

Comparability requires that state and local funds are used to provide services that, taken as a whole, are comparable between Title I and non-Title I schools.

# Comparability Reporting

## Step-by-Step Guide

### Staff to Student Ratio Comparison

Deadline to submit is November 15 of the current year

Website address: <http://pa.essacomparability.com>

#### STEP 1 – Setting Up:

##### General Workflow:

- If not a current user, the LEA authorized representative requests an account from the main login page [www.pa.essacomparability.com](http://pa.essacomparability.com):
  - A DFP Administrator must approve all account requests
  - Once approved an email is generated to the LEA
  - User will create their password and login
- LEAs complete the comparability wizard:
  - At the last step they print, sign, and upload the compliance document
- LEAs manage where they are in the process and ensures:
  - The LEA has requested access
  - The LEA completes the assurance wizard
  - The LEA uploads the signed Comparability Assurance document
- LEAs must complete Student to Staff Ratio method, if you have questions contact your Regional Coordinator, or Melanie Novak [melnovak@pa.gov](mailto:melnovak@pa.gov).

**Important reminder:** The website closes annually for maintenance. To meet monitoring requirements copies of the worksheet(s) and assurance should be kept on site at the LEA.

## STEP 2 –Comparisons: (Exempt status proceed to Step 3)

Please add information on ALL buildings regardless of Title I status or grade span so the system can run multiple scenarios to check compliance.

Division of Federal Programs: Comparability

Abington Heights SD

Comparability Home

Comparability Assurances Worksheet (2015-2016)

Section 1120A(c) of ESEA states that an LEA may receive Title I funds only if it uses State and local funds to provide services in schools that are substantially comparable. This requirement is met by completing a Comparability Assurances Worksheet and submitting the written assurance document to the Pennsylvania Department of Education, Division of Federal Programs by November 15 of each year.

Complete your 2015-2016 Worksheet

Division of Federal Programs: Comparability

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Comparability Assurances Worksheet

Exemption Status

Is Your LEA Exempt?

Your LEA is exempt from completing the Comparability Worksheet if **either** of the below are true:

- Your LEA contains only one building per grade span
- Your LEA contains only Charter Schools

Does your LEA meet **either** of the criteria above?

Yes, my LEA is exempt

No, my LEA is not exempt

Exempt status:

If you are exempt from demonstrating comparability:

- proceed to the Assurances Worksheet;
- obtain the required signatures (Superintendent, Business Manager, and Title I Coordinator);
- save in PDF format;
- upload by choosing file and clicking on green upload button.

NOTE: Unless declining federal funds all Charter schools must submit the signed Comparability Assurance.

Home → Comparability Assurances Worksheet

Exemption Status   Comparability Method

Student-to-Staff Ratio Method

**DIRECTIONS FOR USING THE STAFF-TO-STUDENT RATIO FORMULA**

When calculating the FTE for staff, only count state and locally paid staff within each building who are instructional. For comparability purposes, there are three classes of instructional staff:

1. Direct Instruction: Staff members who provide direct instruction to children.
2. Administrative/Instructional Support: Principals, librarians, guidance and psychological personnel.
3. Auxiliary Staff: Aides, clerical personnel and other paraprofessionals who are employed to assist instructional staff.

The legislation requires that certain staff be counted in the equivalency calculation, but also allows LEAs the discretion to decide whether to include certain other instructional staff. Below are some examples of the staff that must be counted, optional staff to be counted and staff not counted:

Must include	Optional*	Not included
Building Administrators	Bilingual Teachers	Bus Monitors
Art Teachers	Special Education	Consultants
Classroom Teachers	Title I "Like" Staff	Crossing Guards
Guidance Counselors	Teacher Aides (Instructional)	Maintenance Staff
Staff Librarians	Gifted	Security Staff
Music Teachers	OT/PT	Federal Staff
Physical Education Teachers	Speech Therapists	
Project Directors (non-federally funded)		
Psychologists		
Social Workers		
Nurse (pro-rated for instructional duties)		

\*Although the LEA has the discretion to count or not count these types of staff/expenditures, it must be done consistently across the grade spans being compared.

Begin Entering Data

Home → Comparability Assurances Worksheet

Exemption Status   Comparability Method   School Buildings

School Buildings

Save   Next: Staff   Cancel

School Name*	School Code*	Classification*	Grade Span*	Title I* (current year October reports)	Enrollment* (current year October reports)	Free & Reduced %* (current year October reports) ⓘ	
Abington Heights HS	5091	Secondary	10 - 12	No	100	75	
Abington Heights MS	6839	Middle School	7 - 9	Yes	125	45	
Clarks Summit El Sch	7570	Elementary	1 - 6	No	222	56	
Newton-Ransom Sch	2407	Elementary	K - 6	Yes	432	76	
South Abington Sch	6398	Elementary	K - 4	No	221	66	
Waverly Sch	2402	Elementary	K - 6	No	653	23	

Add a Building

Save   Next: Staff   Cancel

Please leave as Default.

