

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**.

Comparability Instructions

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

Comparability Computation Form

County District Number: 123456

CD Name: Example

3									
4									
5									
6									
7									All tests
8									
9									
10		#	Campus # (REQ'd)	Campus Name		Title 1, Part A or Skipped		Title I Expenditures (optional)	
11				Gradespan Totals				0	
12	1								
13	2								
14	3								
15	4								

Ready

Comparability Instructions

- ▶ 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

Comparability Computation Form

County District Number: 123456

CD Name: Example

#	Campus # (REQ'd)	Campus Name	Title 1, Part A or Skipped	Title I Expenditures (optional)
Gradespan Totals				0
1				
2				
3				
4				

Ready

Worksheet tabs: a b c d e f g h i j k l m n o p

Comparability Instructions

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

The screenshot shows a spreadsheet titled "Comparability Computation Form". At the top, there are input fields for "County District Number: 123456" and "CD Name: Example". Below these is a table with columns for "#", "Camp # (REQ)", "Name", "Title 1, Part A or Skipped", and "Title I Expenditures (optional)". A context menu is open over the "Camp # (REQ)" column, with the "Rename" option highlighted. The spreadsheet interface includes row numbers 3-15 and column letters a-p. The status bar at the bottom shows "Ready".

#	Camp # (REQ)	Name	Title 1, Part A or Skipped	Title I Expenditures (optional)
				All tests
				0
1				
2				
3				
4				

Comparability Instructions

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

Comparability Computation Form

3				
4				
5	County District Number:			123456
6	CD Name:	Example		
7				All tests
8				
9				
10	#	Campus # (REQ'd)	Campus Name	Title 1, Part A or Skipped
11	Gradespan Totals			0
12	1			
13	2			
14	3			
15	4			

Ready

Comparability Instructions

- ▶ There are four areas on this screen:

The screenshot shows a spreadsheet titled "Comparability Computation Form". It includes fields for "County District Number:" and "CD Name:". A table at the top right shows "GS (GRADESPAN)" with columns for "Title 1, Part A", "Title 1, Part B", and "Title 1, Part A, Comparable". A summary row shows "30% GS Bas". The main table has columns for "All tests", "All tests", "Title 1, Part A or Skipped", "Title 1 Expenditures (optional)", "Compar Enrollment", and "St Exp". A row of results shows "0", "0", "\$0", "\$0", and "0.00". A vertical blue bar is present in the middle of the table. Callouts point to "District data entry", "Individual campus data entry", and "Displays individual campus data results".

District data entry

Individual campus data entry

Displays running totals of campus comparability results

Displays individual campus data results

Comparability Instructions

▶ Enter District-level data

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

The screenshot shows a spreadsheet interface with several callout boxes providing instructions:

- Enter County-District Number:** Points to the 'County District Number' field.
- Enter District Name:** Points to the 'CD Name' field.
- Enter Grade-span group:** Points to the 'from' field.

The spreadsheet contains the following data in the visible rows:

	County District Number:	CD Name:	All tests	All tests	test 1-Input	test 2-Input	test 3-Input	TEST 1A	TEST	TEST 3A	302	GS Bar
			Compur Enrollment	Compur State/Local Expenditures	Compur Base Salaries for Non-Federal Instructional Staff	Compur Non-Federal Instructional Staff FTE's	Exp / Enroll	Base Sal / Enroll	Enroll / FTE's	Comp or NC	TEST	Compur State / Local Expenditures per Pupil
11			0	0	\$0	\$0	0.00					
12	1											
13	2											
14	3											
15	4											
16	5											
17	6											
18	7											
19	8											
20	9											
21	10											
22	11											
23	12											
24	13											

Comparability Instructions

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

The screenshot shows a data entry form with several callout boxes:

- Enter campus name:** Points to the 'Campus Name' field.
- Enter the campus Title I, Part A Expenditures (Optional):** Points to the 'Title I Expenditures (optional)' field.
- Enter campus number:** Points to the 'Campus # (REQ'd)' field.
- Enter "Y" if the campus receives Title I, Part A funds or is a "skipped campus. Otherwise, leave blank.** Points to the 'Title I, Part A or Skipped' field.

