## Division of Federal Program Compliance

Title I, Part A – Comparability of Services

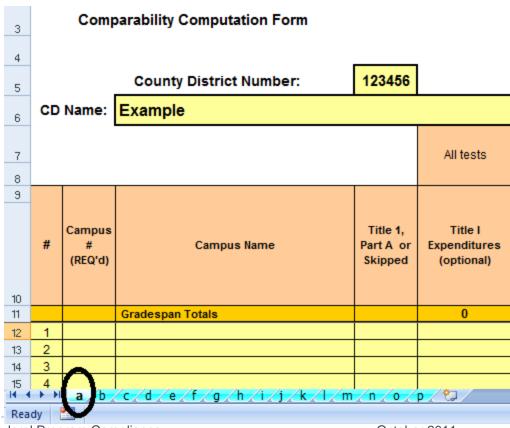
Instructions for Completing the Title I, Part A Comparability Documentation

2011-2012

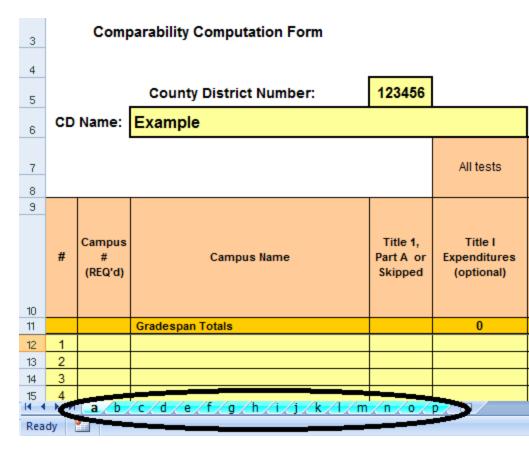
#### Title I, Part A – Comparability of Services

- LEAs participating in Title I, Part A are required to enter comparability data annually by conducting comparability testing on an electronic form provided by TEA the Title I, Part A Comparability Computation Form (CCF).
- LEAs will use their latest budgeted data.
- The deadline for submitting the Comparability Assurance Document and CCF for school year 2011-2012 is November 11, 2011.

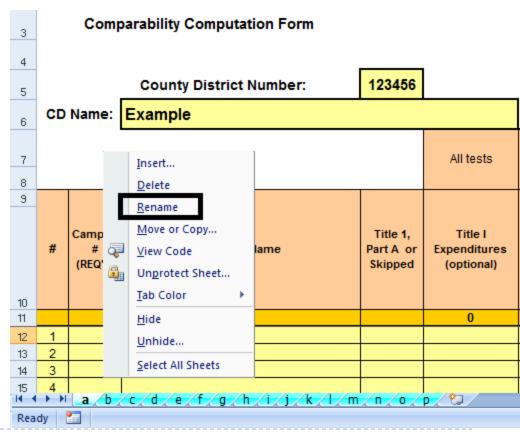
The LEA will enter information for each grade span on one individual MS Excel worksheet.



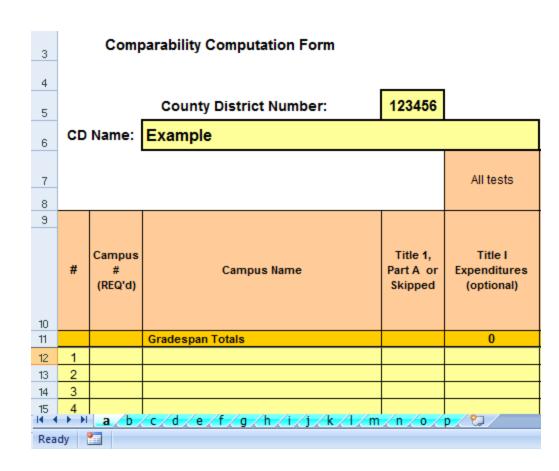
- The MS Excel workbook you downloaded contains 16 MS Excel worksheets that can be used.
- Use one for each grade span within your LEA.
- Use only the MS Excel worksheets you need.
- If additional sheets are needed, the sheets may be copied and added by right clicking on the tab



