



Serving the Educational Communities of El Paso & Hudspeth Counties

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## Checklist for Developing New Professional Staff Development/New Services (ADM-F004.2)

ESC Department/Program: [REDACTED] Education Program

Name of service requestor: El Paso Independent School District

Contact information: Veronica Reyes vreyes@episd.org

Step	Category	Planning Activity
1 Review Request for Service (Input)	Needs Determination	<b>Input sources identified:</b> Describe customer need and process used to determine need (data, grant, local/state/federal requirements, etc.) – attach associated documents as appropriate. The ESC Region 19, Migrant Education Program will work in partnership with the EPISD's MEP. This partnership will consist of fully supporting the districts programs and students and families receiving migrant services. All compliance measures will be executed for program implementation.
	Audience	<b>Describe projected audience</b> EPISD Migrant Education Stakeholders
	Staffing	<b>Describe staffing:</b> ESC-R19 staff delivery of professional development/service <b>Yes</b> No, if no indicate desired staffing requirements:
	Special Needs	<b>Indicate special requirements</b> (materials, equipment, e-learning, etc.)
	<b>Completion of planning verification (planner)</b> _____ <b>(Signature)</b> _____ <b>(Date)</b> <b>Approval (department administrator)</b> _____ <b>(Signature)</b> _____ <b>(Date)</b> <b>Not approved:</b> _____ (Indicate reason and procedure for notifying organizational contact person)	
2 Develop the Design	Category	<b>Design Activity</b> (Attach documents as needed)
	Objectives	<b>Summarize objectives</b> of the professional development event/service to be provided: All objectives will be in accordance to the federal migrant education program guidelines.