The form includes a 'GS (GRADESPAN)' section with 'from' and 'to' fields, and a table with columns for 'Campus # (REQ'd)', 'Campus Name', 'Title I, Part A or Skipped', 'Title I Expenditures (optional)', 'Campus Enrollment', 'Campus State/Local Expenditures', 'Campus State/Local Instructional Staff', 'Campus State/Local Instructional Staff FTE's', 'Exp / Enroll', 'Base Sal / Enroll', 'Enroll / FTE's', 'Comp or NC', and 'Campus State/Local Expenditures per Pupil'.

Comparability Instructions

▶ Students, teachers, and dollars

Enter TOTAL number of students for each campus

	All tests	test 1-Input	test 2-Input	test 3-Input
	Campus Enrollment	Campus State/Local Expenditures	Campus Base Salaries for Non-Federal Instructional Staff	Campus Non Federal Instructional Staff FTE's
0	0	\$0	\$0	0.00

Enter the TOTAL state and local expenditures for each campus

Enter the TOTAL base salaries for non-federally funded instructional staff for each campus

Enter the TOTAL number of non-federally funded FTEs for each campus

Comparability Instructions

▶ An example of completed data entry

Texas Education Agency
Division of Federal Program Compliance
Comparability Computation Form

Use a separate worksheet for each Grade Span Group

County District Number: **123456** [Elementary, Middle, or High] **GS (GRADESPAN)**
CD Name: **Example** **Middle Grade Span Group**

								Comparability												
								90%			110%			90%			110%			
								90%	GS Base	110%	90%	GS Base	110%	90%	GS Base	110%				
								4,655.31	5,172.56	5,689.82	3,424.95	4,032.16	4,435.38	11,248	12,498	13,748				
#	Compu ID (REQ'd)	Compu Name	Title 1, Part A or Skipped	Title I Expenditures (optional)	Compu Enrollment	Compu State/Local Expenditures	Compu Bare Salary for Man-Federal Instructional Staff	Compu Man Federal Instructional Staff FTE's	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 Expenditures per Pupil	Campus to GS Base	Comp or NC	Campus Base Salary per Pupil	Campus to GS Base	Comp or NC	Campus Pupil per FTE's	Campus to GS Base
Gradespan Totals								#####	3,526.30	14.31	5,299.05	4,068.15	12.41							
1	045	Barnard-Gown	Y	1,256,3843	384	5,115,185	4,244,627	84.50	yes	yes	yes	yes	5,198.36	100.433%	yes	4,313.64	106.381%	yes	11.64	93.176%
2	044	RJ Kinzella Community		0	1,236	5,365,626	4,842,731	35.00												
3	042	Thirman Milner	Y	370,452	340	4,616,902	3,524,441	70.00	yes	yes	yes	yes	4,311.60	94.355%	yes	3,749.41	92.387%	yes	13.43	107.448%
4	043	Dominick Burns	Y	398,734	879	4,858,808	3,859,241	77.50	yes	yes	yes	yes	5,527.65	106.865%	yes	4,390.43	108.887%	yes	11.34	90.752%
5	041	Henry Dwight	Y	395,874	869	4,830,421	3,318,750	65.71	yes	yes	yes	yes	5,558.60	107.463%	yes	3,819.04	94.715%	yes	13.22	105.817%

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

Comparability Instructions

- ▶ Now it's time to review your results!

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 Expenditures 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	100.439%	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	130.815%
yes	yes	yes	yes	5,558.60	107.463%	yes	3,819.04	94.715%	yes	13.22	98.407%

- ▶ Test is compliant for 1A, 2A, 1B, and 2B
- ▶ Test is not compliant for 3A and 3B

Comparability Instructions

- ▶ 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.

