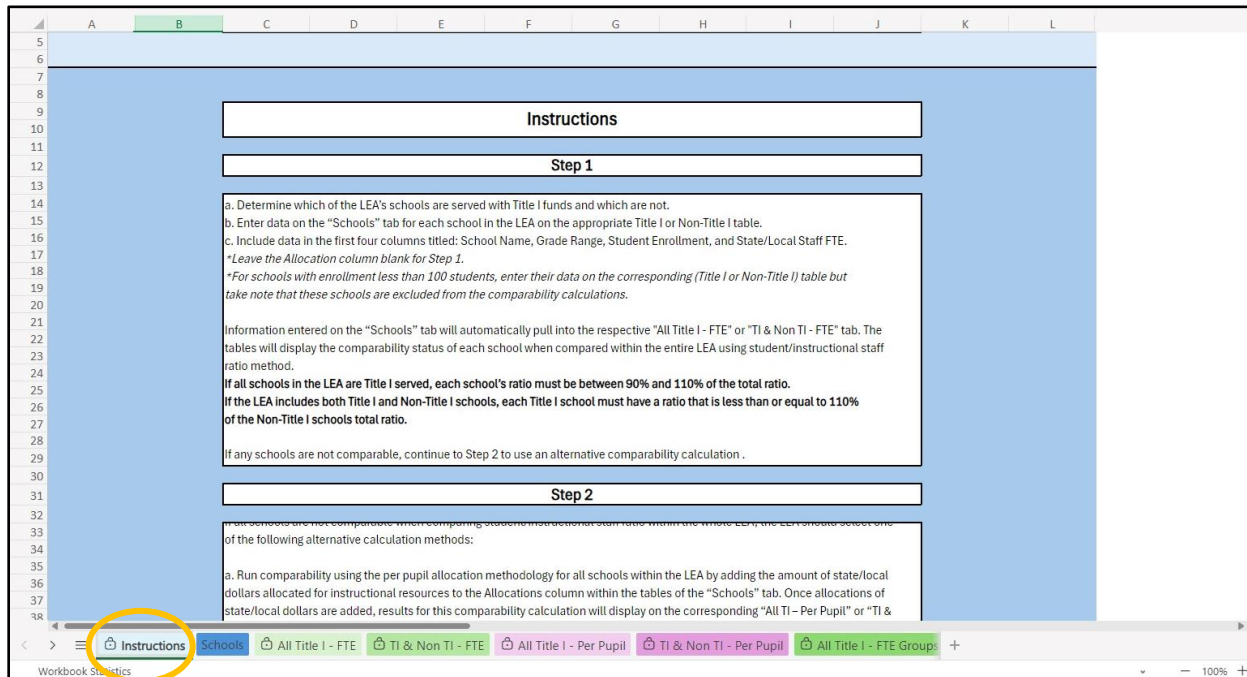


Issue Date: September 30, 2024

## Comparability Calculation Template Instructions

Review Instructions tab of the comparability excel with these step-by-step instructions.



The screenshot shows an Excel spreadsheet with the following content:

**Instructions**

**Step 1**

a. Determine which of the LEA's schools are served with Title I funds and which are not.  
b. Enter data on the "Schools" tab for each school in the LEA on the appropriate Title I or Non-Title I table.  
c. Include data in the first four columns titled: School Name, Grade Range, Student Enrollment, and State/Local Staff FTE.  
*\*Leave the Allocation column blank for Step 1.*  
*\*For schools with enrollment less than 100 students, enter their data on the corresponding (Title I or Non-Title I) table but take note that these schools are excluded from the comparability calculations.*

Information entered on the "Schools" tab will automatically pull into the respective "All Title I - FTE" or "TI & Non TI - FTE" tab. The tables will display the comparability status of each school when compared within the entire LEA using student/instructional staff ratio method.

**If all schools in the LEA are Title I served, each school's ratio must be between 90% and 110% of the total ratio.**  
**If the LEA includes both Title I and Non-Title I schools, each Title I school must have a ratio that is less than or equal to 110% of the Non-Title I schools total ratio.**

If any schools are not comparable, continue to Step 2 to use an alternative comparability calculation.

