

**REVIEW CHECKLIST  
COMPARABILITY REPORT FOR 2016-2017**

District \_\_\_\_\_

Consultant \_\_\_\_\_

Date Completed \_\_\_\_\_



**Use the Tips to Help Districts in Completing the Comparability Report to assist you in working with the district to ensure that the Title I schools are comparable**

**CR WORKSHEET - General Information to Document Comparability**

	Yes	No	NA	
1				At the top of the CR Worksheet, is the name of the district listed?
2				At the top of the CR Worksheet, is the name of the Title I coordinator listed?
3				If the district has schools with 100 or fewer students, were they excluded from the comparability report? (The schools should be listed on the line on Worksheet 1 and not counted in the chart.)
4				Is there only one school per grade span? ( <i>In that case, comparability does not apply. The district should only complete the CR Worksheet. All other questions will be N/A.</i> )
5				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</i> ) <b>Preschools and alternative schools are not included because they are programs, not schools</b>
6				Did the district use size grouping correctly? ( <i>If the <b>largest school</b> in the grade span has an enrollment that is about <b>two times the enrollment of the smallest school</b> 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 2016-17 Ranking Report to verify Title I and non-Title I schools**

	Yes	No	NA	
7				Were all required Student/Staff Ratio Worksheets completed? ( <i>All required worksheets will appear based on information input on the CR Worksheet</i> )
8				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> ) <b>Use the 2016-17 Ranking Report to verify Title I and non-Title I schools</b> <i>Check with the Title I Coordinator to ensure that only instructional staff paid with general funds, not federal funds, are counted</i>
9				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?

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	Yes	No	NA	
10				<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 2016-17 Ranking Report to determine which schools have the lowest percent of poverty and should be used as the comparison schools</i>  <i>Not more than 1/2 of the schools in that grade span or size grouping may be used as comparison schools</i></p>
11				<p>Are all Title I schools (or high poverty Title I schools) comparable?  <b>If any Title I school is not comparable, staff must be added or shifted immediately</b>  <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>  <b>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.</b></p>
12				<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?  <b>Numbers cannot just be changed.</b>  <b>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</b></p>
13				<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</i></p>
<b>Salary Ratio Worksheet - Detailed School Data Using Instructional Staff Salaries</b>				
<p><i>Note: Salary Ratio Worksheet should only be used if comparability cannot be attained through the use of Student/Staff Ratio Worksheet</i></p> <p style="text-align: center;"><i>REMEMBER: Use the 2016-17 Ranking Report to verify Title I and non-Title I schools</i></p>				
	Yes	No	NA	
14				<p>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?</p>
15				<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)</i>  <i>Use the 2016-17 Ranking Report to verify Title I and non-Title I schools</i>  <i>Check with the Title I Coordinator to ensure that only instructional staff paid with general funds, not federal funds, are counted</i></p>
16				<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>
17				<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 2016-17 Ranking Report to determine which schools have the lowest percent of poverty and should be used as the comparison schools</i>  <i>Not more than 1/2 of the schools in that grade span or size grouping may be used as comparison schools</i></p>

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	Yes	No	NA	
18				<p>Are all Title I schools (or high poverty Title I schools) comparable?  <b>If any Title I school is not comparable, staff must be added or shifted immediately</b>  <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>
19				<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? <b>Numbers cannot just be changed.</b>  <b>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</b></p>
20				<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>