Comparability Instructions

▶ **For The “B” Tests**

- ▶ The individual campus result **must** be within the **90%** to **110%** range of the total grade span average to achieve compliance.

Comparability Instructions

- ▶ Each “B” test will show:

Actual Computation

TEST 1B		
Comp or NC	Campus State & Local Expenditures per Pupil	Campus to Base
yes	4,655.68	94.277%
NC	3,982.10	80.637%

Actual computed percentage

Note: A percentage that is OUT of compliance will be highlighted

Compliant (“yes”) or Non-compliant (“NC”)

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

Comparability Instructions

- ▶ 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 non-compliant.

Total	4	4	4		4			4	
Title 1, Part A	3	3	3		3			3	
NonTitle 1, Part A	1	1	1		1			1	
Title 1, Part A, Comparable	0	0	3		3			2	
Title 1, Part A, Not Comparable	3	3	0						
test 3-Input				90%	GS Base	1			
				1,501.08	1,667.87	1,8			
Campus Non Federal Instructional Staff FTE's	TEST 1A	TEST 2A	TEST 3A	TEST 1B			TEST 2B		
	Exp / Enroll	Base Sal / Enroll	Enroll / FTE's	Comp or NC	Campus State & Local Expenditures per Pupil	Campus to GS Base	Comp or NC	Campus Base Salary per Pupil	Campus to GS Base
56.00									
11.00	NC	NC	yes	yes	1,666.67	99.928 %	NC	1,000.00	89.935 %
12.00	NC	NC	yes	yes	1,692.31	101.465 %	yes	1,046.15	94.086 %
15.00	NC	NC	yes	yes	1,555.56	93.266 %	yes	1,111.11	99.928 %
18.00									

Summary of campus results

Results of each test by campus

Comparability Instructions

- ▶ 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 1A? Test 1B? 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 Expenditures 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%

Comparability Instructions

- ▶ 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 Expenditures 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%

Comparability Instructions

▶ Control points

To fix:

- Test 1 A/B
- Test 2 A/B
- Test 3 A/B

Adjust:

- State and local expenditures and/or student enrollment
- Non-federally funded Base Salaries and/or student enrollment
- Non-federally funded FTEs and/or student enrollment

Comparability Instructions

▶ **Important:**

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

Comparability Instructions

- ▶ **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

Texas Education Agency
Comparability Assurance Document
Title I, Part A
2011-2012

Name of Local Education Agency: → → → → County-District Number: ○○○○○

Check One:

The LEA IS EXEMPT from the Title I, Part A comparability of services requirement.

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 per grade 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 below to 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 charter school 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/or High School campuses):
○○○○○
- 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.

Complete LEA Name and County-District Number

Due Date: November 11, 2011

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

Texas Education Agency
Comparability Assurance Document
Title I, Part A
2011-2012

Name of Local Education Agency: → → → → County-District Number: ○○○○○

Check One:

The LEA IS EXEMPT from the Title I, Part A comparability of services requirement.

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 per grade 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 below to 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 charter school 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/or High School campuses.):
○○○○○
- 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.

Complete LEA Name and County-District Number

Due Date: November 11, 2011

Assurance Document

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

Texas Education Agency
Comparability Assurance Document
Title I, Part A
2011-2012

Name of Local Education Agency: → → → → County-District Number: ○○○○○

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 per grade 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 below to 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 charter school 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/or High School campuses.):
○○○○○
- 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.

Comparability Instructions

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, district-wide.
- ▶ 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 Cindy.Watson@tea.state.tx.us

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.

