

Title I Comparability
PSU Assurance Header Sheet Tab 1
2020-2021

Fiscal Year	Enter the current fiscal year if needed
PSU Code	Enter the PSU three-digit code
Name of PSU	Enter the name of the PSU that is reporting
Prepared by	Enter the name of the person completing the form
Title	Enter the title of the person completing the form
Telephone	Enter the contact telephone number for the person completing the form
E-mail Address	Enter the contact e-mail address for the person completing the form

Original Report	Date Enter the date the report is submitted
Revised Report	Date Enter the date the report is submitted
PSU Selects Field	Enter Exempt or Not Exempt in this box

*Required Actual Signature of PSU Assurance Representative	*Required Actual Signature of PSU Assurance Representative responsible for Title I Comparability
Typed Name	Print the name of the PSU representative responsible for Title I Comparability
Title	Enter the title of the PSU representative responsible for Title I Comparability
Date	Enter the date of signature

Form A Instructions (Tab 2)

Form A - The ratio of each Title I school is compared to the average ratio of Student-to-Instructional Staff in the non-Title I schools. There are three options to determine comparability using Form A. Option 1 - All Title I and non-Title I schools are compared by student to instructional staff data. Option 2 - Grade span comparison by school type in Title I and non-Title I schools by student to instructional staff data. Option 3 - Large Title I schools are compared to large non-Title I schools and small Title I schools are compared to small non-Title I schools by student to instructional staff data. If the ratio of a Title I school is equal to or less than 110 percent of the average of the non-Title I schools, the school is comparable.

School Type

This is a drop-down box with grade span choices. If a PSU has more than one grade span to compare, create a copy of the worksheet for each grade span comparison.

Staff Category

This is a drop-down box with two choices: classroom teachers only or instructional staff. Choose only one category and apply it consistently throughout the calculation.

School Groupings

This is a drop-down box with choices of enrollment sizes: no groupings, small or large schools. Small schools have less than 450 students enrolled. Large schools have 450 or more students enrolled. Create a copy of the worksheet for each group comparison.

Non-Title I Schools

Column 1—Non-Title I Schools

- List by name each non-Title I school in the grade span or group size.

Form A Instructions (cont.) (Tab 2)

Column 2—Grade Span

- Enter the actual grade span for each school as defined by the PSU.

Column 3—Enrollment

- Record the actual number of students enrolled in each school on the date being used for data collection and calculation.

Column 4—Total Instructional Staff FTE

- Enter the total FTE numbers of instructional staff for each school excluding federal paid positions.

Column 5—Student-to-Instructional Staff Ratio

- The column displays student-to-instructional staff ratios for each non-Title I school by dividing Column 3 by Column 4.

At the bottom of this column, the form automatically calculates 110 percent of the average student-to-instructional staff ratio of the non-Title I schools in the grade span. This number will be used for comparing the ratio of each Title I school.

Title I Schools

Column 1—Title I Schools

- List by name each Title I school in the grade span or in the grouping by enrollment size.

Column 2—Grade Span

- Enter the actual grade span for each school as defined by the PSU.

Form A Instructions (cont.) (Tab 2)

Column 3—Enrollment

- Record the actual number of students enrolled in each school on the date being used for data collection and calculation.

Column 4—Total Instructional Staff FTE

- Enter the total FTE numbers of instructional staff for each school excluding federal paid positions.

Column 5—Student-to-Instructional Staff Ratio

- The column displays student-to-instructional staff ratios for each Title I school by dividing Column 3 by Column 4.

Column 6—Is the School Comparable?

- The column displays the result of comparing the ratio of each Title I school with the 110 percent of the average of the non-Title I schools in the same grade span. The ratio of each Title I school must be equal to or less than 110 percent of the average ratio of all the non-Title I schools in the same grade span. Column 6 will display a **YES** or a **NO** to indicate whether or not the school is comparable.

Staff data and student data must be collected on the same day.

PSUs should delete all Forms not used to determine comparability prior to submission.

Form B Instructions-(Tab 3)

Form B – The PSU provides Title I services to all schools. The PSU must demonstrate that comparability exists among the Title I schools by comparing Student to Instructional Staff ratio. There are three options for meeting comparability using Form B. Option 1 – The PSU compares all Title I schools. Option 2 – The PSU compares Title I schools by grade span based on school type. Option 3 - Title I school groupings are compared by large and small schools.

