

FORM A DIRECTIONS

Instructions on this page are general in nature. For more specific details and examples, refer to the Comparability Handbook (09/18).

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 (month/year) comparability data was collected.

1. **GRADE SPANS:** There is no limitation on the number of grade spans an LEA may use, although the number must match the basic organization of schools in the district as reported on the school eligibility page in MCAPS. For example, if the LEA'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.
2. **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 to 360).
3. **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.
4. **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.
5. A signature and date from the individual responsible for completing the comparability report. Original documents should be maintained by the LEA.
6. The LEA is to maintain a copy of the comparability report, as well as documentation that supports 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 Students		Number of Schools with Less Than 100 Students	
		Title I	Non-Title I	Title I	Non-Title I
K - 5	608 to 795	7	2		
	Smallest Largest				
6 - 8	298 to 496	4	3		
	Smallest Largest				
9 – 12	1,987 to 2,247	1	2		
	Smallest Largest				
K - 12	1,014 to 1,973	3	1		
	Smallest Largest				
	to				
	Smallest Largest				
Totals		15	8		

Form A

School Information and Signature Document

Submit the district's Title I Comparability Report to the Mississippi Department of Education, Office of Federal Programs by November 7th in the LEA's document library in MCAPS.

NOTE: Those districts with only one school building in each grade span, or district where a Title I program is utilized as a district-wide extended day kindergarten program, are exempt from calculating comparability. **However, districts exempt from calculating comparability must submit a completed comparability Form A.**

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.

Grade Spans	Enrollment Size Range	Number of Schools with More Than 100 Students		Number of Schools with Less Than 100 Students	
		Title I	Non-Title I	Title I	Non-Title I
	to				
	Smallest Largest				
	to				
	Smallest Largest				
	to				
	Smallest Largest				
	to				
	Smallest Largest				
	to				
	Smallest Largest				
Totals					

2. Original signature of the person responsible for completing this report.

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

Printed Name

Signature

Date

The original should be maintained by the LEA, and an electronic copy of the documents should be uploaded to the MCAPS LEA document in the 2019 folder marked Comparability.