



# **Title I, Part A Comparability Handbook**

**OVERVIEW  
TIMELINES  
PROCEDURES  
OPTIONS**



**Office of Federal Programs**

**[www.mdek12.org](http://www.mdek12.org)  
601-359-3499**

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## COMPARABILITY OVERVIEW

Demonstrating comparability is a prerequisite for receiving Title I, Part A funds. Because Title I, Part A allocations are made annually, comparability is an **annual requirement**. The Local Educational Agency (LEA) must perform comparability calculations every year to demonstrate that all Title I schools are in fact comparable and make adjustments if any are not. Adjustments must be made as early in the same school year as possible and with minimum disruption to the learning environment.

To be eligible to receive Title I funds, the LEA must use state and local funds to provide services in Title I schools that are at least comparable to services provided in non-Title I schools. If the LEA serves all of its schools, or all schools within a particular grade span, with Title I funds, the LEA must use state and local funds to provide services that are substantially comparable in each school.

An LEA may determine comparability of each of its Title I schools on a district-wide basis or a grade-span basis. [Section 1118(c)(1)(C)] The LEA may exclude schools that have fewer than 100 students. An LEA need not demonstrate comparability if it has only one school at each grade span.

Under the Every Student Succeeds Act (ESSA), the Mississippi Department of Education may establish the method LEAs use to determine comparability. The department has flexibility in establishing reasonable variances for LEAs to use in determining whether their schools are comparable.

The comparability method the Office of Federal Programs provides includes:

1. **Grade Span using Instructional Staff FTEs.** Comparison of student/staff ratios for state and locally- funded instructional staff, Full Time Equivalent (FTE) in each Title I school with the average student/staff ratios for state and locally funded instructional staff in non-Title I schools or Title I comparison schools by **grade span**. A Title I school is deemed comparable if its student/staff ratio does not exceed 110 percent of the average student/staff ratio of non-Title schools or Title I comparison schools.

**Or**

2. **Grade Span using Instructional Staff Salary.** Comparison of student/staff ratios for state and locally- funded instructional staff salary in each Title I school with the average staff/student salary ratios for state and locally funded instructional staff salary in non-Title I schools or Title I comparison schools by **grade span**. A Title I school is deemed comparable if its staff/student salary ratio does exceed 90 percent of the average staff/student salary ratio of non-Title schools or Title I comparison schools.

**Or**

3. **All Schools are Title I using Instructional Staff FTEs.** Comparison of student/staff ratios for state and locally- funded instructional staff Full Time Equivalent (FTE) where **all schools are Title I schools** with the average student/staff ratios for state and locally funded instructional staff. A Title I school is deemed comparable if its student/staff FTE ratio lies between 90 percent and 110 percent of the average student/staff FTE ratio for all schools.

*Or*

4. **All Schools are Title I using Instructional Staff Salary.** Comparison of student/staff ratios for state and locally- funded instructional staff salary where **all schools are Title I schools** with the average student/staff salary ratios for state and locally funded instructional staff. A Title I school is deemed comparable if its staff/student salary ratio lies between 90 percent and 110 percent of the average staff/student salary ratio for all schools.

## COMPARABILITY DEADLINES

**No later than the first Friday in November**, the LEA shall annually demonstrate if comparability requirements have been met via the comparability report along with all required forms must be uploaded to the MCAPS LEA Document Library current year's Comparability folder regardless of method used to demonstrate comparability.

If the LEA is unable to demonstrate comparability by the first Friday in November, **the LEA must complete the comparability report, upload all required forms by the first Friday in November and a letter stating that the LEA was not able to demonstrate comparability and understands it must make necessary adjustments within the same school year.** If the LEA's first submission, after review by the department, shows comparability has not been met due to an error in data, calculation or procedure, and adjustments are required, the LEA will be notified.

If adjustments are required to demonstrate comparability, the LEA must revise the comparability report, upload the new comparability report **and** a letter stating what adjustments were made. The revised comparability report and letter must be uploaded to the MCAPS LEA Document Library current year's Comparability folder no later than November 30<sup>th</sup> of the same school year.

## **GRADE SPAN RANGE**

The basic premise of comparability is to ensure the LEA can demonstrate that state and local funds used to provide services at Title I schools are at least comparable to the services at Non-Title I (Comparable) schools. For this reason, the MDE has established the following grade span ranges to be used to ensure consistency across the State:

K-2  
3<sup>rd</sup>-5<sup>th</sup>  
6<sup>th</sup>-8<sup>th</sup>  
9<sup>th</sup>-12<sup>th</sup>  
K-5<sup>th</sup>  
K-8<sup>th</sup>  
K-12<sup>th</sup>

The grade span range listed above must be used for comparing schools to demonstrate comparability. The LEA is required to indicate the grade span range that will be used to determine comparability in their written procedures. Examples of the grade span range grouping within the written procedure may include:

1. The LEA will use the following grade span ranges: K-5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup>, and 9<sup>th</sup>-12<sup>th</sup>. Any school that has overlapping grade levels will be included with the grade span range that they have the most in common with.

**Or**

2. The LEA will use the following grade span ranges: K-2<sup>nd</sup>, 3<sup>rd</sup>-5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup> and 9<sup>th</sup> – 12<sup>th</sup>. For any schools with overlapping grade levels, that school will be broken down into K-2<sup>nd</sup>, 3<sup>rd</sup>-5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup> and 9<sup>th</sup> – 12<sup>th</sup> and be compared with the appropriate grade span.

**Or**

3. The LEA will use the following grade span range K-8<sup>th</sup> and 9<sup>th</sup>-12<sup>th</sup>. Any school that has overlapping grade levels will be included with the grade span range that they have the most in common with.

**Or**

4. The LEA serves all schools with Title I, Part A funds and will compare each school against the average of all schools.

In each example above the LEA specifically identified how the schools will be grouped. Remember, the LEA must use one of the listed grade span ranges. However, the LEA has the discretion on how they will group the schools. The statements above are only examples.

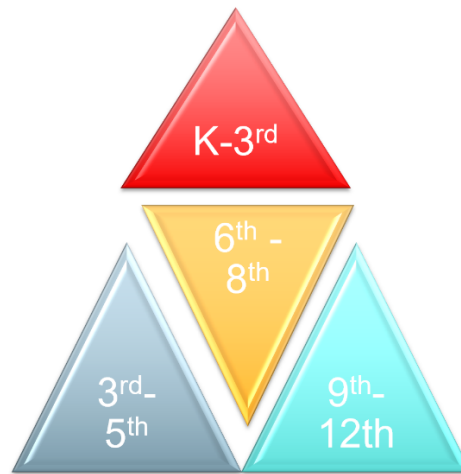
## One School Per Grade Span

If the LEA has only **one school per grade span** and **none** of the grade spans overlaps the LEA is **exempt** from demonstrating comparability, however, the LEA still must submit the **Comparability School Informational List** and the **Comparability Summary & Assurances form**. The LEA is also still required to have written procedures in place and maintain documentation for five years.

### For example...

Grade Span	Title I Schools	Non-Title I Schools	Total
K-2 <sup>nd</sup>	1		1
3 <sup>rd</sup> -5 <sup>th</sup>	1		1
6 <sup>th</sup> -8 <sup>th</sup>	1		1
9 <sup>th</sup> -12 <sup>th</sup>	1		1

There is only one school per grade span and no grade span overlaps in this example. The LEA is exempt from demonstrating comparability; however, they still must provide the school listing and the comparability summary and assurance document. They are still required to have procedures in place.

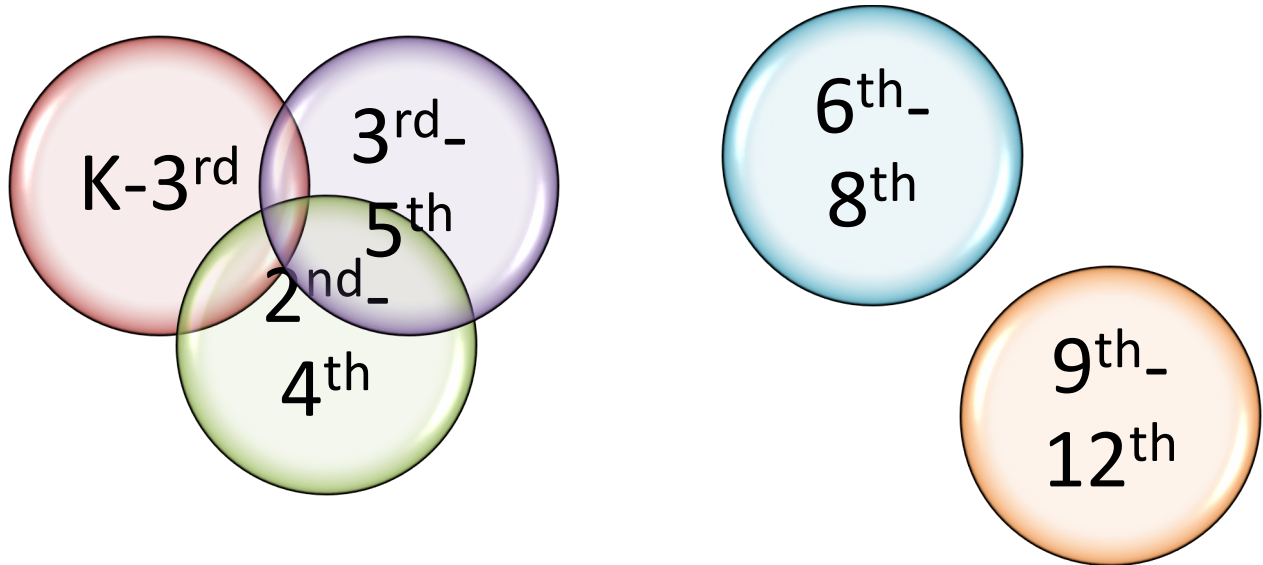


## Multiple Schools Overlapping Grade Span Range

If the LEA has multiple schools serving grades that cross more than one of the basic grade span ranges, **and at least one of those schools is a Title I school**, those schools must be included in the comparability demonstration. Schools must be compared using the grade ranges of K-2<sup>nd</sup>, 3<sup>rd</sup>-5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup>, 9<sup>th</sup>-12<sup>th</sup>, K-6<sup>th</sup>, K-8<sup>th</sup>, or K-12<sup>th</sup> provided, they have at least one grade level that overlaps.

**Example 1.** An LEA has five schools: K-3<sup>rd</sup>, 3<sup>rd</sup> - 5<sup>th</sup>, 2<sup>nd</sup>-4<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup> and 9<sup>th</sup> - 12<sup>th</sup>. The LEA may choose to use the grade span ranges: K-5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup>, and 9<sup>th</sup>-12<sup>th</sup>. The K-3<sup>rd</sup>, 3<sup>rd</sup>-5<sup>th</sup>, and 2<sup>nd</sup>-4<sup>th</sup> schools would be compared in the K-5<sup>th</sup> grades span range because they all have a grade span in common (3<sup>rd</sup>). At least one school within that grade range is a Title I school, thus all of the schools must be compared. The 6<sup>th</sup>-8<sup>th</sup> and the 9<sup>th</sup>-12<sup>th</sup> schools do not have additional schools within their ranges, thus, comparability is not required.