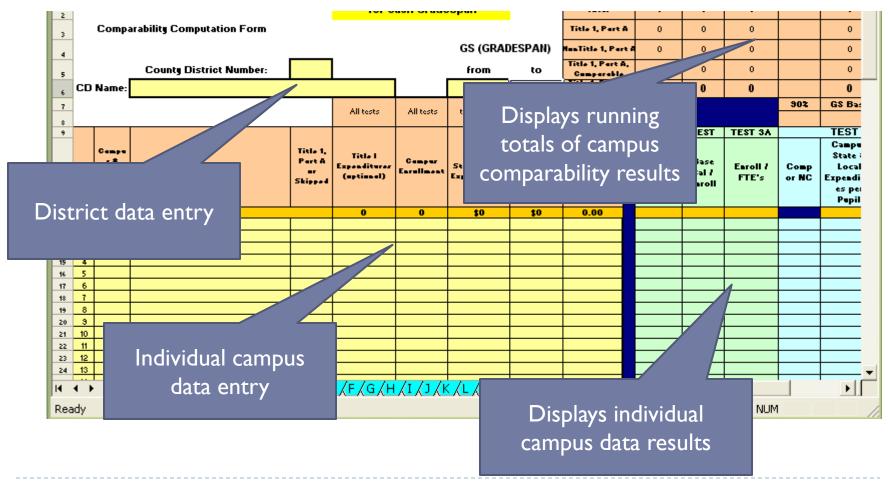
You may change each worksheet name to the grade span being tested by right-clicking on the worksheet tab and choosing Rename.



Now, you will complete a worksheet for each grade span within your LEA.

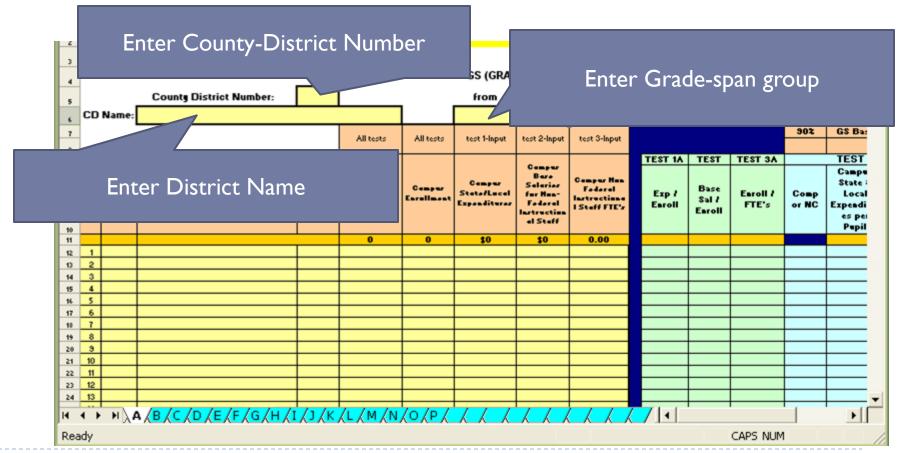


▶ There are four areas on this screen:

