

# STEPS FOR COMPARABILITY REPORTING

## Step 1

- Title I Coordinator completes Contact Information.
- If the LEA is exempt from Comparability, the appropriate box should be checked and the Coordinator and the Superintendent sign off. The process is complete for exempt LEAs.

## Step 2

- Title I Coordinator runs comparability.
- If comparable, Title I Coordinator and Superintendent sign off and process is complete.
- If District is not comparable proceed to Step 3.

## Step 3

- Title I Coordinator runs Title I Staff Details Report.

## Step 4

- Compare the Title I Staff Details Report to CPI report.
- Any errors detected are corrected in payroll reports and supporting documentation attached to the Comparability Platform.
- Notify Title I Education Program Specialist that Self-Reported Data is attached to the Comparability Platform.

## Step 5

- Self Reported Data is entered by Title I Education Program Specialist and comparability is re-run based on corrected numbers submitted by District.
- If District is comparable, Title I Coordinator and Superintendent sign off and process is complete.
- If District is not comparable proceed to Step 6.

## Step 6

- District submits, as an attachment, the Resource Allocation Methodology/Plan AND supporting documentation for the non-comparable schools to demonstrate schools that are not comparable were equitably funded with state and local funding.