School Type

This is a drop-down box with grade span choices. If a PSU has more than one grade span, create a copy of the worksheet for each grade span.

Staff Category

This is a drop-down box with two choices: Classroom teachers only or instructional staff. Choose only one category and apply consistently throughout the calculation.

School Groupings

This is a drop-down box with choices of enrollment sizes: no groupings, small or large schools. Small schools have less than 450 students enrolled. Large schools have 450 or more students enrolled. Create a copy of the worksheet for each group comparison.

All Title I Schools

Column 1—Title I Schools

- List by name each Title I school in the grade span or the grouping by enrollment size.

Form B Instructions (cont.) (Tab 3)

Column 2—Grade Span

- Enter the actual grade span for each school as defined by the PSU.

Column 3—Enrollment

- Record the actual number of students enrolled in each school on the date being used for data collection and calculation.

Column 4—Total FTE

- Enter the total FTE numbers of instructional staff for each school. Staff data and student data must be collected on the same day.

Column 5—Student-to-Staff Ratio

- The column displays student-to-staff ratios for each Title I school by dividing Column 3 by Column 4.

Column 6—Is the School Comparable?

- The column displays the result of comparing the ratio of each Title I school with the 110 percent of the average of all Title I schools in the same grade span. The ratio of each Title I school must be equal to or less than 110 percent of the average ratio of all the Title I schools in the same grade span. If not, the schools are NOT comparable. Column 6 will display a **YES** or a **NO** to indicate whether or not the school is comparable.

Staff data and student data must be collected on the same day.

PSUs should delete all Forms not used to determine comparability prior to submission.

Form C Instructions- (Tab 4)

Form C – The Student-to-Instructional Staff Salary Ratio of each of the Title I school is compared to the average ratio of student to instructional staff salaries of the non-Title I schools. There are three options for meeting comparability using Form C. Option 1 - All Title I and non-Title I schools are compared by student to instructional staff salaries. Option 2 – Title I and non-Title I schools are compared by grade span using student to instructional staff salaries. Option 3 – Large Title I and large non-Title I schools are compared by student to instruction staff salaries and small Title I compared to small non-Title I schools are compared by student to instructional staff salaries. If the ratio of a Title I school is equal to or more than 90 percent of the average ratio of the non-Title I schools, comparability requirements are met.

School Type

This is a drop-down box with grade span choices. If a PSU has more than one grade span, create a copy of the worksheet for each grade span.

Staff Category

This is a drop-down box with two choices: Classroom teachers only or instructional staff. Choose only one category and apply it consistently throughout the calculation.

School Groupings

This is a drop-down box with choices of enrollment sizes: no groupings, small or large schools. Small schools have less than 450 students enrolled. Large schools have 450 or more students enrolled. Create a copy of the worksheet for each group comparison.

Non-Title I Schools

Column 1—Non-Title I Schools

- List by name each non-Title I school in the grade span or the grouping by enrollment size.

Form C Instructions (cont.) (Tab 4)

Column 2—Grade Span

- Enter the actual grade span for each school as defined by the PSU.

Column 3—Enrollment

- Record the actual number of students enrolled in each school on the date being used for data collection and calculation.

Column 4—Staff Base Salaries

- Enter the amount of staff salaries for each non-Title I school. Staff salary differentials for years of employment will not be included. Positions paid with federal funds will not be included.

Column 5—Per-Pupil Cost

- The column displays the per-pupil cost of staff salary expenditures of the school. The amount of staff salaries (Column 5) is divided by the total number of students (Column 3) in the school.

Title I Schools

Column 1—Title I Schools

- List by name each Title I school in the grade span or size group.

Column 2—Grade Span

- Enter the actual grade span for each school as defined by the PSU.

Form C Instructions (cont.) (Tab 4)

Column 3—Enrollment

- Record the actual number of students enrolled in each school on the date being used for data collection and calculation.

Column 4—Staff Base Salaries

- Enter the amount of staff salaries for each non-Title I school. Staff salary differentials for years of employment will not be included. Positions paid with federal funds will not be included. Staff data and student data must be collected the same day.