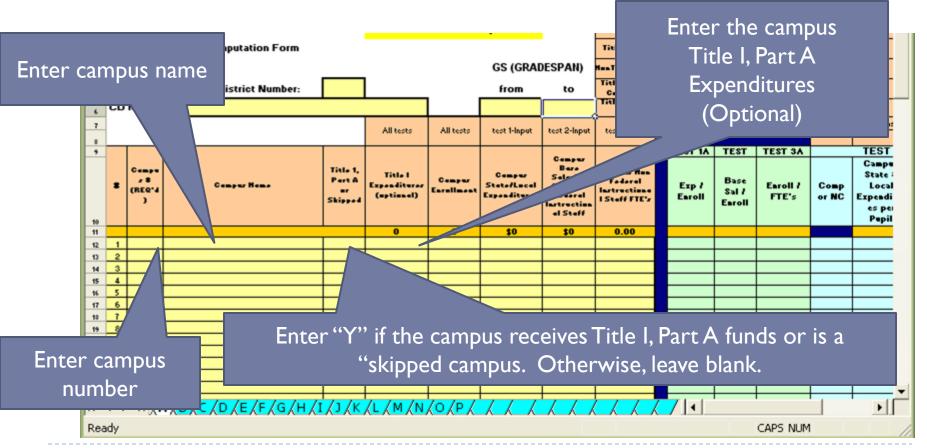


#### Enter District-level data

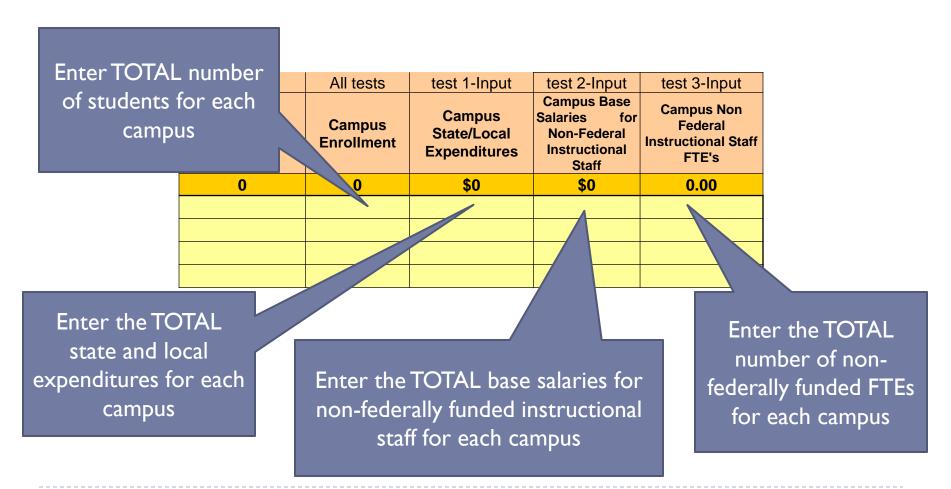
Be sure to SAVE your work periodically to avoid loss of data!



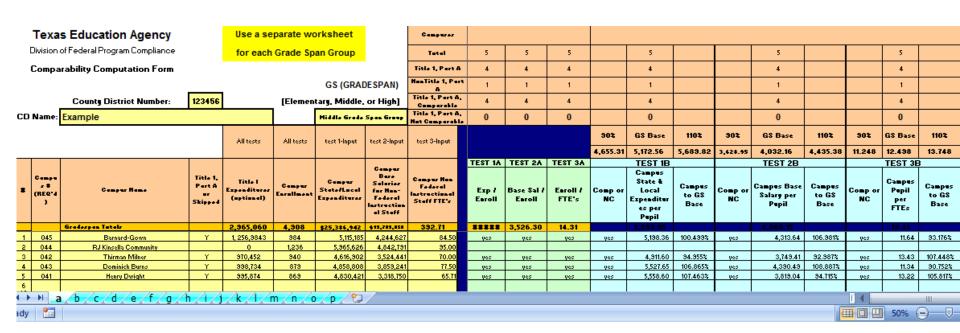
Enter data for the campuses in the grade span you are testing.



Students, teachers, and dollars



An example of completed data entry



Note: To erase an entry, use the delete key.

Now it's time to review your results!

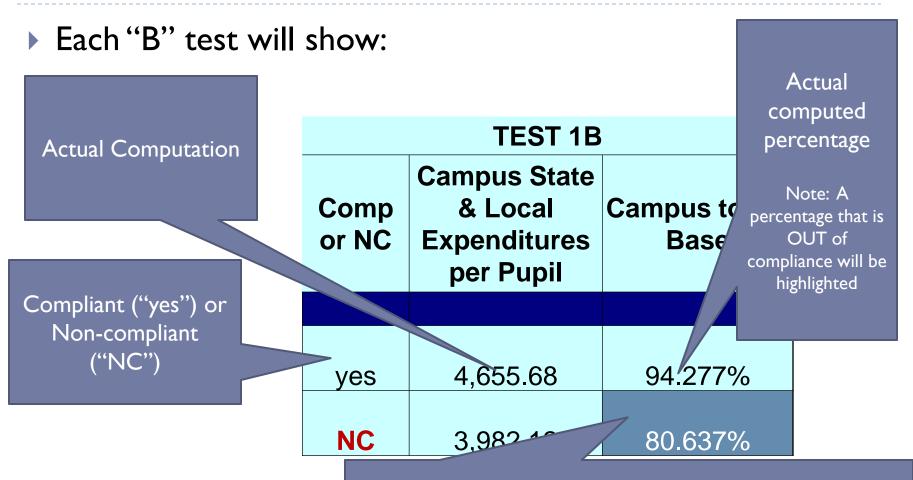
			-	-	•	<u> </u>	-	-			
TEST 1A	TEST 2A	TEST 3A	TEST 1B			TEST 2B			TEST 3B		
Exp / Earoll	Base Sal / Earoll	Earoll / FTE's	Comp or NC	Campus State & Local Expenditur es per Pupil	Campus to GS Base	Comp or NC	Campus Base Salary per Pupil	Campus to GS Base	Comp or NC	Campus Pupil per FTEs	Campus to GS Base
*****	3,526.30	14.31		5,299.05			4,068.15			13.97	
yes	yes	yes	yes	5,198.36	100.499%	yes	4,313.64	106.981%	NC	11.64	86.652%
yes	yes	yes	yes	4,911.60	94.955%	yes	3,749.41	92.987%	yes	13.43	99.924%
yes	yes	NC	yes	5,527.65	106.865%	yes	4,390.49	108.887%	NC	17.58	130.8152
yes	yes	yes	yes	5,558.60	107.463%	yes	3,819.04	94,715%	yes	13.22	98.407%

