

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

Step Two

Monthly PFS Report

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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 minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.

Step Three

Quarterly Report

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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 ★

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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 ★

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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 last 2 Individual PFS Progress Reviews for the students who were randomly selected from those districts.

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.