# Responsible for Completing Documentation

**District PFS Action Plan**

The LEA completes their annual PFS Action Plan. LEA will

Step One

submit the PFS Action Plan to their respective ESC.  **TEA Reviewed**

Step Two

**Monthly PFS Report**

**Individual PFS Progress Review**

The LEA will submit their Monthly PFS Report to their respective ESC. The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a **least once** per quarter. The LEA will submit this documentation **encrypted** to their respective ESC.

Step Three

**Quarterly Report**

**Individual PFS Progress Review**

The ESC will complete the Quarterly Report in Excel format provided by TEA. The ESC will input the data from the LEA’s Monthly PFS Reports to indicate the grade level and priority reason(s) of the student. The ESC will create a filing system for each district which will include their current PFS Action Plan and their Monthly PFS

Reports. In addition, the ESC will have a folder for each PFS student which will contain their individualized PFS Progress Review. The ESC will have these documents readily available for TEA.

Step Four

**Quarterly Report**

TEA will request the Quarterly Report from each ESC to randomly select districts for review.

Step Five

**Monthly PFS Report**

**PFS Checklist**

TEA will request from the ESCs the latest Monthly PFS Report for the districts that were randomly selected and the completed PFS Checklist where the ESCs will indicate what documentation they have readily available to show their efforts in assisting those selected districts related to PFS.

Step Six

**District PFS Action Plan**

**Individual PFS Progress Review**

TEA will randomly select PFS students from the selected districts to review. TEA will request from the ESCs the

 following documentation: 1) The District’s PFS Action Plan for the districts that were randomly selected.

 2) ESCs will submit the latest PFS Progress Reviews for the students who were randomly selected from those districts. **The districts may need to provide any additional updates on the students selected.**

Step Seven

**PFS Evaluation Form**

TEA will review the documentation submitted by the ESCs to complete the PFS Evaluation Form. This form will address the technical assistance process between TEA, the ESC, and the LEA to ensure PFS students are receiving the appropriate individualized services to address their academic needs. TEA will provide feedback to ESCs and

technical assistance as needed.

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