

How to **Access** Comparability on EMAC's Data Collection Task



Criteria Questions

Answering this question correctly will ensure that your LEA completes the correct documentation, either the Exemption Form or completing the Comparability Calculation. Only one answer should be YES.



Data Collection

Comparability Calculation

- Criteria Questions
- Click on the
 - *Online Forms*

Comparability Calculation Criteria Questions #22494

Program Area	Monitoring Program	Cycle	Fiscal Year	Task Type
Educator and School Excellence	Comparability Calculation	Comparability Calculation	2022	Data Collection

Assigned On: 7/28/2021

Last Modified On: 7/28/2021 1:09:34 PM

Staff Assigned:

IsOnsite Visit: ☒

Original Start Date: 7/1/2021

Sharon Estrada

Primary

Data Collection Method: Self-Assessment

Current Start Date: 7/1/2021

Sue Edman

Secondary

Original End Date: 11/30/2021

Current End Date: 11/30/2021

Purpose

An LEA may receive Title I, Part A funds only if it uses State and local funds to provide comparable services in Title I schools and Non-Title I schools.

Submission

Resource

Communication

Related Tasks

History

Online Forms



Comparability Calculation: Criteria Questions

Not Started





Data Collection

Comparability Calculation

2 Criteria Questions

An LEA may receive Title I, Part A funds only if it uses State and local funds to provide comparable services in Title I schools and Non-Title I schools.

Please answer the two criteria questions, only one question can be yes.

Are you a single site LEA AND/OR more than one school site, but only one school per grade span with no overlapping grades?

No



Does your LEA have two or more school sites AND do any of them serve the same grade span of at least two or more grade level? (Ex: K-6, K-8 or 7-12, 9-12)

Yes



Complete



Exemption

The Exemption form must be completed and uploaded in EMAC.

Your LEA is exempt if:

- Single Site LEA
- One School Per Grade Span
- Fewer than 100 students

•School sites with fewer than 100 students are not to be included in your Comparability calculation, if by removing individual schools that have fewer than 100 students results in your LEA in having only a single site that would be included OR one eligible school per grade span, then your LEA is exempt.



