

## **COMPARABILITY INSTRUCTIONS**

### **CONTACT INFORMATION**

LEA is required to enter data in every field marked with an asterisk \*.

### **ASSURANCES**

The Authorized Representative must read and agree to the Assurance statements. Follow the steps below:

1. Near the top of the page there is a checkbox that must be checked to agree to the assurances on this page.
2. Click the Legal Entity Agrees button at the bottom of the page.
3. The agreed to boxes will automatically populate with the Authorized Representative Name and Date.

### **General Instructions**

The LDOE has established the Enrollment size range for all schools. Schools with total enrollments between 101-500 students would be considered small schools within that grade span whereas schools total enrollments greater than 500 would be considered large schools within that grade span.

The Attendance Centers, Grade Span Category, the Enrollment Size Range (small/larger), and the Low Income Percent are preloaded in the system from the Targeting Step 4 page of the district's Title I application for the upcoming year.

For the Full Time Equivalent (FTE) section the district has to "identify Instructional Staff FTE's and Instructional Staff Salaries excluding longevity used by the district to Determine Comparability".

Districts have to determine which methodology would work best to determine comparability calculations. There are two measures:

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1. Comparisons that include comparing only Title I schools within each grade span grouping, dividing high poverty schools to low poverty schools (Test 1).
2. Comparisons that include Title I school comparisons to non-Title I schools within each grade span category (Test 2).

The LEA must identify instructional staff FTE's used to determine comparability. The "Other" button captures instructional staff used to complete calculations that are not listed.

### **PROGRAM SPECIFIC**

#### **Site Listing**

**FTE (Student Instructional Staff Ratio)** – Determine the full-time equivalent number of staff members who are paid with State and local funds and are regularly assigned to each school listed.

**Salaries Excluding Longevity (Student Instructional Staff Salary Ratio)** – Enter the total amount of State and local funds spent on salaries for the staff members listed in Column 6, less the amount of such salaries based on length of service (longevity). Round the result to the nearest dollar.

#### **Pivot Point Selection**

Under TI-A Comparability, districts compare all schools in their district within each grade span and within each large and small school category. This is managed through the setting of a pivot point for each grade span.

*If Title I schools only are compared within a Grade Span* – Determining the pivot point in comparing all Title I schools within a grade span **the district must** select half or fewer in number of **low poverty schools** when determining the pivot point in comparing all Title I schools within a grade span.

*If Title I schools and Non-Title I schools are compared within a Grade Span* – The highest non-Title I school will **automatically be determined** as the pivot point.

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### **Site Calculation**

To check results for a grade span click any radial button. Be sure to make adjustments if not comparable.

### **Submit**

Run consistency check (CC)

- If CC is not passed, make necessary adjustments
- If CC is passed, have Authorized Representative submit to LDOE

### **Steps/Instructions to follow if NOT COMPARABLE:**

#### **STEP 1**

The initial Comparability Report (CR) will include the October 2020 (prior year October) enrollment data that is automatically populated into eGMS. The district will enter the staff and salary data for the October 2020 (prior year October) **CR and submit to LDOE**. If not-comparable using the October 2020 (prior year October) data proceed to step 2.

#### **STEP 2**

The district is required to complete the report using the October 2021 (current year October) data as a corrective action utilizing the Program Specific Revised Tab. The October 2020 (current year October) enrollment data will be automatically populated into eGMS. The district will again enter the staff and salary data to complete and **submit the** October 2021 (current year October) **CR to LDOE**.

#### **STEP 3**

If still not comparable, the district would then submit the report as an attachment by email the **following year**, February 2022 (current year February) enrollment data. The district will use the same staff and salary data **with the** February 2022 (current year February) **CR to LDOE**.