Basic Steps For
ESC Eligibility Validation Process

Step 1

ESC MEP staff will receive training from the TEA in January to qualify as re-interviewers. The TEA will review the process for Eligibility Validation during training.

Step 2

ESC MEP staff will submit the names of all of the trained re-interviewers to the TEA.

Step 3

The TEA will post a list of randomly selected students to be re-interviewed via the TX-NGS Database.

Step 4

ESC MEP staff will access the list and notify the districts of students selected.

Step 5

ESC MEP staff will solicit assistance from districts to set up interviews with parents of students selected.

Step 6

ESC MEP staff will conduct re-interviews with the parents to ensure the accuracy of the information previously captured on the COE.

Step 7

ESC MEP staff will submit re-interview documentation to the TEA MEP.

Step 8

The TEA MEP will notify ESC MEP staff of any corrections or deletions that need to be made, and any further steps necessary to close out the eligibility validation process for individual COEs.