

2016-17 Comparability Step-by-Step Guide

Staff to Student Expenditure Comparison

Deadline November 15

STEP 1 – Setting Up:

Go to:

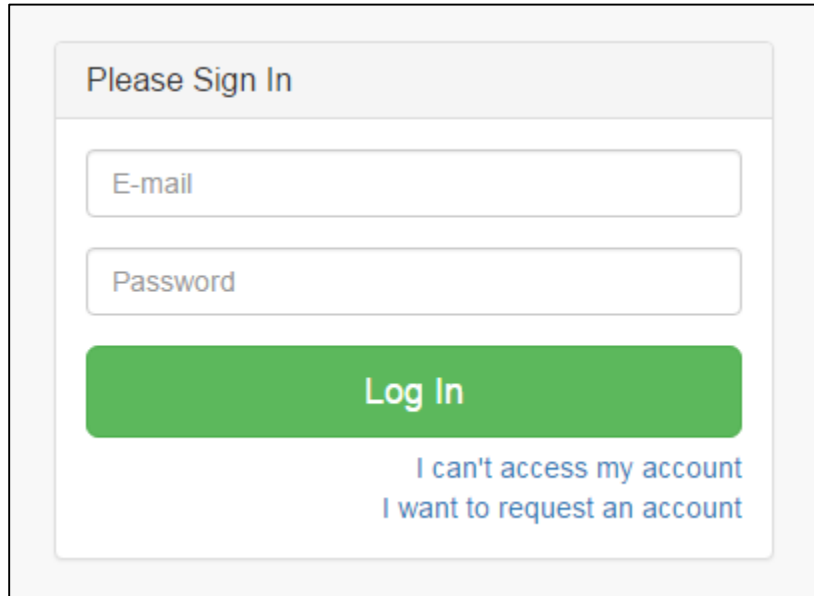
pa.NCLBComparability.com

You may use any browser but you will get the best experience from Chrome or Firefox.

General Workflow:

- District requests an account from the main login page pa.NCLBComparability.com
 - Access is not granted immediately, a DFP Administrator must approve the account
 - Once the DFP Administrator approves the account the requester receives an email to setup their password and login
- Districts complete the comparability wizard
 - At the last step they print, sign, and upload the compliance document
- Districts manage where they are in the process
 - Has the district signed up for access
 - Has the district completed the assurance wizard
 - Has the district uploaded their assurance documents
- Districts must first complete Staff to Student Expenditure Comparison. If a district does not successfully meet comparability requirements by this method, they need to request access to Student to Staff Ratio method by contacting icalvello@pa.gov or your regional coordinator.

General Screen Shots:



Please Sign In

E-mail

Password

[Log In](#)

[I can't access my account](#)
[I want to request an account](#)

Please provide a valid district email address.

Request an Account ×

Email

Confirm Email

First Name

Last Name

Title

Phone Number

LEA Affiliation

STEP 2 –Comparisons:

Please add information on ALL buildings regardless of Title I status or grade span so the system can run multiple scenarios to check compliance.

[Home](#) Comparability Home[Home](#) Comparability Assurances Worksheet (2015-2016)

Section 1120A(c) of ESEA states that an LEA may receive Title I funds only if it uses State and local funds to provide services in schools that are substantially comparable. This requirement is met by completing a Comparability Assurances Worksheet and submitting the written assurance document to the Pennsylvania Department of Education, Division of Federal Programs by November 15 of each year.

[Complete your 2015-2016 Worksheet](#)

Division of Federal Programs: Comparability

[Home](#) → [Home](#) Comparability Assurances Worksheet

Exemption Status

Is Your LEA Exempt?

Your LEA is exempt from completing the Comparability Worksheet if **either** of the below are true:

- Your LEA contains only one building per grade span
- Your LEA contains only Charter Schools

Does your LEA meet **either** of the criteria above?

[Yes, my LEA is exempt](#)[No, my LEA is not exempt](#)**Exempt**

Charter schools are exempt but must still submit the Comparability Assurances Worksheet. If you are exempt from demonstrating comparability, you will go straight to the Assurances Worksheet and be certain to attain the required signatures at the bottom.

Exemption Status Comparability Method

Student-to-Staff Ratio Method

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.

Must Include	Optional*	Not Included
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.

Begin Entering Data

Exemption Status Comparability Method School Buildings

School Buildings

Save **Next: Staff** **Cancel**

School Name*	School Code*	Classification*	Grade Span*	Title I* (current year October reports)	Enrollment* (current year October reports)	Free & Reduced %* (current year October reports)	
Abington Heights HS	5091	Secondary	10 - 12	No	100	75	
Abington Heights MS	6839	Middle School	7 - 9	Yes	125	45	
Clarks Summit El Sch	7570	Elementary	1 - 6	No	222	56	
Newton-Ransom Sch	2407	Elementary	K - 6	Yes	432	76	
South Abington Sch	6398	Elementary	K - 4	No	221	66	
Waverly Sch	2402	Elementary	K - 6	No	653	23	

◊ Add a Building

Save **Next: Staff** **Cancel**

Unless you need to split a particular grade span into separate large school and small school comparisons, please leave as Default.