Column 5—Per-Pupil Cost

- The column displays the per-pupil cost of staff salary expenditure of the school. The amount of staff salaries is divided by the total number of students in the school. Per-pupil cost of each school is being compared with the 90 percent of the average ratio of the whole grade span. The results of the comparison are being displayed in Column 6.

Column 6—Is the School Comparable?

- When a **YES** is displayed, the school is considered comparable and when a **NO** is displayed, the school is not comparable. Each Title I school must meet the per-pupil cost of no less than 90 percent of the average per-pupil cost of the non-Title I schools of the same grade span.

Staff data and student data must be collected on the same day.

PSUs should delete all Forms not used to determine comparability prior to submission.

Form D Instructions (Tab 5)

Form D - The PSU provides Title I services to all schools, all schools in a grade span, or by enrollment size in a specific grade span. The PSU must demonstrate that comparability exists among the Title I schools by comparing Student to Instructional Staff Salary ratio. There are three options to demonstrate comparability. Option 1 – The PSU compares the student to instructional staff salaries in all Title I schools. Option 2 – The PSU compares the student to instructional staff salaries in Title I schools by grade span. Option 3 - Title I school groupings are compared by student to instructional staff salaries in large and small schools.

School Type

This is a drop-down box with grade span choices. If a PSU has more than one grade span, create a copy of the worksheet for each grade span.

Staff Category

This is a drop-down box with two choices: classroom teachers only or instructional staff. Choose only one category and apply it consistently throughout the calculation.

School Grouping

This is a drop-down box with choices of enrollment sizes: no groupings, small or large schools. Small schools have less than 450 students enrolled. Large schools have 450 or more students enrolled. Create a copy of the worksheet for each group comparison.

Column 1—Title I Schools

- List by name each Title I school in the grade span or in the grouping by enrollment size.

Column 2—Grade Span

- Enter the actual grade span for each school as defined by the PSU.

Form D Instructions (cont.) (Tab 5)

Column 3—Enrollment

- Record the actual number of students enrolled in each school on the date being used for data collection and calculation.

Column 4—Staff Base Salaries

- Enter the amount of instructional staff base salaries for each school. Salary differentials for years of employment will not be included. Positions paid with federal funds will not be included.

Column 5—Student-to-Staff Salary Ratio

- The column displays student-to-staff salary ratios for each Title I school by dividing Column 4 by Column 3.

Column 6—Is the School Comparable?

- The column displays the result of comparing the ratio of each Title I school to the 90 percent of the average ratio of all the Title I schools in the same grade span. The ratio of each Title I school must be equal to or more than 90 percent of the average ratio of all the Title I schools in the same grade span. If not, the schools are considered not comparable. Column 6 will display a **YES** or a **NO** to indicate whether or not the school is comparable.

Staff data and student data must be collected on the same day.

PSUs should delete all Forms not used to determine comparability prior to submission.

Title I Comparability
PSU Equivalence Exemption Header Sheet Tab 6
2020-2021

Fiscal Year	Enter the current fiscal year if needed
PSU Code	Enter the PSU three-digit code
Name of PSU	Enter the name of the PSU that is reporting
Prepared by	Enter the name of the person completing the form
Title	Enter the title of the person completing the form
Telephone	Enter the contact telephone number for the person completing the form
E-mail Address	Enter the contact e-mail address for the person completing the form

PSU-wide salary schedule (Yes/No)	Select Yes or No from the drop-down list.
PSU has policy to ensure equivalence in staff (Yes/No)	Select Yes or No from the drop-down list.
PSU has policy to ensure equivalence in curriculum materials (Yes/No)	Select Yes or No from the drop-down list.

Original Report	Date Enter the date the report is submitted
Revised Report	Date Enter the date the report is submitted
PSU Selects Field	Enter Exempt (*All three policy documents must be uploaded in CCIP with this header sheet)

*Required Actual Signature of PSU Assurance Representative	*Required Actual Signature of PSU Assurance Representative responsible for Title I Comparability
Typed Name	Print the name of the PSU representative responsible for Title I Comparability
Title	Enter the title of the PSU representative responsible for Title I Comparability
Date	Enter the date of signature