**Step 2**

For schools that are not comparable when comparing student/instructional staff ratios within the entire LEA, the LEA must select one of the following alternative calculation methods:

a. Run comparability using the per pupil allocation methodology for all schools within the LEA by adding the amount of state/local dollars allocated for instructional resources to the Allocations column within the tables of the "Schools" tab. Once allocations of state/local dollars are added, results for this comparability calculation will display on the corresponding "All TI - Per Pupil" or "TI &

The Excel ribbon at the bottom shows the following tabs: **Instructions** (highlighted with a yellow circle), Schools, All Title I - FTE, TI & Non TI - FTE, All Title I - Per Pupil, TI & Non TI - Per Pupil, All Title I - FTE Groups.

### Step 1: Comparability based on Student/Staff Ratio within the whole LEA

Gather the student enrollment data and cumulative FTE for instructional staff funded with state and local dollars for each school in the LEA.

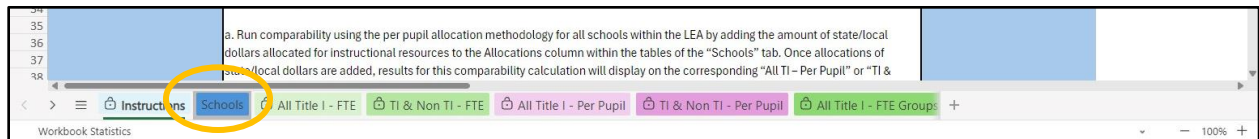
**Calculating Instructional Staff FTE:** Include only those staff members with responsibilities for providing or directly supporting instruction at the school level and who are paid with State/local funds. For staff with responsibilities in multiple buildings and/or that are paid with both State/local and Federal funds, please adjust the FTE reported to accurately capture the amount of time spent in an individual building and/or the amount of time paid for with State/local funds. The following staff members should be included in the reported FTE:

- a) General Education Classroom Teachers;
- b) Unified Arts Teachers (e.g. Music, Health, Art, Physical Education, Consumer Sciences, Career and Technical Education);
- c) Foreign Language Teachers;
- d) Library/Media Center Teachers;



- e) Other Certified Teaching Staff (e.g. Computer Lab, STEM Lab, Makers Space);
- f) School-Based Instructional Coaches;
- g) School-Based Technology Integration Specialists;
- h) Principals;
- i) Assistant Principals;
- j) Guidance Counselors with Instructional Responsibilities; and
- k) Instructional or Classroom Paraprofessionals, non-Special Education (count as 50% of their total FTE).

Navigate to the Schools tab.



- a) Determine which of the LEA's schools are served with Title I funds and which are not.
- b) Enter data on the "Schools" tab for each school in the LEA on the appropriate Title I or Non-Title I table.
- c) Include data in the first four columns titled: School Name, Grade Range, Student Enrollment, and State/Local Staff FTE.

ENTER LEA NAME HERE					
Title I					
School Name	Grade Range	Student Enrollment	State/Local Staff FTE	State/Locally-Funded Instructional Resources Allocation (only enter if using 'Per Pupil' method)	Exclude from comparability calculations
Non Title I					
School Name	Grade Range	Student Enrollment	State/Local Staff FTE	State/Locally-Funded Instructional Resources Allocation (only enter if using 'Per Pupil' method)	Exclude from comparability calculations

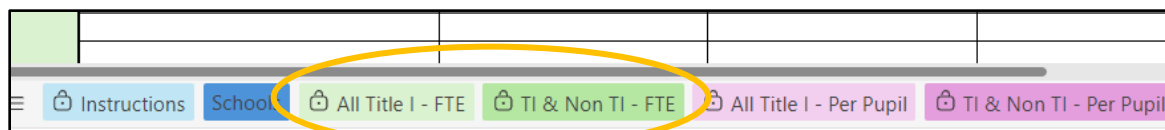
\*Leave the Allocation column blank for Step 1.  
 \*For schools with enrollment less than 100 students, enter their data on the

corresponding (Title I or Non-Title I) table but take note that these schools are excluded from the comparability calculations.