The screenshot displays the TEASE web application interface. At the top left is the Texas Education Agency logo. In the top right corner, there are buttons for 'Help' and 'Log Off'. Below these, there are three buttons: 'Change Password', 'Change Info', and 'Add/Modify Application Access', with the latter being circled in red. The main content area is titled 'Application List' and contains a section for 'Your Applications'. Under 'Your Applications', there is a dropdown menu set to 'NCLBReports - No Child Left Behind Reports' and a 'Launch' button. Below this, there are two application entries: 'NCLBReports - No Child Left Behind Reports' (with an apple icon) and 'eGrants - eGrants Production' (with an 'e' icon). To the right, a larger window titled 'Add/Modify Application Access' is open. It contains a dropdown menu labeled 'Select Application' with a list of various applications. The 'No Child Left Behind Reports' option is highlighted and circled in red. Other options in the list include 'Audits and Indirect Cost Rates', 'Budget Analysis Tool', 'Career and Technology Education Reports', 'Charter Schools Tracking System', 'Communities In Schools', 'Consolidated Entitlements Management System', 'Credential Information Tracking System', 'eGrants Production', 'EMAT and EVI - Order Materials', 'EvenStart Program (TESPIRS)', 'Expenditure Reporting', 'Foundation School Program Application', 'Foundation School Program Demo Application', 'Foundation School Program Training Application', 'General Educational Development', 'High Cost Fund Eligibility Application', 'Human Resources Reporting System', 'Intervention, Stage, and Activity Manager - Enhanced', 'Legacy EMAT (VIEW ONLY history for 2008 and previous years)', 'Master Teacher Online Grant Application', 'Physical Fitness Assessment Initiative', and 'Physical Fitness Assessment Initiative - Demo'. There are 'Continue' and 'Exit' buttons to the right of the dropdown menu. The number '78701-1494' is visible on the right side of the window.

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.

★ TEXAS EDUCATION AGENCY | TEA Home | Search TEA | School District Locator | TEA Divisions

NCLB Reports

View Reports & ISD Responses	Download Response Templates	Upload Response Documents	Upload Response Templates	Upload Progress Reviews	Help	Exit
------------------------------	------------------------------------	---------------------------	---------------------------	-------------------------	------	------

Download Response Templates

School Year ▾	Response Template Title ▲	Doc Type	Date Added	Size
---------------	---------------------------	----------	------------	------

Comparability Assurance Document

Comparability Computation Form

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.

★ TEXAS EDUCATION AGENCY | TEA Home | Search TEA | School District Locator | TEA Divisions

NCLB Reports

View Reports & ISD Responses	Download Response Templates	Upload Response Documents	Upload Response Templates	Upload Progress Reviews	Help	Exit
------------------------------	-----------------------------	---------------------------	----------------------------------	-------------------------	------	------

Upload Response Documents

District: Show List by District Number

Response Template Title:

School Year:

Response Doc Type:

Note: Maximum allowable file size is 10 MB.

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 cindy.watson@tea.state.tx.us

Copyright Notice

- ▶ Copyright © 2011 Notice The materials are copyrighted © and trademarked ™ as the property of the Texas Education Agency (TEA) and may not be reproduced without the express written permission of TEA, except under the following conditions:
- ▶ 1) Texas public school districts, charter schools, and Education Service Centers may reproduce and use copies of the Materials and Related Materials for the districts' and schools' educational use without obtaining permission from TEA.
- ▶ 2) Residents of the state of Texas may reproduce and use copies of the Materials and Related Materials for individual personal use only without obtaining written permission of TEA.
- ▶ 3) Any portion reproduced must be reproduced in its entirety and remain unedited, unaltered and unchanged in any way.
- ▶ 4) No monetary charge can be made for the reproduced materials or any document containing them; however, a reasonable charge to cover only the cost of reproduction and distribution may be charged.
- ▶ Private entities or persons located in Texas that are not Texas public school districts, Texas Education Service Centers, or Texas charter schools or any entity, whether public or private, educational or noneducational, located outside the state of Texas MUST obtain written approval from TEA and will be required to enter into a license agreement that may involve the payment of a licensing fee or a royalty.
- ▶ For information contact: Office of Copyrights, Trademarks, License Agreements, and Royalties, Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494; phone 512-463-9270 or 512-936-6060; email: copyrights@tea.state.tx.us