Grade Span	Title I Schools	Non-Title I Schools	Total # of Schools
K-3 <sup>rd</sup>	1		1
3 <sup>rd</sup> -5 <sup>th</sup>		1	1
2 <sup>nd</sup> -4 <sup>th</sup>	1		1
6 <sup>th</sup> -8 <sup>th</sup>		1	1
9 <sup>th</sup> -12 <sup>th</sup>		1	1



The LEA's comparability procedures would state:

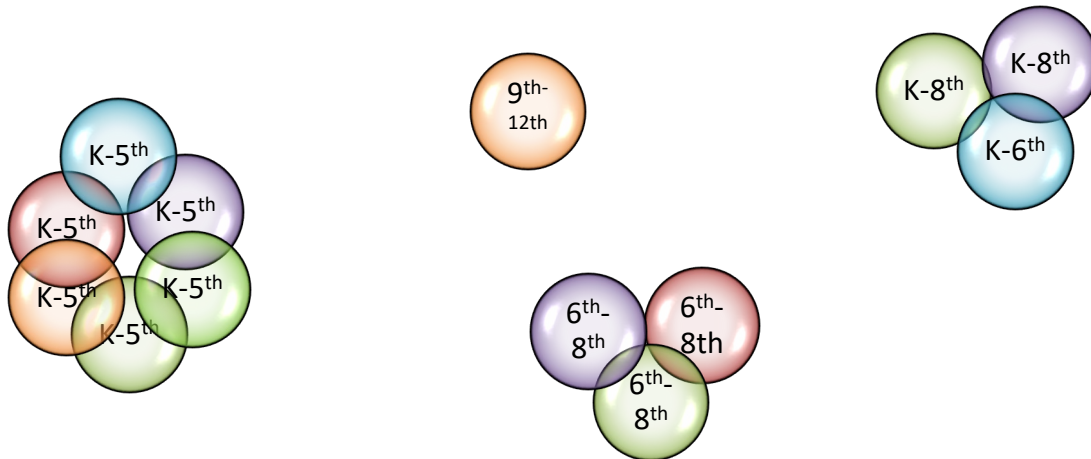
The LEA will use the following grade spans ranges: K-5<sup>th</sup>, 6<sup>th</sup>- 8<sup>th</sup>, and 9<sup>th</sup> –12<sup>th</sup> and each school that has overlapping grades will be grouped with the grade span that they have the most in common with.

**Example 2.** An LEA has thirteen schools: six K-5<sup>th</sup>, three 6<sup>th</sup>–8<sup>th</sup>, one 9<sup>th</sup>-12<sup>th</sup>, one K-6<sup>th</sup> and two K–8<sup>th</sup>. The LEA has several options that they could use.

- **Option 1.** The LEA could have **four** grade span ranges provided that **at least one school in the grade span range is a Title I school:** K- 5<sup>th</sup>, 6<sup>th</sup> -8<sup>th</sup>, 9<sup>th</sup>-12<sup>th</sup> and K- 8<sup>th</sup>.



Grade Span	Title I Schools	Non- Title I Schools	Total # of Schools
K-5 <sup>th</sup>	4	2	<b>6</b>
6 <sup>th</sup> -8 <sup>th</sup>	2	1	<b>3</b>
9 <sup>th</sup> -12 <sup>th</sup>		1	<b>1</b>
K-6 <sup>th</sup>	1		<b>1</b>
K-8 <sup>th</sup>		2	<b>2</b>



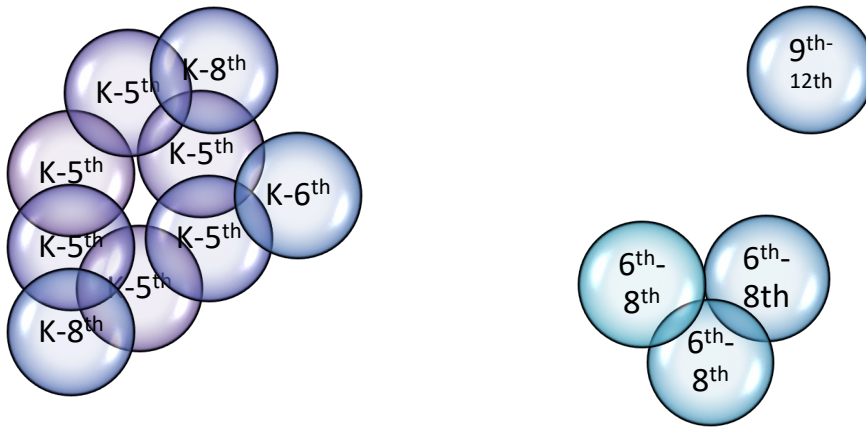
The LEA's comparability procedures would state:

The LEA will use the following grade spans ranges: K-5<sup>th</sup>, 6<sup>th</sup>- 8<sup>th</sup>, K-8<sup>th</sup>, and 9<sup>th</sup> –12<sup>th</sup> and each school that has overlapping grades will be grouped with the grade span range that they have the most in common with.

The LEA would compare the K-6<sup>th</sup> and K-8<sup>th</sup> schools together as the K-8<sup>th</sup> grade span range because they have the most grades in common. The LEA would compare the K-5<sup>th</sup> schools and the 6<sup>th</sup>-8<sup>th</sup> grade schools as individual grade span range. There is only one 9<sup>th</sup>-12<sup>th</sup> school and there are no other schools with overlapping grade levels, thus, there is no basis for comparison.

- **Option 2.** The LEA could have **three** grade span ranges provided that **at least one school in the grade span is a Title I school**, K- 8<sup>th</sup>, 6<sup>th</sup> -8<sup>th</sup>, and 9<sup>th</sup>-12<sup>th</sup>.

Grade Span	Title I Schools	Non- Title I Schools	Total # of Schools
K-5 <sup>th</sup>	4	2	6
6 <sup>th</sup> -8 <sup>th</sup>	2	1	3
9 <sup>th</sup> -12 <sup>th</sup>		1	1
K-6 <sup>th</sup>	1		1
K-8 <sup>th</sup>		2	2



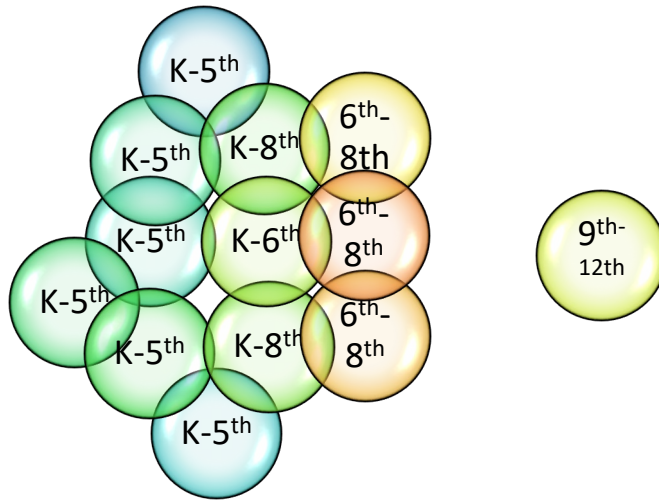
The LEA's comparability procedures would state:

The LEA will use the following grade spans ranges: K-8<sup>th</sup>, 6<sup>th</sup> 8<sup>th</sup>, and 9<sup>th</sup>-12<sup>th</sup> and each school that has overlapping grades will be grouped with the grade span that they have the most in common with.

The LEA would compare the K-5<sup>th</sup>, K-6<sup>th</sup>, and K-8<sup>th</sup> grade schools together as the K-8<sup>th</sup> grade span range because they have the most grades in common. The LEA will compare the 6<sup>th</sup>-8<sup>th</sup> grade schools together as a grade span range. There is only one 9<sup>th</sup>-12<sup>th</sup> school and there are no other schools with overlapping grade levels, thus, there is no basis for comparison.

- **Option 3.** The LEA could have **two** grade span ranges, provided that **at least one school in the grade span range is a Title I school**, K- 8<sup>th</sup> and 9<sup>th</sup>-12<sup>th</sup>.

Grade Span	Title I Schools	Non- Title I Schools	Total # of Schools
K-5 <sup>th</sup>	4	2	<b>6</b>
6 <sup>th</sup> -8 <sup>th</sup>	2	1	<b>3</b>
9 <sup>th</sup> -12 <sup>th</sup>		1	<b>1</b>
K-6 <sup>th</sup>	1		<b>1</b>
K-8 <sup>th</sup>		2	<b>2</b>



The LEA's comparability procedures would state:

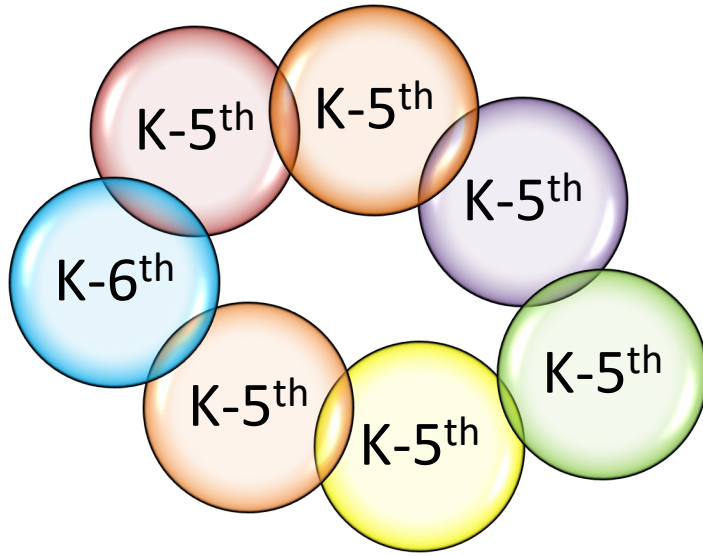
The LEA will use the following grade spans ranges: K-8<sup>th</sup> and 9<sup>th</sup>-12<sup>th</sup> and each school that has overlapping grades will be grouped with the grade span that they have the most in common with.

The LEA would compare the K-5<sup>th</sup>, K-6<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup> and K-8<sup>th</sup> schools together as the K-8<sup>th</sup> grade span range. There is only one 9<sup>th</sup>-12<sup>th</sup> school and there are no other schools with overlapping grade levels, thus, there is no basis for comparison.

No school may be excluded from comparability simply because it crosses multiple grade span groupings. Thus, the LEA must take this into account when determining grade span ranges.

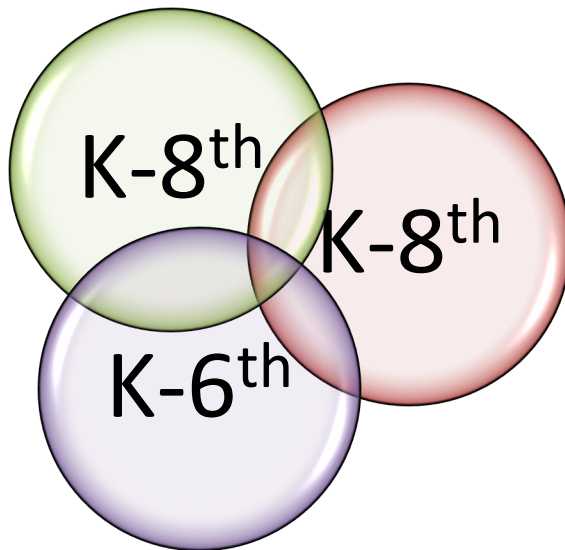
For instance, if the LEA has six K-5<sup>th</sup>, three 6<sup>th</sup> – 8<sup>th</sup>, one 9<sup>th</sup> -12<sup>th</sup>, one K – 6<sup>th</sup>, and two K – 8<sup>th</sup>.

The K-6<sup>th</sup> school *could* be included in the K-5<sup>th</sup> grade span range.