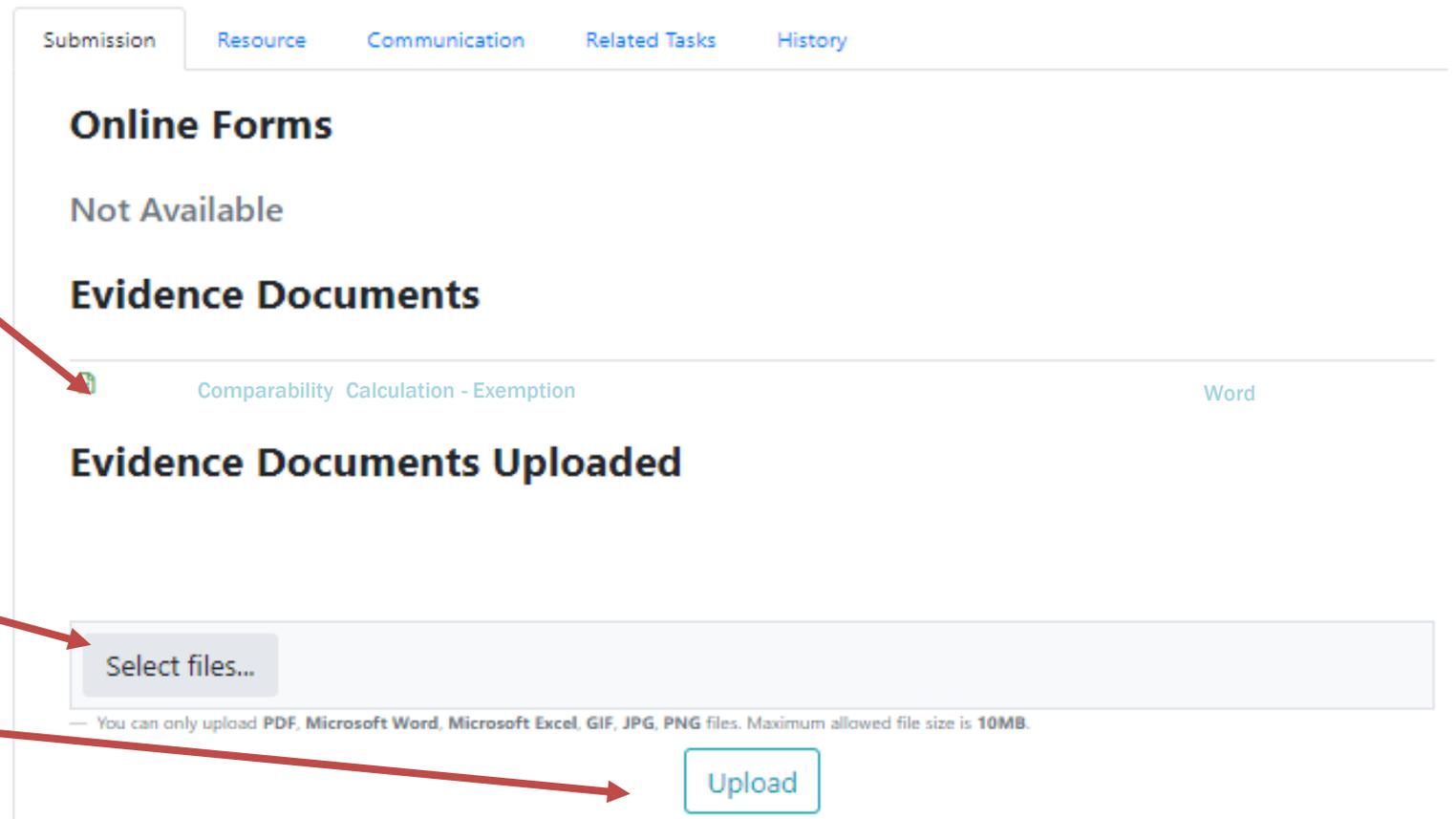
Data Collection

Comparability Calculation - Exemption

SELECT the Comparability Calculation Exemption Template.

To officially “upload” the exemption letter,

- **1st - SELECT Files**
- **2nd - Upload.**



Submission Resource Communication Related Tasks History

Online Forms

Not Available

Evidence Documents

Comparability Calculation - Exemption Word

Evidence Documents Uploaded

Select files...

— You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload



What do Exempt LEAs upload to EMAC ?

