

COMPARABILITY REPORT REVIEW CHECKLIST FOR 2022-2023

PSU

PA

Date Completed

CR Header Sheet – General Information to Document Comparability

	Yes	No	NA	
1				At the top of the CR Header sheet, is all PSU information listed?
2				At the top of the CR Header sheet, are the name, title, telephone number, and email address of the report preparer listed?
3				In the middle of the CR Header sheet, are the original report date, revised report date (if applicable), and exempt/not exempt indicated?
4				At the bottom of the CR Header sheet, is the name of the Assurance Representative listed with signature, title, and date? Must be the supervisor of the preparer.
5				Is there only one school per grade span? <i>(In that case, comparability does not apply. The PSU should only complete the CR Header Sheet and mark exempt).</i>
6				Are the grade spans listed and are schools included in the correct grade span? <i>(Usually there are three grade spans - elementary, middle and high. All schools with enrollments of more than 100 students MUST be included in the chart on the CR Worksheet). Preschools and alternative education programs are not included because they are programs, not schools.</i>
7				Did the district use size grouping correctly? <i>(If the largest school in the grade span has an enrollment that is about two times the enrollment of the smallest school in the grade span, the grade span may be divided into a larger size grouping and a smaller size grouping. All schools in the larger size grouping do not have to be twice as large. Sometimes a really large school and a really small school will not be comparable. If size grouping is used, the larger schools are not compared to the smaller schools).</i>

Student/Staff Ratio Worksheets – Detailed School Data Using Student/Staff Ratio These

questions apply to ALL applicable Student/Staff Ratio worksheets. If a Salary Ratio Worksheet is to be used, there is a separate checklist provided).

Only use the Salary Ratio Worksheet after every effort to attain comparability using a Student/Staff Ratio Worksheet has been exhausted.

REMEMBER: Use the FY2023 Building Eligibility page in CCIP to verify Title I and non-Title I schools.

	Yes	No	NA	
8				Were all required Student/Staff Ratio Worksheets completed

9				Is the information for Title I schools (or high poverty Title I schools) for each grade span or size grouping complete? <i>(This includes COMPLETE name of school, actual grade span, number of students enrolled and number of instructional staff paid with general (state and local) funds)</i> Use the FY2023 Building Eligibility page in CCIP to verify Title I and non-Title I schools. Check with the Title I Coordinator to ensure that only instructional staff paid with general funds, not federal funds, are counted.
10				If Title I schools are compared to non-Title I schools in the grade span or size grouping, are the non-Title I schools listed as comparison schools and is the actual grade span listed?
11				If all schools in a grade span or size grouping are served by Title I, are the schools with the lowest percent of poverty used as comparison schools? <i>Use the FY2023 Building Eligibility page in CCIP to determine which schools have the lowest percent of poverty and should be used as the comparison schools.</i> <i>Not more than ½ (half) of the schools in that grade span or size grouping may be used as comparison schools.</i>
12				Are all Title I schools (or high poverty Title I schools) comparable? If any Title I school is not comparable, staff must be added or shifted immediately.

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	Yes	No	NA	
				<i>Have the Coordinator check every count (students enrolled and instructional staff paid from general funds). The number of instructional staff included/excluded must be consistent from school to school.</i> If comparability cannot be attained using Student/Staff Ratio, you may need to try using Salary Ratio. Only use Salary Ratio after every effort to attain comparability using Student/Staff Ratio has been exhausted.
13				If the Title I schools (or high poverty Title I schools) are not comparable, did you notify the district to submit a new Comparability Report and documentation to show that staff has been added/moved and that all schools are comparable? Numbers cannot just be changed. For PSUs that have shown non-comparable schools for two years, Title I funds will be held until the district has submitted documentation showing that staff has been added/moved and that the schools are now comparable.
14				Did you remind the coordinator to keep the working papers of enrollment and staff as documentation? <i>If, during a district monitoring visit, a district is not found to be in compliance, the district would be in a payback situation.</i>

Salary Ratio Worksheet – Detailed School Data Using Instructional Staff Salaries *Note: Salary Ratio Worksheet should only be used if comparability cannot be attained through the use of Student/Staff Ratio Worksheet. REMEMBER: Use the FY2023 Building Eligibility page in CCIP to verify Title I and non-Title I schools.*

	Yes	No	NA	
15				Was a Salary Ratio Worksheet completed for each grade span or size grouping in which there is more than one school - either more than one Title I school or more than one Title I and non-Title I schools and for which comparability cannot be attained using a Student/Staff Ratio Worksheet?

16			<p>Is the information for Title I schools (or high poverty Title I schools) for each grade span or size grouping complete? <i>(This includes COMPLETE name of school, actual grade span, number of students enrolled and number of instructional staff paid with general (state and local) funds). Use the FY2023 Building Eligibility page in CCIP to verify Title I and non-Title I schools. Check with the Title I Coordinator to ensure that only instructional staff paid with general funds, not federal funds, are counted.</i></p>
17			<p>If Title I schools are compared to non-Title I schools in the grade span or size grouping, are the non-Title I schools listed as comparison schools and is the actual grade span listed?</p>
18			<p>If all schools in a grade span or size grouping are served by Title I, are the schools with the lowest percent of poverty used as comparison schools? <i>Use the FY2023 Building Eligibility page in CCIP to determine which schools have the lowest percent of poverty and should be used as the comparison schools.</i> <i>Not more than ½ (half) of the schools in that grade span or size grouping may be used as comparison schools.</i></p>
19			<p>Are all Title I schools (or high poverty Title I schools) comparable? If any Title I school is not comparable, staff must be added or shifted immediately. <i>Have the Coordinator check every number (students enrolled and instructional staff paid from general funds). The number of instructional staff included and excluded must be consistent from school to school.</i></p>
20			<p>If the Title I schools (or high poverty Title I schools) are not comparable, did you notify the district to submit a new Comparability Report and documentation to show that staff has been added/moved and that all schools are comparable? Numbers cannot just be changed. For PSUs that have shown non-comparable schools for two years, Title I funds will be held until the district has submitted documentation showing that staff has been added/moved and that the schools are now comparable.</p>
21			<p>Did you remind the coordinator to keep the working papers of enrollment and staff as documentation? <i>If, during a district monitoring visit, a district is not found to be in compliance, the district would be in a pay-back situation.</i></p>