**Calculating Comparability is an annual requirement. Every calendar year, the LEA will calculate comparability and every year the LEA will either report the calculations or the Assurance.**

All designated LEAs receiving Title I grants this year (or last year) must certify and submit this report to the Arizona Department of Education by November 30th every other school year. LEAs are responsible for reading and following the most recent federal guidance and the ADE Comparability Handbook which can be found in EMAC, on the Title I website and by contacting your Title I Specialist. In general, comparability requires a fair distribution of state and local funds to all public schools within an LEA and the comparability calculation is one method of testing if an LEA is supplanting.

**PREPARE** - Gather your 40th day enrollment and your 40th day comparison data. Enter required information into the calculation worksheet. The ADE Worksheets will automatically calculate whether your schools are comparable or not. You only need to choose one method to do the calculation. If any of schools receive a NO, then choose another method. If all methods are exhausted and you still have schools showing not comparable, contact Stephanie Washington as soon as possible.

**SHOW** - LEAs must keep (1) official written procedures, which include a timeline, (2) completed LEA Schools Profile and Worksheets, (3) the data used to arrive at the entries for the Worksheets, and (4) any other supporting data.

**REVIEW AND CORRECT YOUR WORK** - ADE's materials set out some options if one or more schools in your LEA are not comparable. Ultimately, a failing LEA must fix the misallocation of state and local funds by December 31st. Worksheets and supporting documents showing the imbalance was corrected are required. The LEA must report noncompliance on this assurance by emailing Sharon.Estrada@azed.gov immediately.

**Does your LEA have one school per grade span or is your LEA a single site LEA?** – If you can answer yes to either of these questions, you are only exempt from doing the calculation. You must still do this assurance and you must have an exemption form that includes official written procedures for comparability also including a timeline.

|  |  |
| --- | --- |
| Name of LEA |  |
| CTDS Number |  |
| Contact Name, Title |  |
| Contact Phone Number |  |
| Contact Email Address |  |
| Mailing Address |  |

**LEA PROFILE: LIST ALL SCHOOLS AND 40TH DAY ENROLLMENT**

**Title I schools with less than 100 students**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **School Name** | **Grade Span** | **Elementary Student Count** | **Middle School or Jr. High Student Count** | **High School Student Count** | **Total** |
|  | ***Insert new lines here*** |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |

**Title I schools with more than 100 students**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **School Name** | **Grade Span** | **Elementary Student Count** | **Middle School or Jr. High Student Count** | **High School Student Count** | **Total** |
|  | ***Insert new lines here*** |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |

**Non-Title I schools with less than 100 students**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **School Name** | **Grade Span** | **Elementary Student Count** | **Middle School or Jr. High Student Count** | **High School Student Count** | **Total** |
|  | ***Insert new lines here*** |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |

**Non-Title I schools with more than 100 students**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **School Name** | **Grade Span** | **Elementary Student Count** | **Middle School or Jr. High Student Count** | **High School Student Count** | **Total** |
|  | ***Insert new lines here*** |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Choose the correct statement based on your LEA Profile entries:

|  |  |
| --- | --- |
|  | Single Site LEA |
|  | One School Per Grade Span |
|  | None of the Above |

If you chose **none of the above**, then you are required to perform the comparability calculation, please mark which method of calculation you chose:

|  |  |
| --- | --- |
|  | Student/Staff ratio – All Title I Schools |
|  | Student/Staff ratio – Title I & Non-Title I Schools |
|  | Large/Small Schools – All Title I Schools |
|  | Large/Small Schools – Title I & Non-Title I Schools |
|  | Per Pupil Spending – All Title I Schools |
|  | Per Pupil Spending – Title I & Non-Title I Schools |
|  | Hi/Low Poverty – All Title I Schools |

Attestation:

As Chief Administrator of the LEA, I confirm the LEA uses State and Local funds to provide comparable services to all of our schools, including Title I schools. The LEA has adopted and implemented formal written Comparability Procedures in accordance with ESEA Section 1120.

I certify that I am authorized to make this Assurance of Comparability on behalf of the LEA. I am also providing an alternate preferred contact (including an email address) in the event a notice of non-compliance is issued.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Printed Name, Title | Signature | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Alternate Contact | Email address | Phone |