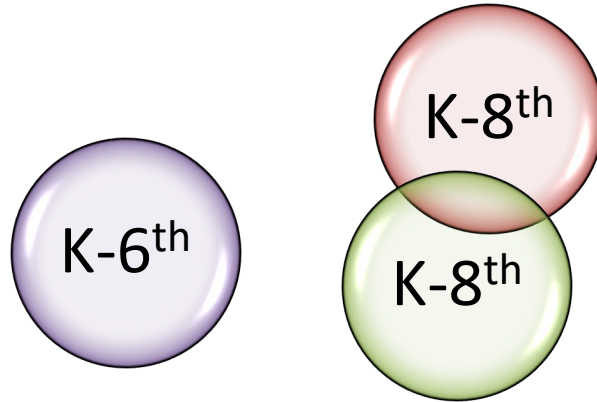
**Or**

The K-6<sup>th</sup> school could be included in the K-8<sup>th</sup> grade span range.



## However

The K-6<sup>th</sup> nor K-8<sup>th</sup> schools cannot be identified as a separate grade span range because they have grade levels that overlap served Title I schools.



## INSTRUCTIONAL PERSONNEL

When considering which Instructional Staff will be used, the LEA must contemplate the following:

- All teachers must hold a MS teaching license.
- What licensed instructional personnel assigned by schedule to the school, whether full or part-time at that school.
  - Use payroll, time records and/or other documented sources.
- Instructional personnel can include all licensed classroom teachers and other licensed personnel assigned to the school who provide services that support instruction:
  - principals,
  - assistant principals,
  - instructional coaches,
  - librarians,
  - music, art, and physical education teachers,
  - guidance counselors,
  - speech therapists,
  - licensed social workers and
  - psychological personnel
- Other personnel directly supporting instruction assigned to the school may include:
  - paraprofessionals and other non-licensed personnel such as social workers.
- Personnel not involved in providing instructional support **MAY NOT** be included.
- Other personnel that **MAY NOT** be included are clerical, custodial, food service, transportation, and any other personnel not providing instructional support. **Do not include any PreK personnel or 100% federally funded personnel.**
- Please remember that federally funded personnel would include staff paid from Title I, Title II, Title III, Title IV, Title V, Homeless, CTE, SPED, etc.

## DEVELOPING LEA PROCEDURES FOR COMPLIANCE

An LEA must develop procedures for complying with comparability requirements as outlined in the ESEA Sec. 1118(c).

These procedures must be in writing and should, **at a minimum**, include the LEA's:

- **identification** of the office responsible for making comparability calculations,
- **timeline** for demonstrating comparability,
- **method and process** for collecting data required to demonstrate comparability,
- **selected basis** for demonstrating comparability, and
- **timeline** for how and when the LEA makes required **revisions** to demonstrate comparability.

### I. IDENTIFICATION OF THE RESPONSIBLE OFFICE FOR COMPARABILITY CALCULATIONS

The LEA must ensure that the LEA remains in compliance with the Title I comparability requirements. The designated office will oversee the process to ensure all procedures are followed and all deadlines are met. The LEA must identify the office and job title of the responsible person.

### II. TIMELINE FOR DEMONSTRATING COMPARABILITY AND REVISION

The LEA must have a written timeline that is followed, to ensure all LEA-level comparability procedures are carried out and comparability is demonstrated for all Title I schools. This timeline should be detailed using either daily, weekly, monthly, quarterly, or yearly format. Within the timeline format the LEA should outline what will occur. A sample yearly timeline is provided in Appendix C.

**Deadlines:** The LEA must have a deadline that ensures that no later than the first Friday in November the LEA shall annually complete the comparability report and upload the report in the MCAPS LEA Document Library current year's Comparability folder.

**Reallocation:** The LEA must include procedures and deadlines if the initial calculations indicate that a school is not comparable. These procedures must include the responsible person's title and office. All corrected comparability forms must be uploaded to the MCAPS LEA Document Library current year's Comparability folder. All Title I schools must demonstrate comparability and upload revised forms **by December 1<sup>st</sup>** of the same school year.

**Complaints:** The LEA must identify the office and job title of the person responsible for handling all complaints from parents, community members or LEA and school staff members concerning a school is not receiving

comparable services.

### **III. METHODS AND PROCESS FOR COLLECTION OF DATA TO DEMONSTRATE COMPARABILITY**

**Basis for Demonstrating Comparability:** The LEA must identify the specific method that will be used to calculate comparability:

1. **Grade Span Using FTE.** The LEA will compare Title I and Non-Title I (Comparison) Schools by the identified grade-**range** in the LEA's procedures. Title I schools are compared to non-Title I schools/Title I comparison school using student enrollments and Instructional Staff FTEs.
2. **Grade Span Using Salary.** The LEA will compare Title I and Non-Title I (Comparison) Schools by the identified grade-**range** in the LEA's procedures. Title I schools are compared to non-Title I schools/Title I comparison school using Instructional Staff salary and student enrollments.
3. **All Title I School Using FTE.** The LEA will compare all Title I schools to the average of all Title I schools using student enrollments and Instructional Staff FTEs. **ALL** schools in the LEA **must be served** through Title I in order to use this method.
4. **All Title I School Using Salary.** The LEA will compare all Title I schools to the average of all Title I schools using Instructional Staff salary and student enrollments. **ALL** schools in the LEA **must be served** through Title I in order to use this method.

#### **Grade Span Range:**

**Data Collection:** The LEA must identify who will be responsible for the collection of all data from the appropriate LEA office(s) that are required to demonstrate comparability. The LEA must identify the office and job title of the responsible person. The designated office will ensure all required data is submitted to appropriate staff within the defined timeline.

**Data Verification:** The LEA will identify who will verify the accuracy of the data used to demonstrate comparability and to ensure the calculations are performed correctly using the method established. The LEA must identify the office and job title of the person responsible.

**Records:** The LEA must identify who will ensure that all comparability reports, records, and source documentation of the LEAs comparability analysis and calculations are retained for at least five years for audit purposes. An LEA organizational chart must also be included as part of the records. The LEA must identify the office and job title of the person responsible.



The LEA must agree to the following assurances:

- LEA- wide salary schedule [ESEA Sec. 1118(c)(2)(A)(i)]
- Policies ensuring equivalence among schools in teachers, administrators, and other staff; [ESEA Sec. 1118(c)(2)(A)(ii)]
- Policies ensuring equivalence among schools in the provision of curriculum materials and instructional supplies; [ESEA Sec. 1118(c)(2)(A)(iii)]
- Written LEA comparability procedures

#### **IV. Basis for Demonstrating Comparability**

LEAs, using the **month 1 MSIS report**, will apply the standard comparability method to determine comparability based on the average number of students per state and locally funded instructional staff's full-time equivalence (FTE) or state and locally funded instructional salary. There are four ways that a school can be deemed comparable. However, the LEA must apply the same method to all schools within the LEA.

1. Grade Span Using Instructional Staff FTE
2. Grade Span Using Instructional Staff Salary
3. All Served Title I Schools Using Instructional Staff FTE
4. All Served Title I Schools Using Instructional Staff Salary

# Grade Span Using Instructional Staff FTE

1. The LEA will calculate the student enrollment to Instructional Staff FTE ratio for each **Title I** and **Non-Title I (Comparison)** school.
2. The LEA will calculate the average student enrollment to Instructional Staff FTE ratio for **ALL Non-Title I (Comparison) school(s)**.
3. The LEA will calculate 110% of the average for the **Non-Title I (Comparison) school(s)**.
4. The LEA will compare 110% of the average **Non-Title I (Comparison) school(s)** to each **Title I school(s)** student enrollment to Instructional Staff FTE ratio.
5. A **Title I school** is deemed comparable if its student enrollment to Instructional Staff FTE ratio **does not exceed 110%** of the average student enrollment to Instructional Staff FTE ratio of **Non-Title I (Comparison) school(s)**.

In the following example, only ten of the twenty Title I schools are not comparable because the student/instructional staff FTE ratio exceeds 110% percent of the average within 110% (2.3) of the average of the Non-Title I/Title I Comparison schools.

**Comparability Report**  
**Non-Served Title I or Title I Comparison Schools to Served Title I School Using Instructional FTEs**

**(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)**

List ALL Served Title I Schools serving the same grade span range as ALL Non-Served Title I or Title I Comparison Schools 110% of the Average for Non-Title I/ Title I Comparison Schools 2.3

LEA Name: Test      Grade Range: K-12th      School Year: 2021-2022

1	2	3	4	5	6	7	8
Served Title I School's Name	Grade Span (Populate)	Total Student Enrollment (Populate)	Total Low Income Student (Populate)	Student Poverty Percentage (Calculate)	Total Instructional Staff FTEs State and Local Funded (Populate)	Student to Instructional Staff Ratio (Calculate)	Comparable (Yes/No)
Title 1.1	K-12th	200	100	50%	165.8	1.2	YES
Title 1.2	K-12th	300	200	67%	165.8	1.8	YES
Title 1.3	K-12th	400	300	75%	165.8	2.4	NO
Title 1.4	K-12th	500	400	80%	165.8	3.0	NO
Title 1.5	K-12th	200	100	50%	165.8	1.2	YES
Title 1.6	K-12th	300	200	67%	165.8	1.8	YES
Title 1.7	K-12th	400	300	75%	165.8	2.4	NO
Title 1.8	K-12th	500	400	80%	165.8	3.0	NO
Title 1.9	K-12th	200	100	50%	165.8	1.2	YES
Title 1.10	K-12th	300	200	67%	165.8	1.8	YES
Title 1.11	K-12th	400	300	75%	165.8	2.4	NO
Title 1.12	K-12th	500	400	80%	165.8	3.0	NO
Title 1.13	K-12th	200	100	50%	165.8	1.2	YES
Title 1.14	K-12th	300	200	67%	165.8	1.8	YES
Title 1.15	K-12th	400	300	75%	165.8	2.4	NO
Title 1.16	K-12th	500	400	80%	165.8	3.0	NO
Title 1.17	K-12th	200	100	50%	165.8	1.2	YES
Title 1.18	K-12th	300	200	67%	165.8	1.8	YES
Title 1.19	K-12th	400	300	75%	165.8	2.4	NO
Title 1.20	K-12th	500	400	80%	165.8	3.0	NO

**Comparability Report**  
**Non-Served Title I or Title I Comparison Schools to Served Title I School Using Instructional FTEs**

**(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)**

List ALL Non-Served Title I or Title I Comparison Schools serving the same grade span range as ALL Served Title I Schools

