

DETAILED SCHOOL DATA SHEET

Directions for Completion

PDE-3632

Updated March 28, 2013

Local Educational Agencies (LEAs) must, on a yearly basis, document their compliance with the comparability requirements of Title I, Part A. The Detailed School Data Sheet (PDE 3632) can be used to document both actual per-pupil expenditures as well as, if necessary, equivalency of staff among buildings. A copy of this completed form must be maintained in the LEA's files.

When completing the PDE-3632, there are several general comparison methods that can be used, regardless of whether or not per-pupil expenditures or staff ratios are used:

1. Non Project School(s):

Comparing a Title I school(s) to non-Title I school(s) to ensure compliance, either on a grade-span or district-wide basis.

2. Project School(s):

Comparing the Title I school or group of Title I schools with the lowest percentage of low income to all other Title I schools to ensure compliance, either on a grade-span or a district-wide basis.

3. Size Split:

If the largest school in the grade span is at least twice the size of the smallest school in the grade span, the schools can be split into two groups and compared separately to ensure compliance.

Example:	School A	1500 Enrolled	
	School B	996 Enrolled	
	School C	848 Enrolled	
Split Here*	School D	532 Enrolled	
	School E	421 Enrolled	
	School F	413 Enrolled	

Largest School
at least 2X size
of smallest school

**Compare the two groups separately using either the non-project school(s) or lowest low-income school(s) in each group as the comparison school(s). Complete one PDE 3632 form for each group. Since the mean of the enrollment is 785 the size split would occur between school C and school D.*

DIRECTIONS FOR USING THE PER-PUPIL EXPENDITURE FORMULA

Beginning with the 2012-2013 school year an LEA must first attempt to demonstrate comparability by showing that its combined state and local per-pupil expenditures (including actual personnel and actual non-personnel expenditures) in each Title I school, using prior year financial data, are at least 90% of the average combined state and local per-pupil expenditures for its non-Title I schools. If an LEA has all Title I schools, it must perform the same demonstration, comparing its high poverty Title I schools with its low poverty Title I schools. If the LEA is not in compliance using this method it will then be allowed to meet its requirement by the older, staff-to-student ratio formula. Please understand that this staff-to-pupil formula is being phased out and eventually, contingent upon such factors as ESEA re-authorization, will no longer be allowed.

When calculating previous year state and local expenditure data exclude the following: (some may not be applicable)

1. Pre-K expenditures.
2. Central office costs (functions 2300 other than 2380; 2500, 2800).
3. Charter School Tuition.
4. Alternative Education Programs (if enrollment is district wide only).
5. Summer School expenditures (if enrollment is district wide only).
6. Federal expenditures.
7. English language instructional costs.
8. Special education (including gifted and OT/PT).
9. Transportation.
10. Food Services.
11. Capital expenditures (LEA capitalization threshold).
12. Debt service.
13. Private funding.
14. Self-funded Insurance costs.

While certain other expenditures might reasonably be accounted for at other levels e.g. central office or elementary/secondary and thereby be exempt, be prepared to justify each exclusion not indicated above and keep all documentation on file.* Exemptions not listed generally fall under 2 categories. Either they are clearly not building level expenditures or they need to be pro-rated so much as to make the time and effort necessary to do so unreasonable and the impact on building level expenditures minimal. Always include expenditures for Title I-Like programs.

Because LEAs will be required to separate personnel from non-personnel costs, personnel costs are defined by those costs associated with LEA employees encompassing the 100 and 200 object codes. Non-personnel costs are included in the remaining objects.

DIRECTIONS FOR USING THE STAFF-TO-STUDENT RATIO FORMULA

When calculating the FTE for staff, only count state and locally paid staff within each building who are instructional. For comparability purposes, there are three classes of instructional staff:

1. Direct Instruction: Staff members who provide direct instruction to children.
2. Administrative/Instructional Support: Principals, librarians, guidance and psychological personnel.
3. Auxiliary Staff: Aides, clerical personnel and other paraprofessionals who are employed to assist instructional staff.

The legislation requires that certain staff be counted in the equivalency calculation, but also allows LEAs the discretion to decide whether to include certain other instructional staff. Below are some examples of the staff that must be counted, optional staff to be counted and staff not counted:

<u>Must Include</u>	<u>Optional*</u>	<u>Not Included</u>
Building Administrators	Bilingual Teachers	Bus Monitors
Art Teachers	Special Education	Consultants
Classroom Teachers	Title I "Like" Staff	Crossing Guards
Guidance Counselors	Teacher Aides (instructional)	Maintenance Staff
Staff Librarians	Gifted	Security Staff
Music Teachers	OT/PT	Federal staff
Physical Education Teachers	Speech Therapists	
Project Directors (non-federally funded)		
Psychologists		
Social Workers		
Nurse (pro-rated for instructional duties)		

*Although the LEA has the discretion to count or not count these types of staff/expenditures, it must be done consistently across the grade spans being compared.

DETAILED SCHOOL DATA SHEET - STAFF TO STUDENT RATIO FORMULA

PDE-3632

LEA Name:

Circle One: **Elementary** **MS/Jr. High** **Secondary**

1	2	3	4	5
Title I Building Name	Grade Span	Enrollment (Oct. Reports)	FTE Staff	Column 3 / Column 4
Use non-Title I school(s) to complete comparison school blocks. If no non-Title I schools, use the Title I school or group → of Title I schools with the lowest percentage of low income for the comparison blocks.		Comparison School(s) Enrollment	Comparison School(s) FTE	(5A) Column 3 / Column 4
			Multiply Box 5A by 110% (1.10) and place in 5B	(5B)*

***This figure must be equal to or greater than the staff to pupil ratios in the project schools. If it is less, the district may be out of compliance with comparability requirements.**

DETAILED SCHOOL DATA SHEET - PER-PUPIL EXPENDITURES

PDE-3632

LEA Name:

Circle One: **Elementary** **MS/Jr. High** **Secondary**

1	2	3	4	5	6	7
Title I Building Name	Grade Span	Enrollment (Previous year Oct. Reports)	Previous Year Personnel Expenditures	Previous Year Non-Personnel Expenditures	Total Expenditures	Column 6 / Column 3
Use non-Title I school(s) to complete comparison school blocks. If no non-Title I schools, use the Title I school or group of Title I schools with the lowest percentage of low income for the comparison blocks. <div style="text-align: right; margin-top: 10px;"> → </div>		Comparison School(s) Enrollment			Comparison School(s) total expenditures	(7A) Column 6 / Column 3
					Multiply Box 7A by 90% (.9) and place in 7B	(7B)*

***This figure must be equal to or less than the per-pupil expenditures in the project schools. If it is greater, the district may be out of compliance with comparability requirements.**