

COMPARABILITY REPORT REVIEW CHECKLIST FOR 2023-2024

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> Preschools and alternative education programs are not included because they are programs, not schools.)
6				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 FY2024 School Eligibility page in GMAP 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>) Use the FY2024 School Eligibility page in GMAP to verify Title I and non-Title I schools. <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?
10				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 FY2024 School Eligibility page in GMAP to determine which schools have the lowest percent of poverty and should be used as the comparison schools.</i> Not more than ½ (half) of the schools in that grade span or size grouping may be used as comparison schools.
11				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	
				<p>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.</p> <p>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.</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? Numbers cannot just be changed.</p> <p>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>
13				<p>Did you remind the coordinator to keep the working papers of enrollment and staff as documentation?</p> <p><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></p>

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 FY2024 School Eligibility page in GMAP to verify Title I and non-Title I schools.

	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? (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 FY2024 School Eligibility page in GMAP to verify Title I and non-Title I schools.</p> <p><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?</p> <p><i>Use the FY2024 School Eligibility page in GMAP to determine which schools have the lowest percent of poverty and should be used as the comparison schools.</i></p> <p><i>Not more than ½ (half) of the schools in that grade span or size grouping may be used as comparison schools.</i></p>
18				<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.</p> <p>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.</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? Numbers cannot just be changed.</p> <p>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>
20				<p>Did you remind the coordinator to keep the working papers of enrollment and staff as documentation?</p> <p><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>