

10 Most Common Comparability Errors:

- Written Procedures – not having any.
- Tardiness – making calculations late (too late to fix imbalances), filing assurances late.
- Incomplete School Lists – leaving schools off the worksheet (to tell what exemptions/exclusions might apply.)
- Mismatches dates – date of the student count does not match the date of the resource count.
- Documentation – two kinds: mismatched or missing. The student count on the calculation worksheet is not the same as the backup data; the teacher counts cannot be determined from the back up data, e.g., not separated by school or includes internal codes with no definition.
- Student Counts – (e.g., pre-K). PreK is not included; FDK is included, not .5; not ADM.
- Choosing a Method – pick ONE in your procedures and demonstrate it; no reason to do more than one; not knowing the name of the method.
- Staff or “Resource” Counts – counts submitted should match procedures; include all the resources in the count, both state and federal, then take out the federal. Optional – take out state funded SPED & ELL. Must take out federal SPED & ELL. Must be from same date as enrollment count.
- Non-Comparable Schools – no follow up, leave schools not comparable. Required to return \$\$\$. Change your allocations!!