**All Title I Schools – Schools Tab Data Entry Example:**

Rainbow School District					
Title I					
School Name	Grade Range	Student Enrollment	State/Local Staff FTE	State/Locally-Funded Instructional Resources Allocation (only enter if using 'Per Pupil' method)	Exclude from comparability calculations
Red Elementary School	Elementary	240	23		
Orange Elementary School	Elementary	300	30.5		
Yellow Elementary School	Elementary	111	12.4		
Green Elementary School	Elementary	235	22.5		
Blue Elementary School	Elementary	219	22.3		
Indigo Elementary School	Elementary	23	4		Exclude - Enrollment 100 or Below
Violet Elementary School	Elementary	180	18		
Pink Middle School	Middle	524	42		
Teal High School	High	952	74.5		
Turquoise High School	High	207	19.6		

Information entered on the “Schools” tab will automatically pull into the respective "All Title I - FTE" or "TI & Non TI - FTE" tab.



The tables will display the comparability status of each school when compared within the entire LEA using student/instructional staff ratio method.

- If all schools in the LEA are Title I served, each school’s ratio must be between 90% and 110% of the total ratio.
- If the LEA includes both Title I and Non-Title I schools, each Title I school must have a ratio that is less than or equal to 110% of the Non-Title I schools total ratio.

## All Title I Schools – Student/Staff Ratio Methodology for whole LEA

### Example:

Title I Schools					
School Name	Grade Range	Student Enrollment	State/Local Staff FTE	Student/Staff Ratio	Comparable
Red Elementary School	Elementary	240	23.00	10.4	Yes
Orange Elementary School	Elementary	300	30.50	9.8	No
Yellow Elementary School	Elementary	111	12.40	8.9	No
Green Elementary School	Elementary	235	22.50	10.4	Yes
Blue Elementary School	Elementary	219	22.30	9.8	No
Violet Elementary School	Elementary	180	18.00	10.0	No
Pink Middle School	Middle	524	42.00	12.4	No
Teal High School	High	952	74.50	12.7	No
Turquoise High School	High	207	19.60	10.5	Yes
Total		2968	264.80	11.21	

Percentage of Student/FTE Ratio	Student/Staff Ratio
90% of Student/FTE Ratio	10.09
110% of Student/FTE Ratio	12.33

Instructions Schools All Title I - FTE TI & Non TI - FTE All Title I - Per Pupil TI & Non TI - Per Pupil All Title I - FTE Groups TI & Non TI - FTE Groups All Tit

If any schools are not comparable when comparing to all schools within the LEA, use an alternative comparability calculation to demonstrate compliance.

## Step 2: Alternative Comparability Calculations:

If all schools are not comparable when comparing student/instructional staff ratio within the whole LEA, the LEA should select one of the following alternative calculation methods:

- A. Run comparability using the per pupil allocation methodology for all schools within the LEA by adding the amount of state/local dollars allocated for instructional resources to the Allocations column within the tables of the “Schools” tab. Once allocations of state/local dollars are added, results for this comparability calculation will display on the corresponding “All TI – Per Pupil” or “TI & Non TI - Per Pupil” tab.

**Calculating Instructional Resources Allocation:** Include the same categories of educational resources and materials purchased with State/local funds across all schools. If instructional paraprofessional, librarian and counselor salaries are included for one school, they should be included in all others. If curriculum material costs are included for some, they should be included for all.

Rainbow School District						
Title I						
School Name	Grade Range	Student Enrollment	State/Local Staff FTE	State/Locally-Funded Instructional Resources Allocation (only enter if using 'Per Pupil' method)	Exclude from comparability calculations	
Red Elementary School	Elementary	240	23	\$2,450,900		
Orange Elementary School	Elementary	300	30.5	\$3,107,250		
Yellow Elementary School	Elementary	111	12.4	\$1,402,245		

- If all schools in the LEA are Title I served, each school's per pupil allocation must be between 90% and 110% of the total per pupil allocation.
- If the LEA includes both Title I and Non-Title I schools, each Title I school must have a per pupil allocation that is less than or equal to 110% of the Non-Title I schools total per pupil allocation.

**All Title I Schools – Per Pupil Methodology for whole LEA Example:**

\*This is table will only populate if there is an allocation entered on the 'Schools' tab.

