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Please upload the completed form into MCAPS under LEA Document Library in FY 2018, LEA Documents into the Comparability folder by **October 20, 2017**.

BCH9. Those districts with only one school building in each grade span, or a district which has a Title I program is utilized as a district-wide extended day kindergarten program, is exempt from calculating comparability. **If your district is exempt, the completed comparability Form A must be submitted.**

District Name _____ District Code _____

Person Completing Report _____ Position _____

E-mail address _____

Telephone _____ FAX _____ Data Collection Date _____

1. Enter below the appropriate grade spans, enrollment size range, and number of Title I and non-Title I schools.

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VQVCNU"			"	"	"	"

2. Original signature of the person responsible for completing this report. An electronic copy of the original signature is acceptable.

I hereby certify that information submitted in this comparability report, to the best of my knowledge, is true and correct. Working papers to support figures will be maintained at the LEA for auditing purposes.

(Signature)

(Date)

3. The original should be maintained by the district and an electronic copy of the documents should be uploaded to MCAPs LEA FY18 document folder.

INSTRUCTIONS (Form A)

Instructions on this page are general in nature. For more specific details and examples, refer to the *Comparability Handbook* (06/12).

Districts must provide the following information: (1) District name, District Code; (2) Name, Position, and Phone number of individual responsible for completing the comparability report; and (3) the date (must be a date between September 1st-30th) comparability data was collected.

1. **GRADE SPANS:** There is no limitation on the number of grade spans a district may use, although the Number must match the basic organization of schools in the district as reported on the demographic page of the Consolidated Federal Programs Application (CFPA). For example, if the district's organization includes elementary, middle, and senior high schools, the district would have three grade spans. Typical grade span groupings may include: K-6, 7-8, 9-12; an optional fourth group might include K-8 buildings or magnet schools.

ENROLLMENT SIZE RANGE: Identify the enrollment size range of all buildings included in each grade span (e.g., for a district with 5 elementary schools and K-6 grade span the enrollment is: 207, 150, 360, 250, and 185. Therefore, the enrollment size range is 150-360).

NUMBER OF SCHOOLS WITH MORE THAN 100 PUPILS: For each grade span (and by size-split option if applicable), identify the number of Title I and non-Title I schools with more than 100 pupils enrolled.

NUMBER OF SCHOOLS WITH 100 OR FEWER PUPILS: For each grade span, identify the number of Title I and non-Title I schools with 100 or fewer pupils enrolled.

2. Original signature and date are required from the individual responsible for completing the comparability report.
3. The district is to maintain a copy of the comparability report, as well as working papers (documentation) that support figures submitted in the report. This documentation is retained for a period of 3 years or (if applicable) until pending audits are resolved.

Example

Grade Spans	Enrollment Size Range		Number of Schools With More Than 100 Pupils		Number of Schools With 100 or Fewer Pupils	
	From	To	Title I	Non-Title I	Title I	Non-Title I
K-8	824	1056	9			
9-12	956	1056	1	2		
Totals			10	2		