<div style="text-align: center; border: 1px solid black; width: 100px; margin: 0 auto; padding: 5px;">School Letter Head</div> <p style="text-align: center; font-size: small;">(Contact Information for main point of contact)</p> <div style="text-align: center; margin: 20px 0;"> <p> </p> <p>[DATE]</p> <p>[LEA Name]</p> </div> <h2 style="text-align: center;">COMPARABILITY EXEMPTION PROCEDURES</h2> <p style="text-align: center;">Please choose one from the following exemptions:</p> <p><input type="checkbox"/> Single site LEA</p> <p><input type="checkbox"/> One school per grade span with no overlapping grades</p> <p>[LEA Name] receives Title I grant funds and does not calculate comparability because [Checked Reason].</p> <p>[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.</p> <p>STAFF: The [Staff Position(s)] will be responsible for compliance, which includes the annual review and recordkeeping and completing the assurance of comparability.</p> <p>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 ALEAT.</p> <p>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.</p>	<div style="text-align: center; border: 1px solid black; width: 100px; margin: 0 auto; padding: 5px;">School Letter Head</div> <p style="text-align: center; font-size: small;">(Contact Information for main point of contact)</p> <p style="color: red; font-size: small; text-align: center;">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 post to ALEAT.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2; font-weight: bold; font-size: small;">(Date) – Gather information</td> </tr> <tr> <td style="font-size: small;"> Obtain the following reports from district staff: <ul style="list-style-type: none"> 40th day student count from (person/reporting system) District staffing positions by school site from (person/reporting system) <ul style="list-style-type: none"> Report should represent staffing around the 40th day time period All reports will be retained at (location/computer folder/etc.) </td> </tr> <tr> <td style="background-color: #f2f2f2; font-weight: bold; font-size: small;">(Date) – Calculate Comparability/File Exemption</td> </tr> <tr> <td style="font-size: small;"> Prepare the comparability tables in the comparability workbook <ul style="list-style-type: none"> (Describe method used if applicable) (Describe exemption used if applicable) </td> </tr> <tr> <td style="background-color: #f2f2f2; font-weight: bold; font-size: small;">(Date) – Review Calculation/Exemption with Business Manager/Superintendent</td> </tr> <tr> <td style="font-size: small;"> Review outcome of Calculation/Exemption <ul style="list-style-type: none"> Make recommendations if shown not comparable Review other methods to ensure comparability can be shown </td> </tr> <tr> <td style="background-color: #f2f2f2; font-weight: bold; font-size: small;">(Date) – Submit Comparability/Exemption report to the Department of Education</td> </tr> <tr> <td style="font-size: small;"> Comparability report can be filed through ALEAT <ul style="list-style-type: none"> Supporting evidence should be filed with the workbook <p style="font-size: x-small;">Assurance of Comparability is to be filed through ALEAT biennially attesting that our sites are comparable or are exempt.</p> </td> </tr> </table>	(Date) – Gather information	Obtain the following reports from district staff: <ul style="list-style-type: none"> 40th day student count from (person/reporting system) District staffing positions by school site from (person/reporting system) <ul style="list-style-type: none"> Report should represent staffing around the 40th day time period All reports will be retained at (location/computer folder/etc.) 	(Date) – Calculate Comparability/File Exemption	Prepare the comparability tables in the comparability workbook <ul style="list-style-type: none"> (Describe method used if applicable) (Describe exemption used if applicable) 	(Date) – Review Calculation/Exemption with Business Manager/Superintendent	Review outcome of Calculation/Exemption <ul style="list-style-type: none"> 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 ALEAT <ul style="list-style-type: none"> Supporting evidence should be filed with the workbook <p style="font-size: x-small;">Assurance of Comparability is to be filed through ALEAT biennially attesting that our sites are comparable or are exempt.</p>
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Comparability Calculation

If your LEA must complete the Comparability Calculation, you will need to upload the following documents:

1. Comparability Procedures and Timeline
2. Comparability Workbook
3. Supporting Documentation for the Workbook Calculations



Data Collection Comparability Calculation Worksheets

Evidence Documents

To officially “upload”

- 1st - **SELECT Files**
- 2nd - **Upload**

Submission Resource Communication Related Tasks History

Online Forms • **Comparability Worksheet**

Not Available • **Procedures and Timeline**

Evidence Documents • **Supporting Documentation**

Comparability Worksheets.xlsx Excel
Procedures and Timeline
Supporting Documentation

Evidence Documents Uploaded

Select files...

— You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload



Comparability Workbook

Instructions							
Drag your mouse over cells with red tags for more information.							
CHOOSE THE BEST METHOD FOR YOUR LEA. YOU ONLY NEED TO SHOW COMPARABILITY ONCE.							
This is a <i>special use</i> worksheet for comparing Title I Schools to Non-Title I Schools.		Only enter information into the highlighted fields of this color. The other fields have formulas and populate comparability for you.				If you have any questions on any of the methods, please contact Stephanie Washington at 602-542-7466 or at stephanie.washington@azed.gov	
Title I Schools							
School Name	Grade Span	Student Enrollment	SDER Staff FTE	Minus Federal Funded Staff (SPED, ELL, etc.)	NET 40th Day FTE	Instructional Staff Ratio	Comparable
enter schools here		as of 40th day	as of 40th day		#VALUE!	#VALUE!	#VALUE!
					0	#DIV/0!	#DIV/0!
					0	#DIV/0!	#DIV/0!
					0	#DIV/0!	#DIV/0!
					0	#DIV/0!	#DIV/0!
					0	#DIV/0!	#DIV/0!
					0	#DIV/0!	#DIV/0!