- ▶ Test is compliant for IA, 2A, IB, and 2B
- ▶ Test is not compliant for 3A and 3B

- ▶ The "A" series of tests compares the individual Title I, Part A campus results with the average of all non-Title I, Part A campuses combined. (Note: the "A" series of tests will not produce results if there are no non-Title I, Part A campuses in the grade span group – The LEA will need to pass a "B" test)
- The "B" series of tests compares the individual Title I, Part A campus results with the average for the entire grade span.

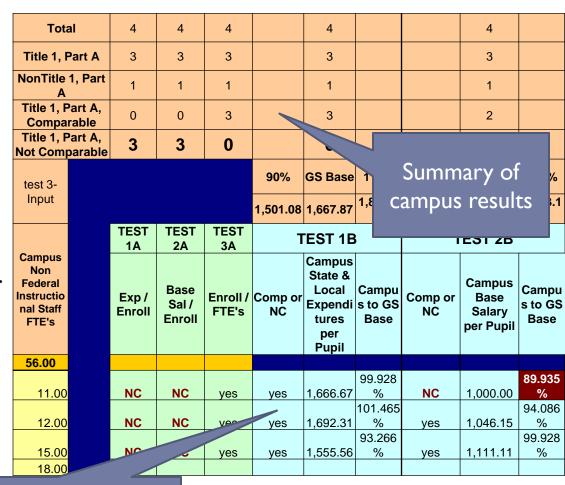
#### For The "B" Tests

The individual campus result <u>must</u> be within the **90**% to **110**% range of the total grade span average to achieve compliance.



In order for this campus to be compliant, the % shown must be between 90% and 110%.

- The form has automatically applied all the tests to all the data entered.
- The summary of the results can be found in the peach area at the top of the form.
- Results for each campus are displayed in the green and blue areas below the summary, under each of the tests.
- "Yes" for Title I, Part A campuses in compliance.
- "NC" for Title I, Part A campuses that are noncompliant.



Results of each test by campus

With this information, the LEA should determine which one of the tests is most favorable to the LEA—that is, which test will require the least number of adjustments in order to achieve compliance across the grade span—Test IA? Test IB?

Test 2A? Test 2B? Test 3A? Or Test 3B?

TEST 1A	TEST 2A	TEST 3A	TEST 1B			TEST 2B			TEST 3B		
Exp / Enroll	Base Sal / Enroll	Enroll / FTE's	Comp or NC	Campus State & Local Expenditur es per Pupil	Campus to GS Base	Comp or NC	Campus Base Salary per Pupil	Campus to GS Base	Comp or NC	Campus Pupil per FTEs	Campus to GS Base
NC	NC	yes	yes	1,666.67	99.928%	NC	1,000.00	89.935%	NC	27.27	110.272%
NC	NC	yes	yes	1,692.31	101.465%	yes	1,046.15	94.086%	yes	27.08	109.507%
NC	NC	yes	yes	1,555.56	93.266%	yes	1,111.11	99.928%	yes	24.00	97.040%

- Since all Title I, Part A campuses in this test are shown as compliant by using Test 3A, this Example LEA may want to consider that test for use across all grade spans,
- or, this Example LEA may choose one of the other tests to apply district-wide and simply make the appropriate adjustments to bring the Title I, Part A campuses into compliance.