LEA Name: Test      Grade Range: K-12th      School Year: 2021-2022

1	2	3	4	5	6	7	8
Non-Served Title I or Title I Comparison School's Name	Grade Span (Populate)	Total Student Enrollment (Populate)	Total Low Income Students (Populate)	Student Poverty Percentage (Calculate)	Total Instructional Staff FTEs State and Local Funded (Populate)	Student to Instructional Staff Ratio (Calculate)	Comparable (Yes/No)
Non-Served Title I & Title I Comparison 1	K-12th	200	100	2	165.8	1.2	
Non-Served Title I & Title I Comparison 2	K-12th	300	200	1.5	165.8	1.8	
Non-Served Title I & Title I Comparison 3	K-12th	400	300	1.333333333	165.8	2.4	
Non-Served Title I & Title I Comparison 4	K-12th	500	400	1.25	165.8	3.0	
Non-Served Title I & Title I Comparison 5	K-12th	200	100	2	165.8	1.2	
Non-Served Title I & Title I Comparison 6	K-12th	300	200	1.5	165.8	1.8	
Non-Served Title I & Title I Comparison 7	K-12th	400	300	1.333333333	165.8	2.4	
Non-Served Title I & Title I Comparison 8	K-12th	500	400	1.25	165.8	3.0	
Non-Served Title I & Title I Comparison 9	K-12th	200	100	2	165.8	1.2	
Non-Served Title I & Title I Comparison 10	K-12th	300	200	1.5	165.8	1.8	
Non-Served Title I & Title I Comparison 11	K-12th	400	300	1.333333333	165.8	2.4	
Non-Served Title I & Title I Comparison 12	K-12th	500	400	1.25	165.8	3.0	
Non-Served Title I & Title I Comparison 13	K-12th	200	100	2	165.8	1.2	
Non-Served Title I & Title I Comparison 14	K-12th	300	200	1.5	165.8	1.8	
Non-Served Title I & Title I Comparison 15	K-12th	400	300	1.333333333	165.8	2.4	
Non-Served Title I & Title I Comparison 16	K-12th	500	400	1.25	165.8	3.0	
Non-Served Title I & Title I Comparison 17	K-12th	200	100	2	165.8	1.2	
Non-Served Title I & Title I Comparison 18	K-12th	300	200	1.5	165.8	1.8	
Non-Served Title I & Title I Comparison 19	K-12th	400	300	1.333333333	165.8	2.4	
Non-Served Title I & Title I Comparison 20	K-12th	500	400	1.25	165.8	3.0	
<b>Total</b>		<b>7000</b>			<b>Total 3315.0</b>	<b>110% of Average</b>	<b>2.3</b>

# Grade Span Using Instructional Staff Salary

1. The LEA will calculate the Instructional Staff Salary to student enrollment ratio for each **Title I** and **Non-Title I (Comparison)** school.
2. The LEA will calculate the average Instructional Staff Salary to student enrollment ratio for **ALL Non-Title I (Comparison) school(s)**.
3. The LEA will calculate 90% of the average for the **Non-Title I (Comparison) school(s)**.
4. The LEA will compare 90% of the average **Non-Title I (Comparison) school(s)** to each **Title I school(s)** Instructional Staff Salary to student enrollment ratio.
5. A **Title I school** is deemed comparable if its Instructional Staff Salary to student enrollment ratio **exceed 90%** of the average Instructional Staff Salary to student enrollment ratio of **Non-Title I (Comparison) school(s)**.

In the following example, only ten of the twenty Title I schools are comparable because the instructional staff salary/student ratio does not exceed 90% percent of the average (\$3,732.43) of the Non-Title I/Title I Comparison schools.

**Comparability Report**  
**Non-Served Title I or Title I Comparison Schools to Served Title I School Using Instructional Salary**

(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

List ALL Served Title I Schools serving the same grade span range as ALL Non-Served Title I or Title I Comparison Schools 90% of the Average for Non-Title I/ Title I Comparison Schools \$3,732.43

LEA Name: TEST      Grade Range: K-8th      School Year: 2021-2022

1	2	3	4	5	6	7	8
Served Title I School's Name	Grade Span (Populats)	Total Student Enrollment (Populats)	Total Low Income Students (Populats)	Students Priority Percentage (Calculated)	Total Instructional Staff Salary State and Local Funded (Populats)	Instructional Staff Salary to Students Ratio (Calculated)	Comparable (Yes or No)
Title 11	K-2nd	200	100	50%	\$1,470,000.00	\$7,350.00	YES
Title 12	3rd-5th	300	200	67%	\$1,470,000.00	\$4,900.00	YES
Title 13	6th-8th	400	300	75%	\$1,470,000.00	\$3,675.00	NO
Title 14	K-6th	500	400	80%	\$1,470,000.00	\$2,940.00	NO
Title 15	K-8th	200	100	50%	\$1,470,000.00	\$7,350.00	YES
Title 16	K-2nd	300	200	67%	\$1,470,000.00	\$4,900.00	YES
Title 17	3rd-5th	400	300	75%	\$1,470,000.00	\$3,675.00	NO
Title 18	6th-8th	500	400	80%	\$1,470,000.00	\$2,940.00	NO
Title 19	K-6th	200	100	50%	\$1,470,000.00	\$7,350.00	YES
Title 10	K-8th	300	200				
Title 111	K-2nd	400	300				
Title 112	3rd-5th	500	400				
Title 113	6th-8th	200	100				
Title 114	K-6th	300	200				
Title 115	K-8th	400	300				
Title 116	K-2nd	500	400				
Title 117	3rd-5th	200	100				
Title 118	6th-8th	300	200				
Title 119	K-6th	400	300				
Title 120	K-8th	500	400				

**Comparability Report**  
**Non-Served Title I or Title I Comparison Schools to Served Title I School Using Instructional Salary**

(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

List ALL Non-Served Title I or Title I Comparison Schools serving the same grade span range as ALL Served Title I Schools

LEA Name: TEST      Grade Range: K-8th      School Year: 2021-2022

1	2	3	4	5	6	7
Non-Served Title I or Title I Comparison School's Name	Grade Span (Populats)	Total Student Enrollment (Populats)	Total Low Income Students (Populats)	Students Priority Percentage (Calculated)	Total Instructional Staff Salary State and Local Funded (Populats)	Instructional Staff Salary to Students Ratio (Calculated)
Non-Served Title I & Title I Comparison 1	K-2nd	200	100	2	\$1,470,000.00	\$7,350.00
Non-Served Title I & Title I Comparison 2	3rd-5th	300	200	1.5	\$1,470,000.00	\$4,900.00
Non-Served Title I & Title I Comparison 3	6th-8th	400	300	1.333333333	\$1,470,000.00	\$3,675.00
Non-Served Title I & Title I Comparison 4	K-6th	500	400	1.25	\$1,470,000.00	\$2,940.00
Non-Served Title I & Title I Comparison 5	K-8th	200	100	2	\$1,470,000.00	\$7,350.00
Non-Served Title I & Title I Comparison 6	K-2nd	300	200	1.5	\$1,470,000.00	\$4,900.00
Non-Served Title I & Title I Comparison 7	3rd-5th	400	300	1.333333333	\$1,470,000.00	\$3,675.00
Non-Served Title I & Title I Comparison 8	6th-8th	300	400	1.25	\$1,470,000.00	\$2,940.00
Non-Served Title I & Title I Comparison 9	K-6th	200	100	2	\$1,470,000.00	\$7,350.00
Non-Served Title I & Title I Comparison 10	K-8th	300	200	1.5	\$1,470,000.00	\$4,900.00
Non-Served Title I & Title I Comparison 11	K-2nd	400	300	1.333333333	\$1,470,000.00	\$3,675.00
Non-Served Title I & Title I Comparison 12	3rd-5th	500	400	1.25	\$1,470,000.00	\$2,940.00
Non-Served Title I & Title I Comparison 13	6th-8th	200	100	2	\$1,470,000.00	\$7,350.00
Non-Served Title I & Title I Comparison 14	K-6th	300	200	1.5	\$1,470,000.00	\$4,900.00
Non-Served Title I & Title I Comparison 15	K-8th	400	300	1.333333333	\$1,470,000.00	\$3,675.00
Non-Served Title I & Title I Comparison 16	K-2nd	500	400	1.25	\$1,470,000.00	\$2,940.00
Non-Served Title I & Title I Comparison 17	3rd-5th	200	100	2	\$1,470,000.00	\$7,350.00
Non-Served Title I & Title I Comparison 18	6th-8th	300	200	1.5	\$1,470,000.00	\$4,900.00
Non-Served Title I & Title I Comparison 19	K-6th	400	300	1.333333333	\$1,470,000.00	\$3,675.00
Non-Served Title I & Title I Comparison 20	K-8th	500	400	1.25	\$1,470,000.00	\$2,940.00
<b>Total</b>	<b>7000</b>				<b>Total \$29,030,000.00</b>	<b>90% of Average \$3,732.43</b>

Non-Served Title I or Title I Comparison Schools to Served Title I Schools Using Instructional Salary

# All Served Title I Schools Using Instructional Staff FTE

1. The LEA will calculate the student enrollment to Instructional Staff FTE ratio for **all schools**.
2. The LEA will calculate the average student enrollment to Instructional Staff FTE ratio for **all schools**.
3. The LEA will calculate 90% of the average student enrollment to Instructional Staff FTE ratio for **all schools**.
4. The LEA will calculate 110% of the average student enrollment to Instructional Staff FTE ratio for **all schools**.
5. The LEA will compare 90% of the average and 110% of the average to each school's student enrollment to Instructional Staff FTE ratio.
6. A **Title I school** is deemed comparable if its student enrollment to Instructional Staff FTE ratio is **between 90% and 110%** of the average student enrollment to Instructional Staff FTE ratio for **all schools**.

In the following example, thirty-six of the fifty Title I schools are not comparable because the student/instructional staff FTE ratio lies between 90 percent and 110 percent (0.865 and 1.058) of the average of the student/instructional staff FTE ratio for all schools.

**Comparability Report**  
**All Served Title I School Using Instructional FTEs**

(Required: Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

LEA Name: TEST		School Year: 2021-2022					
1	2	3	4	5	6	7	8
<b>Served Title I School's Name</b>							
Title I Served 1	K-12th	200	100	50%	200.3	1.001	Yes
Title I Served 2	K-12th	300	200	67%	360.8	1.203	No
Title I Served 3	K-12th	400	300	75%	325.3	0.813	No
Title I Served 4	K-12th	500	400	80%	325.3	0.611	No
Title I Served 5	K-12th	200	100	50%	155.5	0.978	Yes
Title I Served 6	K-12th	300	200	67%	325.3	1.084	No
Title I Served 7	K-12th	400	300	75%	325.3	1.230	No
Title I Served 8	K-12th	500	400	80%	325.3	1.537	No
						0.151	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No
						1.537	No
						0.615	No
						0.922	Yes
						1.230	No

# All Served Title I Schools Using Instructional Staff Salary

1. The LEA will calculate the Instructional Staff Salary to student enrollment ratio for **all schools**.
2. The LEA will calculate the average Instructional Staff Salary to student enrollment ratio for **all schools**.
3. The LEA will calculate 90% of the average Instructional Staff Salary to student enrollment ratio for **all schools**.
4. The LEA will calculate 110% of the average Instructional Staff Salary to student enrollment ratio for **all schools**.
5. The LEA will compare 90% of the average and 110% of the average to each school's Instructional Staff Salary to student enrollment ratio.
6. A **Title I school** is deemed comparable if its Instructional Staff Salary to student enrollment ratio is **between 90% and 110%** of the average Instructional Staff Salary to student enrollment ratio for **all schools**.

Comparison of instructional staff/student ratios for state and locally- In the following example, only fourteen of the fifty Title I schools are comparable because the instructional staff/student salary ratio lies between 90 percent and 110 percent (\$1,462,494.87 and \$1,787,493.73) of the average instructional staff salary/student ratio for all schools.

