**2023-24 Comparability Report Communication**

**IMPORTANT REMINDER!**

This communication serves as a reminder that district **ESEA Title I-A annual comparability calculations** are **due by December 1, 2023.**

**The requirement applies to all Oregon school districts that accept Title I-A funds, with the following exceptions:**

* any Local Education Agency (LEA) that does not have more than one building per grade span and;
* an LEA school with fewer than 100 students enrolled

**If the afore mentioned criteria applies, they DO NOT need to be included in comparability calculations.**

**Completing the Report**

Please refer to ODE's [**Title I-A Data Collections District Level Resources**](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/IA/Pages/Title-IA-Coordinators.aspx)webpage for documents relevant tothis report. [**The Comparability Report presentation**](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/Title%20I%20A%20Comparability%20Report.pptx) is available to assist in gathering necessary data for this report.

**There are two options for completing the ESEA Title I-A Comparability Report:**

1. The **Title I-A Comparability Report Template** automates many of the comparability calculations. Please email **Lisa.Plumb@ode.oregon.gov** if you need a copy of the current file.

Included within are the following sheets/tabs:

* **Directions** for completing the report
* **Comparability Page** – autopopulates for your district once you enter your State District ID Number
* **Frequently Asked Questions** (FAQs) about the ESEA Title I-A Annual Comparability Report

Or

1. The [**Traditional CR Format Excel Spreadsheet**](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/Traditional%20IA%20Comp%20Rpt%20Forms%20A-E.xlsx) can also be used

**Submitting the Report**

Each district’s Comparability Report must be accompanied by the signature of the district’s superintendent.

* Please submit an executed [**2023-24 Title I-A Comparability Report Signature Page**](https://www.oregon.gov/ode/schools-and-districts/grants/ESEA/Documents/2023-24%20%20Comparability%20Report%20Signature%20Page.docx) with the completed Comparability Report.

Please submit your district’s evidence of comparability with signature page to **Lisa.Plumb@ode.oregon.gov**, by **December 1, 2023**.