TEST 1A	TEST 2A	TEST 3A		TEST 1B		TEST 2B			
Exp / Enroll	Base Sal / Enroll	Enroll / FTE's	Comp or NC	Campus State & Local Expenditur es per Pupil	Campus to GS Base	Comp or NC	Campus Base Salary per Pupil	Campus to GS Base	
NC	NC	yes	yes	1,666.67	99.928%	NC	1,000.00	89.935%	
NC	NC	yes	yes	1,692.31	101.465%	yes	1,046.15	94.086%	
NC	NC	yes	yes	1,555.56	93.266%	yes	1,111.11	99.928%	

#### Control points

# To fix: Test 1 A/B State and local expenditures and/or student enrollment Test 2 A/B Non-federally funded Base Salaries and/or student enrollment Test 3 A/B Non-federally funded FTEs and/or student enrollment

#### Important:

Whichever test the LEA decides to use, that **ONE** test must be applied successfully to prove Title I, Part A compliance **district-wide**.

Preparing the Assurance Document

## Assurance Document

If you ARE exempt

Check the first box

Check applicable reason for exemption

Sign, print name, and date the form

Title-I.-Part-A¶ 2011-2012¶ Name of Local Education Agency Check One:¶ Complete LEA Name and The LEA IS EXEMPT from the Title L Pai County-District Number The LEA is NOT EXEMPT. The superintendent or chief operating officer of the Title I. Part A participating LEA. has reviewed and approved the submission of the completed Title I. Part A Comparability Computation Form (CCF). ¶ If the LEA is EXEMPT from this requirement—Check the appropriate box(es) in the section below and sign the form. This LEA is exempt from the Comparability of Services requirement because: ¶ The LEA has only one campus pergrade span. ¶ ■ The LEA does not receive Title I, Part A funding, and therefore has no Title I, Part A Campuses.¶ If the LEA is NOT-EXEMPT from this requirement, review and check the Statements of Assurance in the box belowto confirm that Title I, Part A Comparability of Services testing on the CCF has been completed appropriately and that the required policies have been implemented. Sign the form and fax it to the number below. Statements of Assurance: The signatory is the duly authorized superintendent or charters chool chief operating officer for the LEA. • The data provided on the submitted Title I. Part A CCF are accurate and represent the configuration of the LEA....¶ The LEA is compliant with the Title I. Part A comparability of services requirement as shown in the CCF. submission for the following Grade Span groups (e.g., Elementary campuses, Middle School campuses, and/orHigh School campuses.):← P. 00000 • The LEA has established and implemented the following: 1) an LEA-wide salary schedule; 2) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and 3) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies. ¶ Original Signature of Superintendent or Chief Operating Officer: → → DATE¶ Printed Name of Superintendent or Chief Operating Officer: "" "" "" " Upload document into the NCLB Reports application in TEASE as the Comparability Assurance Document ¶ Note: If you have questions about this requirement, please consult the CCF User Manual Part I, or contact Cindy Watson at cindy.watson@tea.state.tx.us.¶

Texas-Education-Agency-¶

Comparability-Assurance-Document¶

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## Assurance Document

If you are NOT exempt

Check the second box

List the grade-span groups tested on the CCF (e.g., Elementary, Middle, High School)