**Comparability Report**  
**All Served Title I School Using Instructional Salaries**

(Required: Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

90% of the Average for Student Instructional Staff Salary ratio	= \$1,462,494.87
110% of the Average for Student Instructional Staff Salary ratio	= \$1,787,493.73

List ALL Served Title I Schools

LEA Name: 73237

1		2		3		4		5		6	
Served Title I School's Name		Grade Span (Open/End)	Total Student Enrollment (FTE)	Total Instructional Staff Salary (000's)	Student Per Instructional Staff Ratio (000's)	Total Instructional Staff Salary (000's)	Student Per Instructional Staff Ratio (000's)	90% of Average	110% of Average	Comparable (Yes or No)	
Title I Served 1	K-12th	200	100	60%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 2	K-12th	300	200	67%	\$1,397,246,924.00	\$1,462,494.87	Yes				
Title I Served 3	K-12th	400	300	75%	\$1,397,246,924.00	\$1,462,494.87	Yes				
Title I Served 4	K-12th	300	400	80%	\$1,397,246,924.00	\$1,462,494.87	Yes				
Title I Served 5	K-12th	300	100	30%	\$1,397,246,924.00	\$1,462,494.87	No				
Title I Served 6	K-12th	300	300	67%	\$1,397,246,924.00	\$1,462,494.87	Yes				
Title I Served 7	K-12th	400	300	75%	\$1,397,246,924.00	\$1,462,494.87	Yes				
Title I Served 8	K-12th	500	400	80%	\$1,397,246,924.00	\$1,462,494.87	Yes				
Title I Served 9	K-12th	200	100	50%	\$1,397,246,924.00	\$1,462,494.87	No				

**Comparability Report**  
**All Served Title I School Using Instructional Salaries**

(Required: Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

90% of the Average for Student Instructional Staff Salary ratio	= \$1,462,494.87
110% of the Average for Student Instructional Staff Salary ratio	= \$1,787,493.73

List ALL Served Title I Schools

LEA Name: 73237

1		2		3		4		5		6	
Served Title I School's Name		Grade Span (Open/End)	Total Student Enrollment (FTE)	Total Instructional Staff Salary (000's)	Student Per Instructional Staff Ratio (000's)	Total Instructional Staff Salary (000's)	Student Per Instructional Staff Ratio (000's)	90% of Average	110% of Average	Comparable (Yes or No)	
Title I Served 21	K-12th	200	100	50%	\$1,237,746,924.00	\$1,462,494.87	No				
Title I Served 22	K-12th	300	200	67%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 23	K-12th	400	300	75%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 24	K-12th	500	400	80%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 25	K-12th	200	100	50%	\$1,237,746,924.00	\$1,462,494.87	No				
Title I Served 26	K-12th	300	200	67%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 27	K-12th	400	300	75%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 28	K-12th	500	400	80%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 29	K-12th	300	200	67%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 30	K-12th	300	200	67%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 31	K-12th	400	300	75%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 32	K-12th	500	400	80%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 33	K-12th	300	100	30%	\$1,237,746,924.00	\$1,462,494.87	No				
Title I Served 34	K-12th	300	200	67%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 35	K-12th	400	300	75%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 36	K-12th	500	400	80%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 37	K-12th	200	100	50%	\$1,237,746,924.00	\$1,462,494.87	No				
Title I Served 38	K-12th	300	200	67%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 39	K-12th	400	300	75%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 40	K-12th	500	400	80%	\$1,237,746,924.00	\$1,462,494.87	Yes				

**Comparability Report**  
**All Served Title I School Using Instructional Salaries**

(Required: Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

90% of the Average for Student Instructional Staff Salary ratio	= \$1,462,494.87
110% of the Average for Student Instructional Staff Salary ratio	= \$1,787,493.73

List ALL Served Title I Schools

LEA Name: 73237

1		2		3		4		5		6	
Served Title I School's Name		Grade Span (Open/End)	Total Student Enrollment (FTE)	Total Instructional Staff Salary (000's)	Student Per Instructional Staff Ratio (000's)	Total Instructional Staff Salary (000's)	Student Per Instructional Staff Ratio (000's)	90% of Average	110% of Average	Comparable (Yes or No)	
Title I Served 41	K-12th	200	100	50%	\$1,237,746,924.00	\$1,462,494.87	No				
Title I Served 42	K-12th	300	200	67%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 43	K-12th	400	300	75%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 44	K-12th	500	400	80%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 45	K-12th	300	200	67%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 46	K-12th	400	300	75%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 47	K-12th	500	400	80%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 48	K-12th	300	200	67%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 49	K-12th	400	300	75%	\$1,237,746,924.00	\$1,462,494.87	Yes				
Title I Served 50	K-12th	500	400	80%	\$1,237,746,924.00	\$1,462,494.87	Yes				

## INSTRUCTIONS FOR COMPARABILITY FORMS AND ASSURANCES

### Comparability Report School Informational List (**Required upload**)

Complete tab labeled “School Informational Listing” for the schools within the LEA. If the LEA selects to use grade span range method for comparability, please be mindful that page 1 is for **Title Schools** and page 2 is for **Non-Title I/Title I Comparison Schools**. If the LEA chooses the All Served Title I Schools method for comparability, there is one chart where all schools should be placed upon.

1. **LEA Name** – Record LEA name.
2. **School Year**- Place the current school term, for example 2014-2015.
3. Column 1 – **School Name**. List all schools in the LEA. Record the complete name of each school. Please make sure you are recording the appropriate schools in the appropriate sections.
4. Column 2 – **Grade Span**. The grade span must be **based on the grade span reported in Month 1 in MSIS**. Also, please do not forget to remove any PreK students from the school’s total enrollment.
5. Column 3 – **Student Counts – Enrollment**. Enter the **current school year student enrollment count from month 1 MSIS report**. Do not use the enrollment counts on the School Eligibility section in MCAPS.
6. Column 4 – **Student Counts – Poverty**. Enter the **current school year low-income student count from month 1 MSIS report**.
7. Column 5 – **Enrollment Counts by Grade**. For each applicable grade, **enter the student enrollment count that correlates with the enrollment count on the MSIS Month 1 report**. (The grade columns should add up to equal the value entered in column 4.)
8. Column 6 – **Total**. The total of student entered per school will automatically generate. The column will turn **green** when the enrollment count by grade equals the amount listed in column 3 for the total enrollment.

## Instructional Personnel (FTE or Salary)

### Do Not Upload into MCAPS

Completing Instructional Staff FTE. In calculating comparability, an LEA may include only staff paid with State and local funds. [Section 1120A(c)(1)]

LEAs have the option of collecting their instructional personnel FTE data using the sheets within the workbook. The LEA must complete a separate tab for each school in the LEA within the workbook. If the LEA selects to use grade span method for comparability, please be mindful that the **blue tabs** are for **Title I Schools** and the **green tabs** are for **Non-Title I/Title I Comparison Schools**. If the LEA chooses the All Served Title I Schools method for comparability, there are 50 available School tabs that can be completed. When using the sheets within the workbook, all information will prepopulate in the comparability report and complete all further calculations. There are slots for up to 275 Instructional Staff per school. If additional lines are need, please notify us.

**LEA Name** – The LEA name will prepopulate.

**School** – The school's name will prepopulate.

**Grade Span** – The grade span will prepopulate.

**School Year** – The grade span will prepopulate.

1. **Column 1 – Last Name and First Name of Employee.** All teachers must hold a MS teaching license. List the names of all licensed instructional personnel assigned by schedule to the school, whether full or part-time at that school. (Use payroll, time records and/or other documented sources.) Instructional personnel include all licensed classroom teachers and other licensed personnel assigned to the school who provide services that support instruction: principals, assistant principals, instructional coaches, librarians, music, art, and physical education teachers, guidance counselors, speech therapists and licensed social workers and psychological personnel. Other personnel directly supporting instruction assigned to the school may include paraprofessionals and other non-licensed personnel such as social workers. Personnel not involved in providing instructional support **MAY NOT** be included. Other personnel that **MAY NOT** be included are clerical, custodial, food service, transportation, and any other personnel not providing instructional support. **Do not include any PreK personnel or 100% federally funded personnel.** Please remember that federally funded would include Title I, II, III, IV, V, Homeless, CTE, SPED, etc.
2. **Column 2 – Position.** For each person named in column 1, state the position in the school. Be specific, for example: 2nd grade teacher, Interventionist, Asst. Teacher (1<sup>st</sup>), etc.
3. **Column 3 – Federal FTE.** For each person named in column 1, list his/her full time equivalent (FTE) from federal funding, if any. If the person is paid partially from state/local funds and partially from federal funds, make the appropriate entry in each column (3 and 4). The MDE has set the maximum FTE that any non-licensed instructional staff is 0.50.
4. **Column 4 – State/Local FTE.** For each person named in column 1, list his/her full time equivalent (FTE) from state/local funding, if any. If the person is paid partially from state/local funds and partially from federal funds, make the appropriate entry in each column (3 and 4). The MDE has set the maximum FTE that any non-licensed instructional staff is 0.50.

When using these tabs, the total State/Local FTE will calculate and transfer to the Comparability Report tab. Please print and keep the document as apart of the Comparability Records.

# Comparability Report (Required upload of at least one of the following options if the LEA is not exempted)

## Option 1. Grade Span Using Instructional Staff FTE

The LEA must select one grade span range from the drop-down list.

### Comparability Report Non-Served Title I or Title I Comparison Schools to Served Title I School Using Instructional FTEs

(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

List ALL Served Title I Schools serving the same grade span range as ALL Non-Served Title I or Title I Comparison Schools

110% of the Average for Non-Title I / Title I Comparison Schools 2.3

LEA Name: Test Grade Range: K-12th School Year: 2021-2022

1	2	3	4	5	6	7	8
Served Title I School's Name	Grade Span (Populates)	Total Student Enrollment (Populates)	Total Low Income Students (Populates)	Students Poverty Percentage (Calculated)	Total Instructional Staff FTEs State and Local Funded (Populates)	Student to Instructional Staff FTE Ratio (Calculated)	Comparable (Yes or No)
Title I 1	K-12th	200	100	50%	165.8	1.2	YES
Title I 2	K-12th	300	200	67%	165.8	1.8	YES
Title I 3	K-12th	400	300	75%	165.8	2.4	NO
Title I 4	K-12th	500	400	80%	165.8	3.0	NO
Title I 5	K-12th	200	100	50%	165.8	1.2	YES
Title I 6	K-12th	300	200	67%	165.8	1.8	YES
Title I 7	K-12th	400	300	75%	165.8	2.4	NO
Title I 8	K-12th	500	400	80%	165.8	3.0	NO
Title I 9	K-12th	200	100	50%	165.8	1.2	YES
Title I 10	K-12th	300	200	67%	165.8	1.8	YES
Title I 11	K-12th	400	300	75%	165.8	2.4	NO
Title I 12	K-12th	500	400	80%	165.8	3.0	NO
Title I 13	K-12th	200	100	50%	165.8	1.2	YES
Title I 14	K-12th	300	200	67%	165.8	1.8	YES
Title I 15	K-12th	400	300	75%	165.8	2.4	NO
Title I 16	K-12th	500	400	80%	165.8	3.0	NO
Title I 17	K-12th	200	100	50%	165.8	1.2	YES
Title I 18	K-12th	300	200	67%	165.8	1.8	YES
Title I 19	K-12th	400	300	75%	165.8	2.4	NO
Title I 20	K-12th	500	400	80%	165.8	3.0	NO

Non-Served Title I or Title I Comparison Schools to Served Title I Schools Using Instructional FTEs

### Comparability Report Non-Served Title I or Title I Comparison Schools to Served Title I School Using Instructional FTEs

(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

List ALL Non-Served Title I or Title I Comparison Schools serving the same grade span range as ALL Served Title I Schools

