

# Title I-A Comparability Report Checklist



The purpose of the Comparability Report is to determine whether the distribution of State and local funds and resources to schools, including district-sponsored charter schools, are comparable regardless of Title I-A status. This requirement applies to all school districts that accept Title I-A funds with the exception of:

- One school districts; or
- any district that has one building per grade span.
- **Additionally, schools with fewer than 100 students need not be included in the calculation.**

## 1. Validate pre-populated information.

*Pre-populated information is pulled directly from the district's approved Title I-A CIP Budget Narrative from the previous year, which is why validation is required.*

- Select your district from the drop-down menu on the *Detailed School Data* tab.
- Verify the pre-populated data in Columns 3-5 and make any necessary changes to reflect the current year.
  - If any schools are missing, add them below the pre-populated data.
  - If a school has been closed, remove it from the list.

## 2. Enter current school year data.

*The data entered by the district is what drives the comparability calculation.*

- Enter current enrollment data in the *School Enrollment column* (Column #7) for all schools.
  - **Note:** Enrollment numbers must be from the same point in time for all schools.
- Enter current FTE data in the *State and Locally Funded Staff FTE Count column* (Column #8) for all schools.
  - **Note:** Only **instructional staff** (certified and non-certified) **paid with State and local funds** should be included.

## 3. If necessary, adjust grouping.

*The grouping column determines which schools are compared. The report defaults to grouping all schools by grade span. Because significant differences in school size can affect Comparability results, districts can create unique groups based on similar size.*

- If schools need to be grouped into larger or smaller population subsets, districts may create a new grouping category in the *Grouping column* (Column #4). Use the drop-down menu to select the new grouping title (i.e.; Groups 1-10).
  - **Note:** Assign the new grouping title to both the Title I-A and Comparison Schools.

## 4. Choose comparison schools.

A comparison school is a non-Title I-A funded school that is similar in enrollment size and grade span to a Title I-A funded school. **Please note:** The report template will default to YES for any school that is not funded. Funded schools will default to NO.

1. **Select the non-Title I-A schools** that will be used as Comparison Schools in the *Use as Comparison School* column (Column #6) by **selecting YES** from the drop-down menu.
  - If there are both Title I-A funded and non-Title I-A funded schools in the same grade span, funded schools should be marked NO, and non-funded schools should be marked YES.
  - **If all the schools in a particular grade span are funded with Title I-A** (e.g.; all K-5 schools in the district are Title I-A funded schools), select YES for each of those schools so they can be compared to each other.
2. In Column #6, **change to NO, any non-Title I-A funded schools that do not have a comparison school** (e.g., if the district has no 6-8 Title I-A funded schools, all the 6-8 schools should be switched to NO.)

## 5. Sign and submit.

*The signer is typically the district superintendent or their designee.*

- Enter required contact information for the individual who compiled the data and completed the Comparability Report.
- Add the signature of the individual who completed the Comparability Report.
- Save a copy of the report using the naming convention: [District Name] Comparability Report [School Year]
- Submit the saved Comparability Report via email to [Lisa Plumb](#).

## 6. Resources

- [Title I-A Data Collection web page](#)
- [Comparability Report Template](#)
- [ESSA Quick Reference Brief on Comparability](#)
- [Comparability Report FAQ](#)

## 7. Contacts

- Jen Engberg [jennifer.engberg@ode.oregon.gov](mailto:jennifer.engberg@ode.oregon.gov)
  - Clackamas, Columbia Gorge, Multnomah, and Northwest Regional ESDs
- Sarah Martin [sarah.martin@ode.oregon.gov](mailto:sarah.martin@ode.oregon.gov)
  - Douglas, Lake, Malheur, South Coast, and Southern Oregon ESDs
- Lisa Plumb [lisa.plumb@ode.oregon.gov](mailto:lisa.plumb@ode.oregon.gov)
  - Lane, Linn Benton Lincoln, and Willamette ESDs
- Amy Tidwell [amy.tidwell@ode.oregon.gov](mailto:amy.tidwell@ode.oregon.gov)
  - Grant, Harney, High Desert, InterMountain, Jefferson, North Central, and Region 18 ESDs