Sign, print name, and date the form

Title-I.-Part-A¶ 2011-2012¶ County-District Number: " O O O O O O Name of Local Education Agency Check One:¶ Complete LEA Name and The LEA IS EXEMPT from the Title L.P. County-District Number ☐ The LEA is NOT EXEMPT. The superintendent orchief operating officer of the Title I. Part A participating LEA has reviewed and approved the submission of the completed Title I. Part A Comparability Computation Form (CCF). ¶ If the LEA is EXEMPT from this requirement—Check the appropriate box(es) in the section below and sign the form. This LEA is exempt from the Comparability of Services requirement because: ¶ • The LEA has only one campus pergrade span. ¶ ■ The LEA does not receive Title I, Part A funding, and therefore has no Title I, Part A Campuses.¶ If the LEA is NOT-EXEMPT from this requirement, review and check the Statements of Assurance in the box belowto confirm that Title 1. Part A: Comparability of Services testing on the CCF has been completed appropriately and that the required policies have been implemented. Sign the form and fax it to the number below. Statements of Assurance: The signatory is the duly authorized superintendent or charterschool chief operating officer for the LEA. ...¶ • The data provided on the submitted Title I. Part A CCF are accurate and represent the configuration of the LEA....¶ The LEA is compliant with the Title I. Part A comparability of services requirement as shown in the CCF. submission for the following Grade Span groups (e.g., Elementary campuses, Middle School campuses, and/orHigh School campuses.):← 20000 g • The LEA has established and implemented the following: 1) an LEA-wide salary schedule; 2) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and 3) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies. ¶ Original Signature of Superintendent or Chief Operating Officer: → → DATE¶ Printed Name of Superintendent or Chief Operating Officer: "" "" "" " Upload document into the NCLB Reports application in TEASE as the Comparability Assurance Document ¶ Note: If you have questions about this requirement, please consult the CCF User Manual Part I, or contact Cindy Watson at cindy.watson@tea.state.tx.us.¶

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Comparability-Assurance-Document¶

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## Assurance Document

The Assurance Document must be completed and uploaded into the NCLB Reports application in TEASE by ALL LEAS.

Comparability-Assurance-Document¶ Title-I.-Part-A¶ 2011-2012¶ Name of Local Education Agency: Check-One:¶ ■ The LEA IS EXEMPT from the Title I, Part A Comparability of Services requirement, OR¶ The LEA is NOT EXEMPT. The superintendent or chief operating officer of the Title I. Part A participating LEA. has reviewed and approved the submission of the completed Title I, Part A Comparability Computation Form (CCF). ¶ If the LEA is EXEMPT from this requirement—Check the appropriate box(es) in the section below and sign the form. This LEA is exempt from the Comparability of Services requirement because: ¶ • The LEA has only one campus pergrade span. ¶ ■ The LEA does not receive Title I, Part A funding, and therefore has no Title I, Part A Campuses.¶ If the LEA is NOT-EXEMPT from this requirement, review and check the Statements of Assurance in the box belowto confirm that Title I. Part A Comparability of Services testing on the CCF has been completed appropriately and that the required policies have been implemented. Sign the form and fax it to the number below. Statements of Assurance ¶ The signatory is the duly authorized superintendent or charterschool chief operating officer for the LEA. ...¶ • The data provided on the submitted Title I. Part A CCF are accurate and represent the configuration of the LEA....¶ The LEA is compliant with the Title I. Part A comparability of services requirement as shown in the CCF. submission for the following Grade Span groups (e.g., Elementary campuses, Middle School campuses, and/orHigh School campuses.):← P. 00000 • The LEA has established and implemented the following: 1) an LEA-wide salary schedule; 2) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and 3) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

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Original Signature of Superintendent or Chief Operating Officer. 

DATE¶

Printed Name of Superintendent or Chief Operating Officer. 

Printed Name of Superintendent or Chief Operating Officer. 

Upload document-into-the-NCLB-Reports-application in TEASE as the Comparability Assurance Document.¶

Note: If you have questions about this requirement, please consult the CCF User Manual Part I, or contact Cindy Watson at cindy, watson @tea.state.tx, us.¶

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When MS Excel worksheets for all grade spans are complete and all campuses are compliant:

- Verify that the same test was used across all grade spans, districtwide.
- Complete the Assurance Document signed by the superintendent, and upload into the NCLB Reports application in TEASE as the Comparability Assurance Document.
- Upload the Comparability Computation Form (CCF) into the NCLB Reports application in TEASE as the Comparability Computation Form.
- NOTE: Without uploading the documents into the NCLB Reports application in TEASE, your LEA may not receive credit for completing the Assurance Document and/or the Comparability Computation Form.
- Questions: E-mail <u>Cindy.Watson@tea.state.tx.us</u>

#### Uploading into NCLB Reports

- LEAs are required to upload the Comparability

  Documentation through the NCLB Reports application
  that is available on the TEA Secure Environment (TEASE).
- Documents to be uploaded by LEA:
  - Completed Comparability Assurance Document
  - ▶ Comparability Computation Form (Completed) if required