Exemption Status

Comparability Method

School Buildings

Staff

Student to Staff Ratio Method

Save

Next: Run Compliance Check

Cancel

School Name	Classification	Title I	Enrollment	Free & Reduced %	Size Split Grouping	Non-Federal FTE Staff (current year October filed assignments)	Student To Staff Ratio
Abington Heights HS	Secondary	No	100	75%	Default	23	4.35
Abington Heights MS	Middle School	Yes	125	45%	Default	23	5.43
Clarks Summit El Sch	Elementary	No	222	56%	Default	23	9.65
Newton-Ransom Sch	Elementary	Yes	432	76%	Default	36	12.00
South Abington Sch	Elementary	No	221	66%	Default	23	9.61
Waverly Sch	Elementary	No	653	23%	Default	23	28.39

Save

Next: Run Compliance Check

Cancel

## Compliance Results

### Results

**District:** Abington Heights SD

**School Year:** 2016-2017

**Comparability Method:** Student to Staff Ratio Method

**Compliance Status:** COMPLIANT

#### Next Steps:

- Review your results below, then click Next to submit your 2016-2017 Comparability Assurances Worksheet.

[Next: Assurances Document](#)

**Compare Group:** District Wide

School Name	Classification	Title I	Enrollment	Free & Reduced %	Grade	Non-Federal FTE Staff	Student To Staff Ratio	Compliance Status
Abington Heights MS	Middle School	Yes	125	45.00	7-9	23.00	5.43	Yes <input checked="" type="checkbox"/>
Newton-Ransom Sch	Elementary	Yes	432	76.00	K-6	36.00	12.00	Yes <input checked="" type="checkbox"/>
<b>Compare to:</b>								
Abington Heights HS	Secondary	No	100	75.00	10-12	23.00	4.35	
Clarks Summit El Sch	Elementary	No	222	56.00	1-6	23.00	9.65	
South Abington Sch	Elementary	No	221	66.00	K-4	23.00	9.61	
Waverly Sch	Elementary	No	653	23.00	K-6	23.00	28.39	
<b>Compare to Total</b>			1,196			92.00	110% <u>13.00</u> 14.30	

### STEP 3 – Compliance:

If you are not compliant, contact your Regional Coordinator in the Division of Federal Programs for assistance.

When you are successfully Compliant, continue to Assurances Document.

- Click on Submit Worksheet & Print Assurances;
- **Three signatures are required** (Superintendent, Business Manager and Title I Coordinator);
- Save in PDF format;
- Upload by choosing file and clicking on green upload button.

The screenshot shows a web browser window with the URL [pa.ncfbcomparability.com/WorksheetAssurances.aspx](http://pa.ncfbcomparability.com/WorksheetAssurances.aspx). The page title is "Comparability Assurances" for the year "2015-2016", dated "09/15/2015".

Section 1120A(c) of ESEA states that an LEA may receive Title I funds only if it uses State and local funds to provide services in schools that are substantially comparable. This requirement is met by submitting the following written assurance document to the Pennsylvania Department of Education, Division of Federal Programs by November 15 of each year.

Form fields include:

- LEA Name:
- Address:
- AJN:
- Contact Person:
- Telephone Number:

Select One:

- ☒ 1. The signatures below verify that the above named school district or charter school is exempt from comparability requirements because it does not have more than one building per grade span or is a charter school.
- ☐ 2. The signatures below verify that the above named school district does not meet the criteria described in option #1 and has documented the comparable per-pupil expenditures in the district. This documentation is maintained at our school district.
- ☐ 3. The signatures below verify that the above named school district does not meet the criteria described in option #1 or #2 and has documented the comparable staff to pupil ratio in the district. This documentation is maintained at our school district.

Signature lines:

- Superintendent/CEO's Signature:
- Business Manager's Signature:
- Title I Coordinator's Signature:

POE 3537 (06/2013)

After printing this form, you may return to this website to upload the signed form.  
Note: You do not need to mail in the signed assurance after uploading.

[Submit Worksheet & Print Assurances](#)

Upload screen:

NCLB Comparability

pa.rcibcomparability.com/Home.aspx?loggedInAsDistrict=true&LeadID=511

Division of Federal Programs: Comparability

Alquippa SD

Comparability Home

Comparability Assurances Worksheet (2015-2016)

Section 1120A(c) of ESEA states that an LEA may receive Title I funds only if it uses State and local funds to provide services in schools that are substantially comparable. This requirement is met by completing a Comparability Assurances Worksheet and submitting the written assurance document to the Pennsylvania Department of Education, Division of Federal Programs by November 15 of each year.

Upload Signed Comparability Assurances Document

Congratulations on finishing your Comparability Worksheet! To complete the 2015-2016 Comparability Assurances requirement, please upload your signed Assurances Document below.

Choose File No file chosen

Upload Signed Assurances

Note: You do not need to mail in the signed assurance after uploading.

View/Re-Print Unsigned Assurances Document

View Comparability Results

Inbox - kbravchuk@pa.gov - Microsoft Outlook

Inbox - kbravchuk@pa.gov - M...