LEA Name: Test Grade Range: K-12th School Year: 2021-2022

1	2	3	4	5	6	7	8
Non-Served Title I or Title I Comparison School's Name	Grade Span (Populates)	Total Student Enrollment (Populates)	Total Low Income Students (Populates)	Students Poverty Percentage (Calculated)	Total Instructional Staff FTEs State and Local Funded (Populates)	Student to Instructional Staff FTE Ratio (Calculated)	Comparable (Yes or No)
Non-Served Title I & Title I Comparison 1	K-12th	200	100	2	165.8	1.2	
Non-Served Title I & Title I Comparison 2	K-12th	300	200	1.5	165.8	1.8	
Non-Served Title I & Title I Comparison 3	K-12th	400	300	1.333333333	165.8	2.4	
Non-Served Title I & Title I Comparison 4	K-12th	500	400	1.25	165.8	3.0	
Non-Served Title I & Title I Comparison 5	K-12th	200	100	2	165.8	1.2	
Non-Served Title I & Title I Comparison 6	K-12th	300	200	1.5	165.8	1.8	
Non-Served Title I & Title I Comparison 7	K-12th	400	300	1.333333333	165.8	2.4	
Non-Served Title I & Title I Comparison 8	K-12th	500	400	1.25	165.8	3.0	
Non-Served Title I & Title I Comparison 9	K-12th	200	100	2	165.8	1.2	
Non-Served Title I & Title I Comparison 10	K-12th	300	200	1.5	165.8	1.8	
Non-Served Title I & Title I Comparison 11	K-12th	400	300	1.333333333	165.8	2.4	
Non-Served Title I & Title I Comparison 12	K-12th	500	400	1.25	165.8	3.0	
Non-Served Title I & Title I Comparison 13	K-12th	200	100	2	165.8	1.2	
Non-Served Title I & Title I Comparison 14	K-12th	300	200	1.5	165.8	1.8	
Non-Served Title I & Title I Comparison 15	K-12th	400	300	1.333333333	165.8	2.4	
Non-Served Title I & Title I Comparison 16	K-12th	500	400	1.25	165.8	3.0	
Non-Served Title I & Title I Comparison 17	K-12th	200	100	2	165.8	1.2	
Non-Served Title I & Title I Comparison 18	K-12th	300	200	1.5	165.8	1.8	
Non-Served Title I & Title I Comparison 19	K-12th	400	300	1.333333333	165.8	2.4	
Non-Served Title I & Title I Comparison 20	K-12th	500	400	1.25	165.8	3.0	
<b>Total</b>		<b>7000</b>		<b>Total</b>	<b>3315.0</b>	<b>110% of Average</b>	<b>2.3</b>

Non-Served Title I or Title I Comparison Schools to Served Title I Schools Using Instructional FTEs



## Option 2. Grade Span Using Instructional Staff Salary

**The LEA must select one grade span range from the drop-down list.**

### Comparability Report Non-Served Title I or Title I Comparison Schools to Served Title I School Using Instructional Salary

(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

List ALL Served Title I Schools serving the same grade span range as ALL Non-Served Title I or Title I Comparison Schools

90% of the Average for Non-Title I / Title I Comparison Schools **\$3,732.43**

LEA Name: TEST		Grade Range: K-8th			School Year: 2021-2022		
1	2	3	4	5	6	7	8
Served Title I School's Name	Grade Span (Populates)	Total Student Enrollment (Populates)	Total Low Income Students (Populates)	Students Poverty Percentage (Calculated)	Total Instructional Staff Salary State and Local Funded (Populates)	Instructional Staff Salary to Students Ratio (Calculated)	Comparable (Yes or No)
Title I 1	K-2nd	200	100	50%	\$1,470,000.00	\$7,350.00	YES
Title I 2	3rd-5th	300	200	67%	\$1,470,000.00	\$4,900.00	YES
Title I 3	6th-8th	400	300	75%	\$1,470,000.00	\$3,675.00	NO
Title I 4	K-6th	500	400	80%	\$1,470,000.00	\$2,940.00	NO
Title I 5	K-8th	200	100	50%	\$1,470,000.00	\$7,350.00	YES
Title I 6	K-2nd	300	200	67%	\$1,470,000.00	\$4,900.00	YES
Title I 7	3rd-5th	400	300	75%	\$1,470,000.00	\$3,675.00	NO
Title I 8	6th-8th	500	400	80%	\$1,470,000.00	\$2,940.00	NO
Title I 9	K-6th	200	100	50%	\$1,470,000.00	\$7,350.00	YES
Title I 10	K-8th	300	200	67%	\$1,470,000.00	\$4,900.00	YES
Title I 11	K-2nd	400	300	75%	\$1,470,000.00	\$3,675.00	NO
Title I 12	3rd-5th	500	400	80%	\$1,470,000.00	\$2,940.00	NO
Title I 13	6th-8th	200	100	50%	\$1,470,000.00	\$7,350.00	YES
Title I 14	K-6th	300	200	67%	\$1,470,000.00	\$4,900.00	YES
Title I 15	K-8th	400	300	75%	\$1,470,000.00	\$3,675.00	NO
Title I 16	K-2nd	500	400	80%	\$1,470,000.00	\$2,940.00	NO
Title I 17	3rd-5th	200	100	50%	\$1,470,000.00	\$7,350.00	YES
Title I 18	6th-8th	300	200	67%	\$1,470,000.00	\$4,900.00	YES
Title I 19	K-6th	400	300	75%	\$1,470,000.00	\$3,675.00	NO
Title I 20	K-8th	500	400	80%	\$1,470,000.00	\$2,940.00	NO

Non-Served Title I or Title I Comparison Schools to Served Title I Schools Using Instructional Salary

### Comparability Report Non-Served Title I or Title I Comparison Schools to Served Title I School Using Instructional Salary

(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

List ALL Non-Served Title I or Title I Comparison Schools serving the same grade span range as ALL Served Title I Schools

LEA Name: TEST		Grade Range: K-8th			School Year: 2021-2022		
1	2	3	4	5	6	7	
Non-Served Title I or Title I Comparison School's Name	Grade Span (Populates)	Total Student Enrollment (Populates)	Total Low Income Students (Populates)	Students Poverty Percentage (Calculated)	Total Instructional Staff Salary State and Local Funded (Populates)	Instructional Staff Salary to Students Ratio (Calculated)	
Non-Served Title I & Title I Comparison 1	K-2nd	200	100	2	\$1,470,000.00	\$7,350.00	
Non-Served Title I & Title I Comparison 2	3rd-5th	300	200	1.5	\$1,470,000.00	\$4,900.00	
Non-Served Title I & Title I Comparison 3	6th-8th	400	300	1.333333333	\$1,470,000.00	\$3,675.00	
Non-Served Title I & Title I Comparison 4	K-6th	500	400	1.25	\$1,470,000.00	\$2,940.00	
Non-Served Title I & Title I Comparison 5	K-8th	200	100	2	\$1,470,000.00	\$7,350.00	
Non-Served Title I & Title I Comparison 6	K-2nd	300	200	1.5	\$1,470,000.00	\$4,900.00	
Non-Served Title I & Title I Comparison 7	3rd-5th	400	300	1.333333333	\$1,470,000.00	\$3,675.00	
Non-Served Title I & Title I Comparison 8	6th-8th	500	400	1.25	\$1,470,000.00	\$2,940.00	
Non-Served Title I & Title I Comparison 9	K-6th	200	100	2	\$1,100,000.00	\$5,500.00	
Non-Served Title I & Title I Comparison 10	K-8th	300	200	1.5	\$1,470,000.00	\$4,900.00	
Non-Served Title I & Title I Comparison 11	K-2nd	400	300	1.333333333	\$1,470,000.00	\$3,675.00	
Non-Served Title I & Title I Comparison 12	3rd-5th	500	400	1.25	\$1,470,000.00	\$2,940.00	
Non-Served Title I & Title I Comparison 13	6th-8th	200	100	2	\$1,470,000.00	\$7,350.00	
Non-Served Title I & Title I Comparison 14	K-6th	300	200	1.5	\$1,470,000.00	\$4,900.00	
Non-Served Title I & Title I Comparison 15	K-8th	400	300	1.333333333	\$1,470,000.00	\$3,675.00	
Non-Served Title I & Title I Comparison 16	K-2nd	500	400	1.25	\$1,470,000.00	\$2,940.00	
Non-Served Title I & Title I Comparison 17	3rd-5th	200	100	2	\$1,470,000.00	\$7,350.00	
Non-Served Title I & Title I Comparison 18	6th-8th	300	200	1.5	\$1,470,000.00	\$4,900.00	
Non-Served Title I & Title I Comparison 19	K-6th	400	300	1.333333333	\$1,470,000.00	\$3,675.00	
Non-Served Title I & Title I Comparison 20	K-8th	500	400	1.25	\$1,470,000.00	\$2,940.00	
<b>Total</b>		<b>7000</b>	<b>4000</b>	<b>1.25</b>	<b>\$29,030,000.00</b>	<b>90% of Average</b>	<b>\$3,732.43</b>

Non-Served Title I or Title I Comparison Schools to Served Title I Schools Using Instructional Salary

# Option 3. All Served Title I Schools Using Instructional Staff FTE

## Comparability Report All Served Title I School Using Instructional FTEs

(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

90% of the Average for Student/Instructional Staff FTE ratio	<b>0.865</b>
110% of the Average for Student/Instructional Staff FTE ratio	<b>1.058</b>

List ALL Served Title I Schools

LEA Name: TEST

School Year: 2021-2022

1	2	3	4	5	6	7	8
Served Title I School's Name	Grade Span (Populates)	Total Student Enrollment (Populates)	Total Low Income Students (Populates)	Students Poverty Percentage (Calculated)	Total Instructional Staff FTE State (MAY Populates)	Student to Instructional Staff FTE Ratio (Calculated)	Comparable (Yes or No)
Title I Served 21	K-12th	200	100	50%	200.3	0.999	Yes
Title I Served 22	K-12th	300	200	67%	360.8	0.832	No
Title I Served 23	K-12th	400	300	75%	325.3	1.230	No
Title I Served 24	K-12th	500	400	80%	325.3	1.537	No
Title I Served 25	K-12th	200	100	50%	195.5	1.023	Yes
Title I Served 26	K-12th	300	200	67%	325.3	0.922	Yes
Title I Served 27	K-12th	400	300	75%	325.3	1.230	No
Title I Served 28	K-12th	500	400	80%	325.3	1.537	No

## Comparability Report All Served Title I School Using Instructional FTEs

(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

90% of the Average for Student/Instructional Staff FTE ratio	<b>0.865</b>
110% of the Average for Student/Instructional Staff FTE ratio	<b>1.058</b>

List ALL Served Title I Schools

LEA Name: TEST

School Year: 2021-2022

1	2	3	4	5	6	7	8
Served Title I School's Name	Grade Span (Populates)	Total Student Enrollment (Populates)	Total Low Income Students (Populates)	Students Poverty Percentage (Calculated)	Total Instructional Staff FTE State (MAY Populates)	Student to Instructional Staff FTE Ratio (Calculated)	Comparable (Yes or No)
Title I Served 1	K-12th	200	100	50%	200.3	1.001	Yes
Title I Served 2	K-12th	300	200	67%	360.8	1.203	No
Title I Served 3	K-12th	400	300	75%	325.3	0.813	No
Title I Served 4	K-12th	500	400	80%	325.3	0.651	No

## Comparability Report All Served Title I School Using Instructional FTEs

(Required- Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

90% of the Average for Student/Instructional Staff FTE ratio	<b>0.865</b>
110% of the Average for Student/Instructional Staff FTE ratio	<b>1.058</b>

