[DATE]

[LEA Name]

**COMPARABILITY EXEMPTION PROCEDURES**

Please choose one from the following exemptions:

\_\_\_\_\_ Single site LEA

\_\_\_\_\_ One school per grade span with no overlapping grades

[LEA Name] receives Title I grant funds and does not calculate comparability because [Checked Reason].

[LEA Name] will review its school status annually as part of the annual budget development and approval process. If the [LEA Name] stops receiving Title I funds or is no longer exempt (due to expansion or other reasons), then it will revise these procedures immediately in accordance with State guidance.

STAFF: The [Staff Position(s)] will be responsible for compliance, which includes the annual review and recordkeeping and completing the assurance of comparability.

**The [LEA Name]** **is still required to notify ADE of its exempt status** by completing and submitting an Assurance of Comparability every other year by the deadline. To meet the notification requirement, [LEA Name] shall submit the “Assurance of Comparability” available in EMAC.

DOCUMENTATION OF EXEMPTION: The [LEA Name] will keep a [paper and/or electronic] file containing these procedures, student counts, and a copy of the biannual Assurance of Comparability available for inspection in the [Location Name] located at [Location Address] for not less than three (3) years.

***This generic timeline is for complying with the Title I Comparability Requirements. Please input specific dates, persons reporting, locations, etc. If there are other steps your LEA performs in order to meet comparability, please list them. If there are steps listed below that are not used, you may remove them.***

***Please remove these directions before you upload to EMAC.***

|  |
| --- |
| ***(Date)* – Gather information** |
| Obtain the following reports from district staff:   * 40th day student count from *(person/reporting system)* * District staffing positions by school site from *(person/reporting system)*   + Report should represent staffing around the 40th daytime period * All reports will be retained at *(location/computer folder/etc.)* |
| ***(Date)* – Calculate Comparability/File Exemption** |
| Prepare the comparability tables in the comparability workbook   * *(Describe method used if applicable)* * *(Describe exemption used if applicable)* |
| ***(Date)* – Review Calculation/Exemption with Business Manager/Superintendent** |
| Review outcome of Calculation/Exemption   * Make recommendations if shown not comparable * Review other methods to ensure comparability can be shown |
| ***(Date)* – Submit Comparability/Exemption report to the Department of Education** |
| Comparability report can be filed through EMAC   * Supporting evidence should be filed with the workbook   Assurance of Comparability is to be filed through EMAC biennially attesting that our sites are comparable or are exempt. |