#### Obtaining Access to NCLB Reports

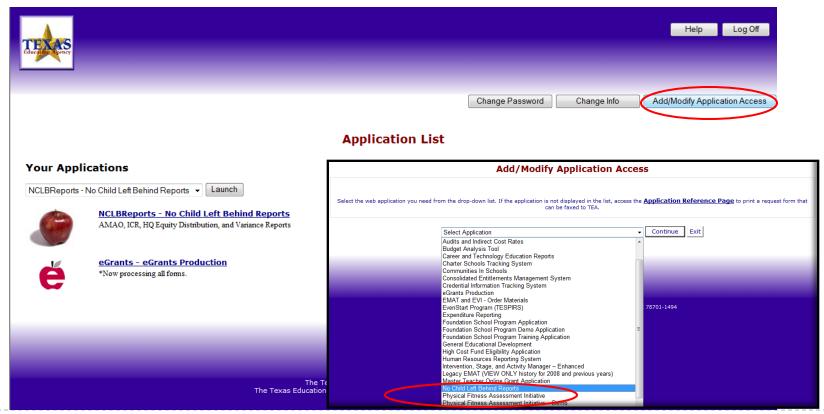
To request a TEASE account, access the following website and follow the instructions given:

www.tea.state.tx.us/index2.aspx?id=2728

Please note obtaining access may take up to a week.
Please be sure the LEA has access to the system prior to the due date.

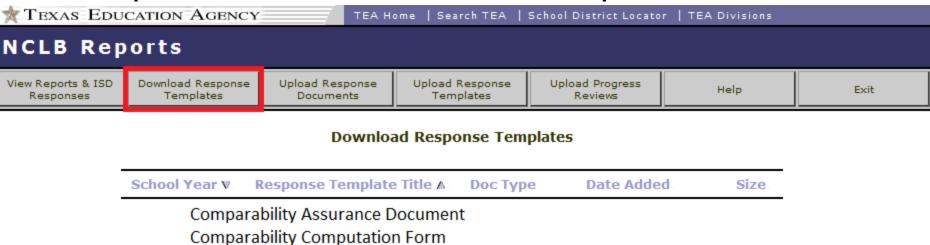
#### Obtaining Access to NCLB Reports

To add NCLB Reports to an existing TEASE account, log on to TEASE, click on the "Add/Modify Application Access" button, and Select "NCLB Reports" from the drop-down list.



#### Templates

The Division of Federal Program Compliance will make available the Comparability Assurance Document and the Comparability Computation Form through NCLB Reports. LEAs may download copies of the template, complete it, and save it to a local computer.

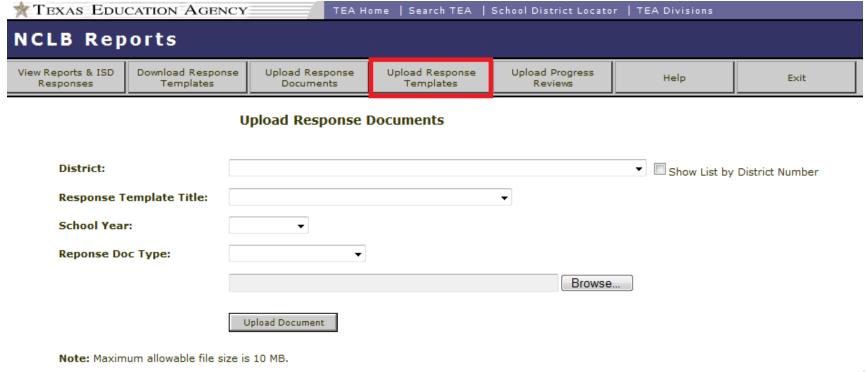


Both Documents will be listed here as Response Templates available for

LEA's to download

#### Submitting Templates

- The LEA will upload the completed templates through NCLB Reports.
- To upload a template or document, the LEA must select the type of submission, use the "browse" button to indicate the location of the appropriate file, and click on the upload button.



#### Assistance

The new Download/Upload functions should be fairly self-explanatory; however, if questions related to this new functionality arise, they should be directed to Ms. Cindy Watson in the Division of Federal Program Compliance, at <a href="mailto:cindy.watson@tea.state.tx.us">cindy.watson@tea.state.tx.us</a>

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