- The first page is just an EXAMPLE
- LEAs can choose any method in the workbook
- They must upload the Excel Spreadsheet, NOT a PDF
- They are only comparable if ALL change to YES
- “Who” they count as staff must be the same across all school sites
- SDER stands for School District Employee Reports



Assurance of Comparability

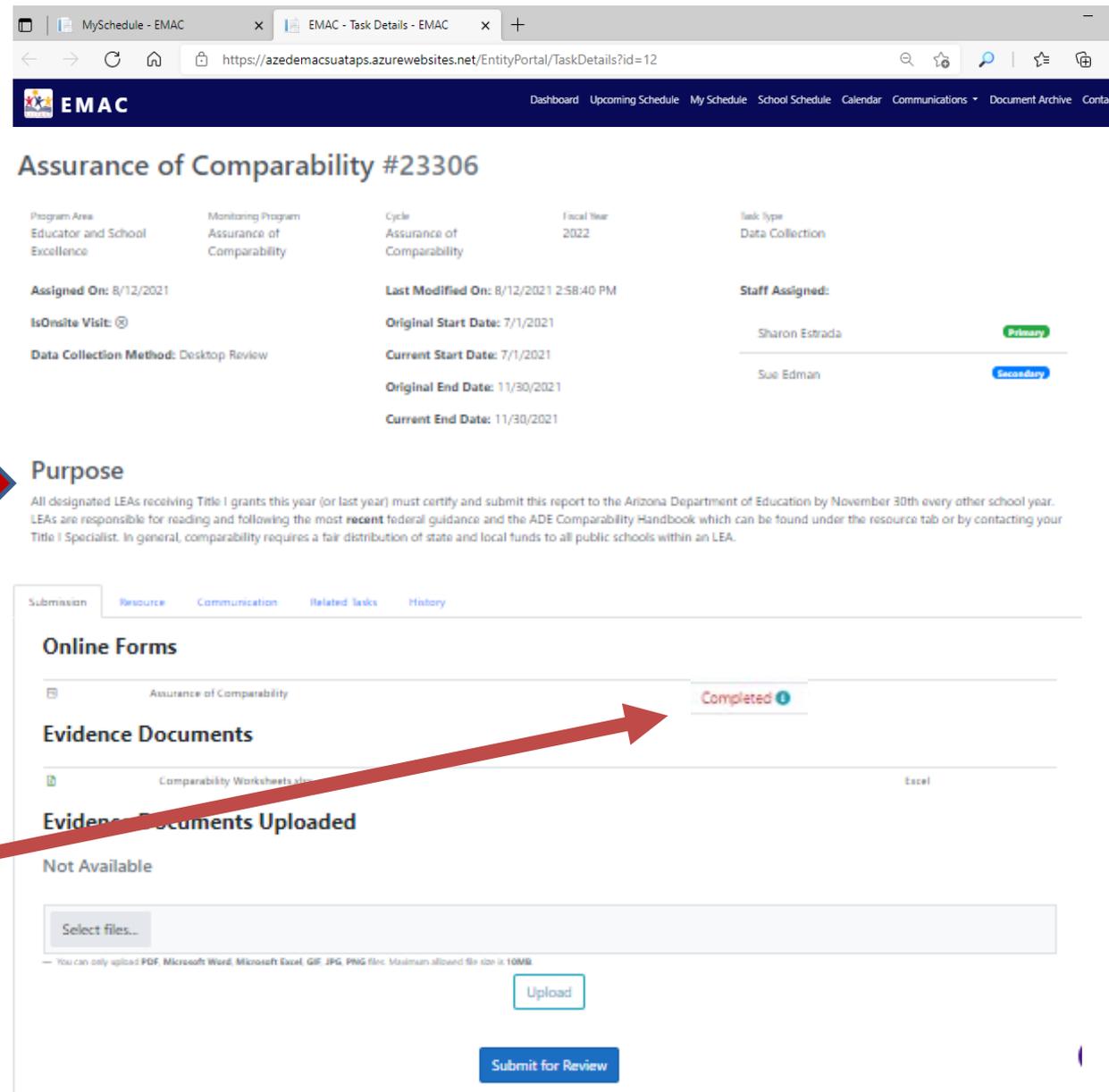
The Assurance of Comparability assures that the LEA has completed the Comparability Calculation and has it, along with all supporting documentation on file.