Title I Schools						
School Name	Student Enrollment	State/Local-Funded Instructional Resources Allocation	State/Locally-Funded Per-Pupil Allocation	Comparable		
Red Elementary School	240	\$2,450,900.00	\$10,212.00	Yes		
Orange Elementary School	300	\$3,107,250.00	\$10,357.50	Yes		
Yellow Elementary School	111	\$1,202,245.00	\$10,831.00	Yes		
Green Elementary School	235	\$2,579,350.00	\$10,975.90	Yes		
Blue Elementary School	219	\$2,205,670.00	\$10,071.50	Yes		
Violet Elementary School	180	\$1,850,905.00	\$10,282.80	Yes		
Pink Middle School	524	\$5,925,035.00	\$11,307.30	Yes		
Teal High School	952	\$9,250,770.00	\$9,717.20	Yes		
Turquoise High School	207	\$2,106,750.00	\$10,177.50	Yes		
Total Per-Pupil State/Local Funds		2968	\$30,678,875.00	\$10,336.55		

Percentage of Per-Pupil State/Local Funds Ratio	Per-Pupil State/Local Funds Ratio
90% of Per-Pupil State/Local Funds Ratio	\$9,302.89
110% of Per-Pupil State/Local Funds Ratio	\$11,370.20

[Schools](#)
[All Title I - FTE](#)
[TI & Non TI - FTE](#)
[All Title I - Per Pupil](#)
[TI & Non TI - Per Pupil](#)
[All Title I - FTE Groups](#)
[TI & Non TI - FTE Groups](#)

- B. Run comparability by comparing schools within groupings of other similar schools. Categorize schools within similar groups and enter school data (enrollment and FTE or allocations) onto the relevant tab depending on if the grouping includes all Title I served schools or if it includes both Title I and Non-

Title I served schools (“All TI - Groups” vs. “TI & Non-TI - Groups”). Groupings may be based on grade spans, enrollment sizes (high/low enrollment) or poverty rates (high/low poverty), or a combination of these categories (i.e. large/small high schools, high/low poverty elementary schools, etc.). LEAs may use either calculation method (student/instructional staff ratio or per pupil allocations) within the determined groupings.

All Title I - FTE Groups
TI & Non TI - FTE Groups
All Title I - Per Pupil Groups
TI & Non TI - Per Pupil Groups

- If all schools in the specified group are Title I served, each school’s ratio must be between 90% and 110% of the group's total ratio.
- If the specified group includes both Title I and Non-Title I schools, each Title I school must have a ratio that is less than or equal to 110% of the group's Non-Title I schools total ratio.

\*When grouping schools into categories, please define the group in the Title line of the table (i.e. “Elementary schools”; “Schools with enrollment over 250”; “Elementary schools with poverty rate over 50%”). Schools should have a significant difference in grade span, enrollment or poverty rate to categorize schools into distinct groups for the comparability calculation.

**All Title I Schools – Student/Staff Ratio Methodology in Groups Example:**

*\*\*Group\* headers can be edited. Please update to reflect your chosen alternative calculation grouping.*

High Poverty Elementary Schools (poverty over 50%)						
Title I Schools						
School Name	Grade Range	Poverty Rate (only input if grouping by poverty rate)	Student Enrollment	State/Local Staff FTE	Student/Staff Ratio	Comparable
Orange Elementary	Elementary	66%	300	30.50	9.84	Yes
Yellow Elementary	Elementary	79%	111	12.40	8.95	Yes
Blue Elementary	Elementary	77%	219	22.30	9.82	Yes
Total			630	65.20	9.66	

Percentage of Student/FTE Ratio	Student/Staff Ratio
90% of Student/FTE Ratio	8.70
110% of Student/FTE Ratio	10.63

Low Poverty Elementary Schools (poverty under 50%)						
Title I Schools						
School Name	Grade Range	Poverty Rate (only input if grouping by poverty rate)	Student Enrollment	State/Local Staff FTE	Student/Staff Ratio	Comparable
Red Elementary	Elementary	41%	240	23.00	10.43	Yes
Green Elementary	Elementary	48%	235	22.50	10.44	Yes
Violet Elementary	Elementary	35%	180	18.00	10.00	Yes

Instructions
Schools
All Title I - FTE
TI & Non TI - FTE
All Title I - Per Pupil
TI & Non TI - Per Pupil
All Title I - FTE Groups
TI & Non TI - FTE Groups
All TI

**Step 3: Record Keeping and Submission:** When all schools show a “Yes” in the comparable column, please save the document in your records with the LEA’s name and the school year in the document title. Submit to the AOE upon request.