Exemption Status Comparability Method School Buildings **Staff**

Student to Staff Ratio Method

Save Next: Run Compliance Check Cancel

School Name	Classification	Title I	Enrollment	Free & Reduced %	Size Split Grouping	Non-Federal FTE Staff (current year October filled assignments)	Student To Staff Ratio
Abington Heights HS	Secondary	No	100	75%	Default	23	4.35
Abington Heights MS	Middle School	Yes	125	45%	Default	23	5.43
Clarks Summit El Sch	Elementary	No	222	56%	Default	23	9.65
Newton-Ransom Sch	Elementary	Yes	432	76%	Default	36	12.00
South Abington Sch	Elementary	No	221	66%	Default	23	9.61
Waverly Sch	Elementary	No	653	23%	Default	23	28.39

Save Next: Run Compliance Check Cancel

Exemption Status Comparability Method School Buildings **Staff** Compliance Results

Compliance Results

Results

District: Abington Heights SD
 School Year: 2016-2017
 Comparability Method: Student to Staff Ratio Method

Compliance Status: **COMPLIANT**

Next Steps:

- Review your results below, then click Next to submit your 2016-2017 Comparability Assurances Worksheet.

Next: Assurances Document

Compare Group: District Wide

School Name	Classification	Title I	Enrollment	Free & Reduced %	Grade	Non-Federal FTE Staff	Student To Staff Ratio	Compliance Status
Abington Heights MS	Middle School	Yes	125	45.00	7-9	23.00	5.43	Yes
Newton-Ransom Sch	Elementary	Yes	432	76.00	K-6	36.00	12.00	Yes
Compare to:								
Abington Heights HS	Secondary	No	100	75.00	10-12	23.00	4.35	
Clarks Summit El Sch	Elementary	No	222	56.00	1-6	23.00	9.65	
South Abington Sch	Elementary	No	221	66.00	K-4	23.00	9.61	
Waverly Sch	Elementary	No	653	23.00	K-6	23.00	28.39	
Compare to Total			1,196			92.00	13.00 110% 14.30	

STEP 3 – Compliance:

If you are not compliant, contact your Regional Coordinator in the Division of Federal Programs for assistance.

When you are successfully Compliant, continue to Assurances Document. Click on *Submit Worksheet & Print Assurances*, *sign all 3 lines (Superintendent, Business Manager and Title I Coordinator)*, save in PDF format and Upload by choosing file and clicking on green Upload key.

The screenshot shows a web browser window with the URL pa.ncibcomparability.com/WorksheetAssurances.aspx. The page title is "Comparability Assurances 2015-2016" with a date of "09/15/2015".

Section 1120A(c) of ESEA states that an LEA may receive Title I funds only if it uses State and local funds to provide services in schools that are substantially comparable. This requirement is met by submitting the following written assurance document to the Pennsylvania Department of Education, Division of Federal Programs by November 15 of each year.

Form fields include:

- LEA Name: Alquippa SD
- Address: [Empty]
- A/RN: 127040503
- Contact Person: [Empty]
- Telephone Number: [Empty]

Select One:

- 1. The signatures below verify that the above named school district or charter school is exempt from comparability requirements because it does not have more than one building per grade span or is a charter school.
- 2. The signatures below verify that the above named school district does not meet the criteria described in option #1 and has documented the comparable per-pupil expenditures in the district. This documentation is maintained at our school district.
- 3. The signatures below verify that the above named school district does not meet the criteria described in option #1 or #2 and has documented the comparable staff to pupil ratio in the district. This documentation is maintained at our school district.

Signature lines:

- Superintendent/CEO's Signature: [Empty]
- Business Manager's Signature: [Empty]
- Title I Coordinator's Signature: [Empty]

Footer: PDE 3037 (06/2013)

Instructions: After printing this form, you may return to this website to upload the signed form. Note: You do not need to mail in the signed assurance after uploading.

Submit Worksheet & Print Assurances

Comparability Home

Comparability Assurances Worksheet (2015-2016)

Section 1120A(c) of ESEA states that an LEA may receive Title I funds only if it uses State and local funds to provide services in schools that are substantially comparable. This requirement is met by completing a Comparability Assurances Worksheet and submitting the written assurance document to the Pennsylvania Department of Education, Division of Federal Programs by November 15 of each year.

Upload Signed Comparability Assurances Document

Congratulations on finishing your Comparability Worksheet. To complete the 2015-2016 Comparability Assurances requirement, please upload your signed Assurances Document below.

Choose File | No file chosen

[Upload Signed Assurances](#)

Note: You do not need to mail in the signed assurance after uploading.

[View/Re-Print Unsigned Assurances Document](#)

[View Comparability Results](#)