List ALL Served Title I Schools

LEA Name: TEST

School Year: 2021-2022

1	2	3	4	5	6	7	8
Served Title I School's Name	Grade Span (Populates)	Total Student Enrollment (Populates)	Total Low Income Students (Populates)	Students Poverty Percentage (Calculated)	Total Instructional Staff FTE State (MAY Populates)	Student to Instructional Staff FTE Ratio (Calculated)	Comparable (Yes or No)
Title I Served 41	K-12th	400	300	75%	290.3	1.398	No
Title I Served 42	K-12th	500	400	80%	360.8	1.386	Yes
Title I Served 43	K-12th	200	100	50%	325.3	0.615	No
Title I Served 44	K-12th	300	200	67%	325.3	0.922	Yes
Title I Served 45	K-12th	400	300	75%	195.5	2.046	No
Title I Served 46	K-12th	500	400	80%	325.3	1.537	No
Title I Served 47	K-12th	200	100	50%	325.3	0.615	No
Title I Served 48	K-12th	300	200	67%	325.3	0.922	Yes
Title I Served 49	K-12th	400	300	75%	1325.3	0.302	No
Title I Served 50	K-12th	500	400	80%	325.3	1.537	No

Total Student Enrollment **18200** Total Instructional Staff FTE **18930.00**

90% of Average Student/FTE Ratio **0.865**

110% of Average Student/FTE Ratio **1.058**

All Served Title I Schools Using Instructional FTE

# Option 4. All Served Title I Schools Using Instructional Staff Salary

## Comparability Report All Served Title I School Using Instructional Salaries

(Required: Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

90% of the Average for Student/Instructional Staff Salary ratio	\$ 1,462,494.87
110% of the Average for Student/Instructional Staff Salary ratio	\$ 1,787,493.73

List ALL Served Title I Schools

LEA Name: TEST		K-12th					School Year: 2021-2022	
1	2	3	4	5	6	7	8	
Served Title I School's Name	Grade Span (Populates)	Total Student Enrollment (Populates)	Total Low Income Students (Populates)	Students Poverty Percentage (Calculated)	Total Instructional Staff Salary Rate (MAY Populates)	Student to Instructional Staff Salary Ratio (Calculated)	Comparable (Yes or No)	
Title I Served 1	K-12th	200	100	50%	\$297,546,924.00	\$1,487,734.62	Yes	
Title I Served 2	K-12th	300	200	67%	\$597,546,924.00	\$1,991,823.20	No	
Title I Served 3	K-12th	400	300	75%	\$597,546,924.00	\$1,493,867.31	Yes	
Title I Served 4	K-12th	500	400	80%	\$597,546,924.00	\$1,195,093.85	No	
Title I Served 5	K-12th	200	100	50%	\$597,546,924.00	\$2,987,734.62	No	
Title I Served 6	K-12th	300	200	67%	\$597,546,924.00	\$1,991,823.08	No	
Title I Served 7	K-12th	400	300	75%	\$597,546,924.00	\$1,493,867.31	Yes	

## Comparability Report All Served Title I School Using Instructional Salaries

(Required: Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

90% of the Average for Student/Instructional Staff Salary ratio	\$ 1,462,494.87
110% of the Average for Student/Instructional Staff Salary ratio	\$ 1,787,493.73

List ALL Served Title I Schools

LEA Name: TEST		K-12th					School Year: 2021-2022	
1	2	3	4	5	6	7	8	
Served Title I School's Name	Grade Span (Populates)	Total Student Enrollment (Populates)	Total Low Income Students (Populates)	Students Poverty Percentage (Calculated)	Total Instructional Staff Salary Rate (MAY Populates)	Student to Instructional Staff Salary Ratio (Calculated)	Comparable (Yes or No)	
Title I Served 21	K-12th	200	100	50%	\$297,546,924.00	\$1,487,734.62	Yes	
Title I Served 22	K-12th	300	200	67%	\$597,546,924.00	\$1,991,823.20	No	
Title I Served 23	K-12th	400	300	75%	\$597,546,924.00	\$1,493,867.31	Yes	
Title I Served 24	K-12th	500	400	80%	\$597,546,924.00	\$1,195,093.85	No	

## Comparability Report All Served Title I School Using Instructional Salaries

(Required: Uploaded a printed copy to the LEA Document Library's Comparability folder in MCAPS)

90% of the Average for Student/Instructional Staff Salary ratio	\$ 1,462,494.87
110% of the Average for Student/Instructional Staff Salary ratio	\$ 1,787,493.73

List ALL Served Title I Schools

LEA Name: TEST		K-12th					School Year: 2021-2022	
1	2	3	4	5	6	7	8	
Served Title I School's Name	Grade Span (Populates)	Total Student Enrollment (Populates)	Total Low Income Students (Populates)	Students Poverty Percentage (Calculated)	Total Instructional Staff Salary Rate (MAY Populates)	Student to Instructional Staff Salary Ratio (Calculated)	Comparable (Yes or No)	
Title I Served 31	K-12th	400	300	75%	\$297,546,924.00	\$1,493,867.31	No	
Title I Served 32	K-12th	500	400	80%	\$597,546,924.00	\$1,195,093.85	No	
Title I Served 33	K-12th	200	100	50%	\$597,546,924.00	\$2,987,734.62	No	
Title I Served 34	K-12th	300	200	67%	\$597,546,924.00	\$1,991,823.08	No	
Title I Served 35	K-12th	400	300	75%	\$597,546,924.00	\$1,493,867.31	Yes	
Title I Served 36	K-12th	500	400	80%	\$597,546,924.00	\$1,195,093.85	No	
Title I Served 37	K-12th	200	100	50%	\$597,546,924.00	\$2,987,734.62	No	
Title I Served 38	K-12th	300	200	67%	\$597,546,924.00	\$1,991,823.08	No	
Title I Served 39	K-12th	400	300	75%	\$597,546,924.00	\$1,493,867.31	Yes	
Title I Served 40	K-12th	500	400	80%	\$597,546,924.00	\$1,195,093.85	No	
Total Student Enrollment		18200	Total Instructional Staff Salary		\$29,874,896,230.50	90% of Average Student Salary Rate	\$1,462,494.87	
						110% of Average Student Salary Rate	\$1,787,493.73	

All Served Title I Schools Using Instructional Salaries

# Comparability Summary and Assurances (Required Upload)

## TITLE I COMPARABILITY SUMMARY REPORT and ASSURANCES

School Year **2021-2022**

Mississippi Department of Education (MDE)

Office of Federal Programs

(Upload Signed Copy to the LEA Document Library Comparability Folder in MCAPS)

Local Educational Agency (LEA) Information		
LEA Name	Name of Person Completing Form	
Superintendent's Name	Person Responsible for Completion of Form Official Title	
LEA's Mailing Address	Telephone Number	Email

Submission Type and Comparability Basis
<p><b>Submission Type – Check one appropriate response:</b></p> <p><input type="checkbox"/> This report is an original submission uploaded to MCAPS no later than November 5<sup>th</sup>.</p> <p><input type="checkbox"/> This is a revised submission, <u>following</u> the reallocation of resources to ensure comparability, and is submitted not later than November 30<sup>th</sup>.</p> <p><b>Comparability Basis – Check one appropriate response:</b></p> <p><input type="checkbox"/> Comparability was calculated on a district basis. <small>(Complete School Listing Form, Comparability Report and Comparability Summary and Assurances Form and upload to MCAPS LEA Document Library)</small></p> <p><input type="checkbox"/> Comparability was calculated on a grade-span basis. <small>(Complete School Listing Form, Comparability Report and Comparability Summary and Assurances and upload to MCAPS LEA Document Library)</small></p> <p><input type="checkbox"/> LEA has only one building for each grade span. <small>(Complete School Listing Form and Comparability Summary and Assurances and upload to MCAPS LEA Document Library)</small></p>

Data Collection Date
<p><b>Required for the CURRENT school year</b> (date must be between the first day of school and September 30<sup>th</sup>)</p> <p><small>Applies to all data: school list, student enrollment, number low income students, personnel FTE by funding source, etc.</small></p>

Schools with 100 or Fewer Students <i>excluded</i> from comparability	
School Name	# Enrolled

<b>Total Number of Title I Schools</b>	<b>Total Number of Non-Title I Schools</b>
--	--

Assurances of Title I Comparability
<p>The LEA has established and <u>implemented</u> the following:</p> <ol style="list-style-type: none"> <li>1) a local educational agency-wide salary schedule;</li> <li>2) a policy to ensure equivalence among schools in teachers, administrators and other staff; and</li> <li>3) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.</li> <li>4) a policy ensuring the LEA's hiring practices meet state and federal license requirements (i.e. teachers must be licensed to teach in a MS public school) and paraprofessionals must meet State requirements; and</li> <li>5) written procedures for complying with the comparability requirements as detailed in the Comparability Handbook provide by the MDE.</li> </ol> <p>I understand that the LEA must document implementation of the above policies, procedures and salary schedules. I understand that demonstrating comparability is a prerequisite for receiving Title I, Part A funds. I attest to the accuracy of the information provided.</p> <p><input type="checkbox"/> All Title I Schools are Comparable      <input type="checkbox"/> All Title I Schools are <u>NOT</u> Comparable and a Letter of Explanation is Attached</p>

<div style="background-color: #cccccc; width: 20px; height: 10px; margin-bottom: 5px;"></div> Superintendent's Signature	Date (Must be no later than November 5 <sup>th</sup> )
<div style="background-color: #cccccc; width: 20px; height: 10px; margin-bottom: 5px;"></div> Federal Program Director's Signature	Date (Must be no later than November 5 <sup>th</sup> )

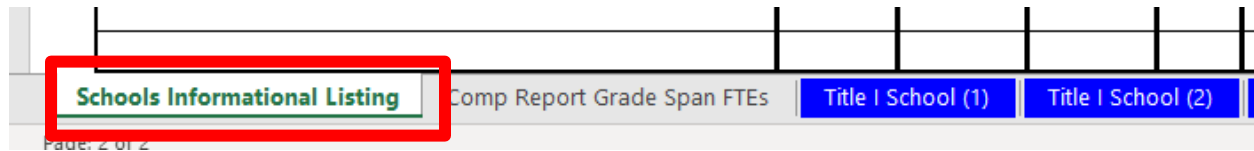
# REQUIRED UPLOADS Into MCAPS

**Each LEA is required to upload at a minimum:**

## 1. School Informational Listing –

If all schools are being served use the School Informational Listing for either FTE or Salary from the ALL Served Title I workbooks.

If Comparability is being demonstrated using a grade span range use the School Informational Listing for either FTE or Salary from the Grade Span workbooks.



