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

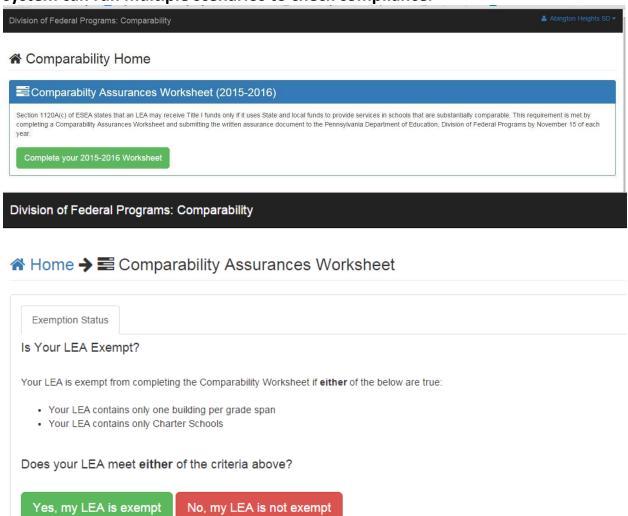
STEP 1 – Setting Up: General Workflow:

- If not a current user, the LEA authorized representative requests an account from the main login page www.pa.essacomparability.com:
 - 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 <a href="melane-new-melane-n

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.

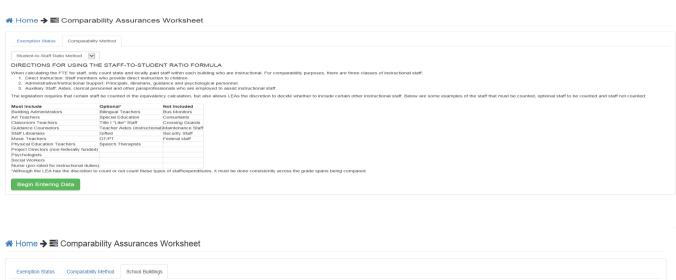


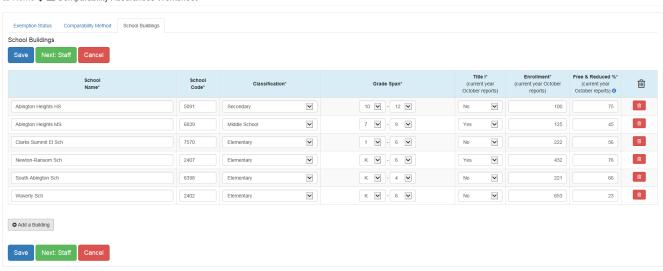
Exempt status:

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.

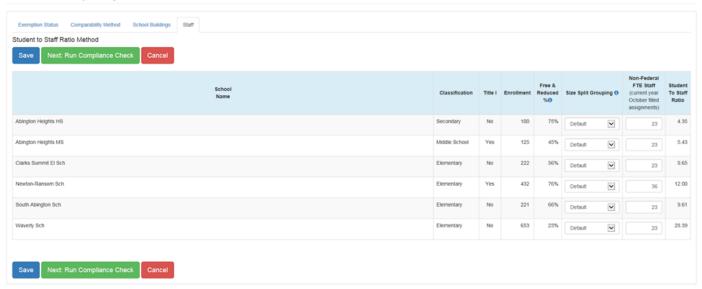
NOTE: Unless declining federal funds all Charter schools <u>must</u> submit the signed Comparability Assurance.

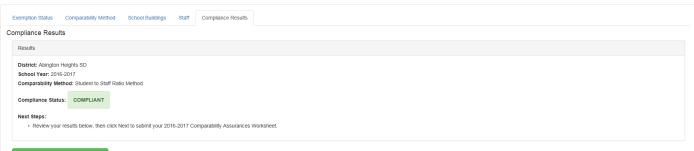




Please leave as Default.

☆ Home → ■ Comparability Assurances Worksheet





Next: Assurances Document

Compare Group: District Wid

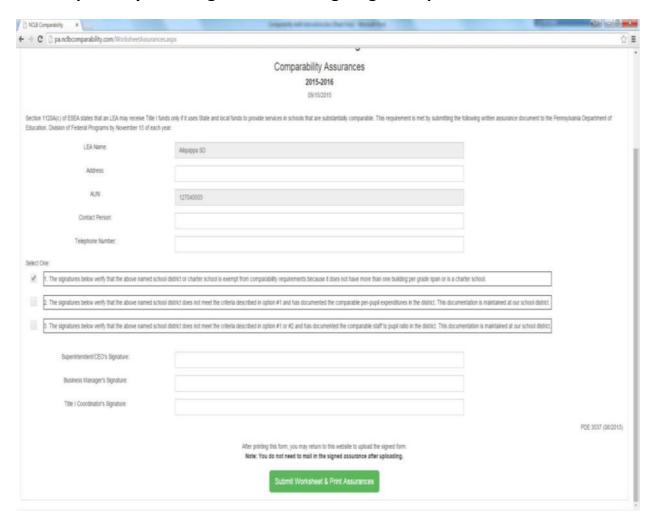
Compare Group. District Mide								
School Name	Classification	Title I	Enrollment	Free & Reduced %	Grade	Non-Federal FTE Staff	Student To Staff Ratio	Compliance Status
Abington Heights MS	Middle School	Yes	125	45.00	7-9	23.00	5.43	Yes ♂
Newton-Ransom Sch	Elementary	Yes	432	76.00	K-6	36.00	12.00	Yes 愛
Compare to:								
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	
Compare to Total			1,196			92.00	110% 13.00 110% 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.



Upload screen:

