



Private Nonprofit (PNP) Schools Verification Process – TIA Student Eligibility Service Rosters

Private Nonprofit (PNP) Schools participating in the Houston Independent Schools District (HISD) in the Title I, Part A federal program are eligible to receive equitable services in four equitable service categories:

- **Instructional Services** (also referred to as Direct Instructional Services)
- **Academic Counseling Services** (a part of Instructional Services)
- **Parent Involvement**
- **Professional Development**

Federal guidance mandates that Direct Instructional Services must take place before any of the other equitable services under Title I, Part A can be received.

Each month, PNP School administrators or specified school personnel can submit a request for students to receive academic support through tutoring from a Third-Party Provider. The students must be enrolled at the PNP School, in grades PreK-4 to Grade 12, reside in the attendance zone of an HISD Title I, Part A School, and be failing or at risk of failing in Reading and/or Math. Based on guidance from USDE and TEA, HISD has determined that multi-academic criteria must be met for students to qualify and receive services. Documented evidence of need must also be provided by the PNP School.

Students must meet two of the five criteria below in each content area, Reading and/or Math:

- **National Percentage Rate (NPR)** on a standardized test – a score of 40% or below
- **Student Eligibility Checklist** – exhibit five or more of ten academic performance indicators for a grade span (Grades PreK-4 – Grade 2, Grades 3-5, Grades 6-8, and Grades 9-12) based on the Readiness Standards of the Texas Essential Knowledge and Skills (TEKS) which are the state's curriculum standards for what students must know and be able to do at the end of each subject or course.
- **Report Cards** – a grade of D (74-70) or F (69- Below)
- **Progress Reports** – a grade of D (74-70) or F (69- Below)
- **Principal Letter of Recommendation** – a formal letter from the principal of the school stating the specific deficits of the student in Reading and/or Math accompanied by three work samples obtained over time within a 30-day period may be submitted.

Designated PNP school personnel must submit student data to HISD on the Student Eligibility Service Roster and provide the supporting documentation proving the academic criteria were met. All Student Eligibility Service Rosters are the [HISD-PNP webpage](#) under the Title I, Part A tab. **All requests** should be submitted to HISDPNP@houstonisd.org via email. In the **subject line of the email**, include the **school's name** and **TIA Student Eligibility Service Rosters**. HISD will review all documents and verify that students have met the multi-academic criteria and are eligible to receive instructional services.

2026-2027 Submission Windows – Instructional Services		
Month	Date Windows	Final Correction Date by 5 pm
August	August 10, 2026	Friday, August 14, 2026
September	September 1-8, 2026	Friday, September 11, 2026
October	October 1-7, 2026 (last continue student window !!)	Friday, October 9, 2026
November	November 2-6, 2026	Friday, November 13, 2026
December	December 1-7, 2026	Friday, December 11, 2026
January	January 5-11, 2027	Friday, January 15, 2027
February	February 1-5, 2027	Friday, February 12, 2027
March	March 1-5, 2027	Friday, March 19, 2027
April	April 1-6, 2027	Friday, April 9, 2027
May	May 3-7, 2027 (For new students enrolled after April 16 th)	Friday, May 14, 2027