## 2. Comparability Summary & Assurance Form (PDF)

TITLE I COMPARABILITY SUMMARY REPORT and ASSURANCES  
 School Year 2021-2022  
 Mississippi Department of Education (MDE)  
 Office of Federal Programs  
 (Upload Signed Copy to the LEA Document Library Comparability Folder in MCAPS)

Local Educational Agency (LEA) Information		
LEA Name	Name of Person Completing Form	
Superintendent's Name	Person Responsible for Completion of Form Official Title	
LEA's Mailing Address	Telephone Number	Email
Submission Type and Comparability Basis		
Submission Type - Check one appropriate response:		
<input type="checkbox"/> This report is an original submission uploaded to MCAPS no later than November 5 <sup>th</sup> .		
<input type="checkbox"/> This is a revised submission, <u>submitting</u> the reallocation of resources to ensure comparability, and it is submitted not later than November 30 <sup>th</sup> .		
Comparability Basis - Check one appropriate response:		
<input type="checkbox"/> comparability was calculated on a district basis. (Complete School Listing Form, Comparability Report and Comparability Summary and Narrative Form and upload to MCAPS LEA Document Library)		
<input type="checkbox"/> comparability was calculated on a grade-span basis. (Complete School Listing Form, Comparability Report and Comparability Summary and Narrative and upload to MCAPS LEA Document Library)		
<input type="checkbox"/> LEA has only one building for each grade span. (Complete School Listing Form and Comparability Summary and Narrative and upload to MCAPS LEA Document Library)		
Data Collection Date		
Required for the CURRENT school year; (date must be between the first day of school and September 30th) Applies to all data: school list, student enrollment, number low income students, personnel FTE by funding source, etc.		
Schools with 100 or Fewer Students excluded from comparability		
School Name	# Enrolled	
Total Number of Title I Schools		Total Number of Non-Title I Schools
Assurances of Title I Comparability		
The LEA has established and implemented the following:		
1) a local educational agency-wide salary schedule;		
2) a policy to ensure equivalence among schools in teachers, administrators and other staff; and		
3) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies;		
4) a policy ensuring the LEA's hiring practices meet state and federal license requirements (i.e. teachers must be licensed to teach in a MS public school) and paraprofessionals must meet State requirements; and		
5) written procedures for complying with the comparability requirements as detailed in the Comparability Handbook provide by the MDE.		
I understand that the LEA must document implementation of the above policies, procedures and salary schedules. I understand that demonstrating comparability is a prerequisite for receiving Title I, Part A Funds. I attest to the accuracy of the information provided.		
<input type="checkbox"/> All Title I Schools are Comparable <input type="checkbox"/> All Title I Schools are <u>NOT</u> Comparable and a Letter of Explanation is Attached		
Superintendent's Signature		Date (Must be no later than November 5 <sup>th</sup> )
Federal Program Director's Signature		Date (Must be no later than November 5 <sup>th</sup> )

If the LEA must demonstrate comparability, the comparability report must be uploaded for that grade span range.

All forms must be uploaded as one document into the LEA's document library in MCAPS in the current year's Comparability Folder.

## Appendix A

### ESEA Title I, Part A. SEC. 1118 Fiscal Requirements

- a) MAINTENANCE OF EFFORT – A local educational agency may receive funds under this part for any fiscal year only if the state educational agency involved finds that the local educational agency has maintained the agency’s fiscal effort in accordance with section 8521.
- b) FEDERAL FUNDS TO SUPPLEMENT, NOT SUPPLANT, NON-FEDERAL FUNDS –
  - 1) IN GENERAL – A state educational agency or local educational agency shall use federal funds received under this part only to supplement the funds that would, in the absence of such federal funds, be made available from non-federal sources for the education of pupils participating in programs assisted under this part, and not supplant such funds.
  - 2) COMPLIANCE.—To demonstrate compliance with paragraph (1), a local educational agency shall demonstrate that the methodology used to allocate State and local funds to each school receiving assistance under this part ensures that such school receives all of the State and local funds it would otherwise receive if it were not receiving assistance under this part.
  - 3) SPECIAL RULE.—No local educational agency shall be required to—
    - A) identify that an individual cost or service supported under this part is supplemental; or
    - B) provide services under this part through a particular instructional method or in a particular instructional setting in order to demonstrate such agency’s compliance with paragraph (1)
  - 4) PROHIBITION.—Nothing in this section shall be construed to authorize or permit the Secretary to prescribe the specific methodology a local educational agency uses to allocate State and local funds to each school receiving assistance under this part.
  - 5) TIMELINE.—A local educational agency—
    - A) shall meet the compliance requirement under paragraph (2) not later than 2 years after the date of enactment of the Every Student Succeeds Act; and
    - B) may demonstrate compliance with the requirement under paragraph (1) before the end of such 2-year period using the method such local educational agency used on the day before the date of enactment of the Every Student Succeeds Act.
- c) **COMPARABILITY OF SERVICES –**
  - 1) **IN GENERAL –**
    - A) **COMPARABLE SERVICES – Except as provided in paragraphs (4) and (5), a local educational agency may receive funds under this part only if state and local funds will be used in schools served under this part to provide services that, taken as a whole, are at least comparable to services in**

- schools that are not receiving funds under this part.**
- B) SUBSTANTIALLY COMPARABLE SERVICES – If the local educational agency is serving all of such agency’s schools under this part, such agency may receive funds under this part only if such agency will use state and local funds to provide services that, taken as a whole, are substantially comparable in each school.**
  - C) BASIS – A local educational agency may meet the requirements of subparagraphs (A) and (B) on a grade-span by grade-span basis or [an LEA] school-by-school basis.**
- 2) WRITTEN ASSURANCE –**
- A) EQUIVALENCE – A local educational agency shall be considered to have met the requirements of paragraph (A) if such agency has filed with the state educational agency a written assurance that such agency has established and implemented –**
    - i. a local educational agency-wide salary schedule;**
    - ii. a policy to ensure equivalence among schools in teachers, administrators, and other staff; and**
    - iii. a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.**
  - B) DETERMINATIONS – For the purpose of this subsection, in the determination of expenditures per pupil from state and local funds, or instructional salaries per pupil from state and local funds, staff salary differentials for years of employment shall not be included in such determinations.**
  - C) EXCLUSIONS – A local educational agency need not include unpredictable changes in student enrollment or personnel assignments that occur after the beginning of a school year in determining comparability of services under this subsection.**
- 3) PROCEDURES AND RECORDS – Each local educational agency assisted under this part shall-**
- A) develop procedures for compliance with this subsection; and**
  - B) maintain records that are updated biennially documenting such agency’s compliance with this subsection.**
- 4) INAPPLICABILITY – This subsection shall not apply to a local educational agency that does not have more than one building for each grade span.**
- 5) COMPLIANCE – For the purpose of determining compliance with paragraphs (1), a local educational agency may exclude state and local funds expended for –**
- A) language instruction educational programs; and**
  - B) the excess costs of providing services to children with disabilities as determined by the local educational agency.**



- d) EXCLUSION OF FUNDS – For the purpose of complying with subsections (b) and (c), a State educational agency or local educational agency may exclude supplemental State or local funds expended in any school attendance area or school for programs that meet the intent and purposes of this part.**

## Appendix B

### SAMPLE – LEA Procedures for Demonstrating Title I Comparability Compliance

Demonstrating comparability is a prerequisite for receiving Title I, Part A funds. Because Part A allocations are made annually, comparability is an **annual requirement**. The LEA must perform comparability calculations every year to demonstrate that all of its Title I schools are in fact comparable and make adjustments if any are not. An LEA must develop procedures for complying with comparability requirements. *[Section 1118A(c)(3)]*

- 1) **Responsible Office:** It is the responsibility of (insert office name and job title of designated staff) to ensure that the LEA remains in compliance with the Title I comparability requirements. The designated office will oversee the process to ensure all procedures are followed and all deadlines are met.
- 2) **Deadlines:** No later than November (insert date), the LEA shall annually submit the comparability report and upload to MCAPS the required forms to the Mississippi Department of Education (Office of Federal Programs) demonstrating comparability. To ensure the first Friday in November deadline is met, the attached comparability timeline will be followed.
- 3) **Basis for Demonstrating Comparability:** The LEA may calculate comparability on an LEA (All served schools) or grade- span basis. The LEA will use the following grade spans ranges: K-5th, 6th- 8th, and 9th –12th and each school that has overlapping grades will be grouped with the grade span that they have the most in common with. The LEA will use the instructional staff of each school with an FTE of 1 for certified instructional staff position or 0.5 FTE for non-certified instructional staff position. If the position is partially paid with federal funds, the LEA will only use the portion that is paid with State/Local funds. OR The LEA will use the instructional staff salary for position within each school. If the position is partially paid with federal funds, the LEA will only use the portion that is paid with State/Local funds.
- 4) **Data Collection:** It is the responsibility of (insert office name and job title of designated staff) to collect all data from the appropriate LEA office(s), that are required by the department to demonstrate comparability. The designated office will ensure all required data is submitted to appropriate staff within the defined timeline. The following data sources will be used: Month 1 MSIS report current year, MSIS Personnel Report for month 1 for the current year, The salary distribution report for September 30<sup>th</sup> of the current year for employees, etc.
- 5) **Data Verification:** It is the responsibility of (insert office name and job title of designated staff) to verify the accuracy of the data used to demonstrate comparability and to ensure the calculations are performed correctly using the method established by the department.
- 6) **Reallocation:** If the initial calculations indicate that a school is not receiving comparable services, (insert office name and job title of designated staff) will be immediately notified. The LEA will then take immediate steps, as early in the

school year as possible and with minimum disruption to the learning environment, that are necessary to demonstrate comparability for all Title I schools. Appropriate steps may include, but need not be limited to, reallocation of funding sources and/or reassignment of personnel. Reallocations must be determined no later than Dec. 1<sup>st</sup> of the same school year and all corrected comparability forms uploaded to MCAPS.

- 7) **Records:** It is the responsibility of (insert office name and job title of designated staff) to ensure that all comparability reports, records, and source documentation of the LEAs comparability analysis and calculations are retained for at least five years for audit purposes. An LEA organizational chart must also be included as part of the records. In addition, the LEA will maintain up-to-date records of having established and implemented an agency- wide salary schedule; policies ensuring equivalence among schools in teachers, administrators, and other staff; equivalence among schools in the provision of curriculum materials and instructional supplies; ensuring the LEA's hiring practices meet state and federal licensure requirements; teachers and paraprofessionals met State requirements; and written LEA comparability procedures.
- 8) **Complaints:** It is the responsibility of (insert office name and job title of designated staff) to handle all complaints from parents, community members or LEA and school staff members, that a school is not receiving comparable services.

## Appendix C

### SAMPLE – LEA Comparability Timeline

The timeline below is a sample the LEA may follow to ensure all LEA-level comparability procedures are carried out and comparability is demonstrated for all Title I schools.

#### January – April

Engage in LEA-level budget (state and local funds) discussions concerning allocation of instructional staff (i.e. hiring additional teachers) and resources to schools for the upcoming school year for the purpose of ensuring compliance with Title I comparability requirements.

#### May – June

Conduct meetings with appropriate LEA representatives to discuss the requirements for completing the annual comparability calculations.

Establish participant roles and responsibilities.

Select the basis for demonstrating comparability that will be used for calculations. (LEA or grade- span range basis)

Continue to engage in district-level discussions concerning allocation of instructional staff (i.e. hiring additional teachers) and resources to schools for the upcoming school year for the purpose of ensuring compliance with Title I comparability requirements.

#### July – September

Obtain preliminary information from appropriate LEA staff.

Identify LEA Title I and non-Title I schools.

Identify date and collection methodologies for gathering data needed to complete calculations.

#### October

Collect data.

Meet with appropriate LEA staff and calculate comparability.

Make necessary reallocation of resources to ensure comparability of Title I schools shown not to be comparable.

Maintain all required documentation supporting the comparability calculations and any corrections made to ensure that all Title I schools are comparable.

No later than November 6th of the same school year, upload corrected comparability forms to MCAPS.

#### November

Reconvene appropriate LEA staff to address any outstanding issues that have arisen, such as, notification from the Mississippi Department of Education Office of Federal Programs department of non-compliance of any Title I schools.

Make necessary reallocation of resources to ensure comparability of Title I schools shown not to be comparable.

#### December

No later than Dec. 1 of the same school year, upload corrected comparability forms to MCAPS if the LEA failed to demonstrate comparability at the first Friday in November submission.