Data Collection

Assurance of Comparability

- 3 main parts to every Task
- Big Picture 
- Purpose 
 - Purpose
 - Task Collection Tabs
- Data Collection Section
 - Online Forms
 - Required Evidence
 - Submission



MySchedule - EMAC | EMAC - Task Details - EMAC | +

https://azedemascuataps.azurewebsites.net/EntityPortal/TaskDetails?id=12

EMAC | Dashboard | Upcoming Schedule | My Schedule | School Schedule | Calendar | Communications | Document Archive | Contact

Assurance of Comparability #23306

Program Area	Monitoring Program	Cycle	Fiscal Year	Task Type
Educator and School Excellence	Assurance of Comparability	Assurance of Comparability	2022	Data Collection

Assigned On: 8/12/2021 | Last Modified On: 8/12/2021 2:58:40 PM | Staff Assigned: Sharon Estrada (Primary), Sue Edman (Secondary)

IsOnsite Visit: ☒ | Original Start Date: 7/1/2021 | Current Start Date: 7/1/2021 | Original End Date: 11/30/2021 | Current End Date: 11/30/2021

Data Collection Method: Desktop Review

Purpose

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 under the resource tab or 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.

Submission | Resource | Communication | Related tasks | History

Online Forms

Assurance of Comparability Completed

Evidence Documents

Comparability Worksheets.xlsx Excel

Evidence Documents Uploaded

Not Available

Select files... | Upload | Submit for Review

You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB.



Assurance of Comparability due November 30th

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.

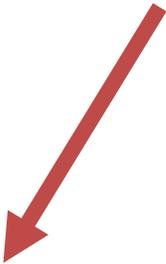
All designated LEAs receiving Title I grants this year (or last year) must certify and submit this report to the Arizona Department of Education by November 30th every other school year. LEAs are responsible for reading and following the most recent federal guidance and the ADE Comparability Handbook which can be found under the "Resource" tab 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.



Next



LEA PROFILE: LIST ALL SCHOOLS AND 40TH DAY ENROLLMENT

Assurance of Comparability

Save Draft

LEA PROFILE: LIST ALL SCHOOLS AND 40TH DAY ENROLLMENT

LEA Information *

Name of LEA

Entity ID & CTDS Number

Contact Name, Title

Contact Phone Number

Contact Email Address

Mailing Address

Title I School with less than 100 students *

School Name *	Grade Span *	Elementary Student Count *	Mid. School or Jr. High Student Count *	High School Student Count *	Total *	
Prickly Pear Elementary	K-4	30			30	Remove
Prickly Pear Intermediate	5-8	10	30		40	Remove

Add row

- 1) Title I School with less than 100 students.
- 2) Title I School with more than 100 students.
- 3) Non-Title I School with less than 100 students
- 4) Title I School with more than 100 students.



Assurance of Comparability Attestation

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

- Student/Staff ratio – All Title I Schools
- Student/Staff ratio – Title I & Non-Title I Schools
- Large/Small Schools – All Title I Schools

Print Name: *

Signature: *

Sign here



Date *



Complete and Submit

When you are ready to “Submit for Review”, double check:

- ✓ Online Form is “Completed”
- ✓ Evidence is Uploaded

To officially “Submit the Task for Review”, press the Submit button at the bottom of the task.

Task is submitted when:

- A green box will flash in the upper-righthand corner of your screen that says “Success” and
- The sticker/label at the top of the Task changes to

The screenshot shows the EMAC Task Details page for Assurance of Comparability #23306. The page includes a navigation bar with the EMAC logo and various menu items. The main content area displays task details such as Program Area (Educator and School Excellence), Monitoring Program (Assurance of Comparability), Cycle (Assurance of Comparability), Fiscal Year (2022), and Task Type (Data Collection). It also shows assigned staff (Sharon Estrada as Primary and Sue Edman as Secondary) and dates for the task. A 'Purpose' section explains that all designated LEAs must certify and submit this report to the Arizona Department of Education by November 30th every other school year. The 'Submission' section shows the task status as 'Completed' with a green checkmark and a 'Submit for Review' button. A red arrow points from the 'Completed' status label to the 'Submit for Review' button.

