

FORM B1 DIRECTIONS

PART A: Provide district name and district code.

PART B: TITLE I SCHOOL DATA

Step 1: Specify the grade span compared on this sheet. NOTE: For each grade span used, a separate Form B1 must be completed.

Step 2: Separately list each Title I served school (column 1); the actual grade span served in the school (column 2); the total enrollment for the school (column 3); and calculate FTEs (full-time equivalents) of non-federally funded instructional staff in the school (column 4).

NOTE: Instructional staff means staff members who provide instruction to students or who assist or supervise those staff members who provide instruction. This includes teachers, principals, consultants, supervisors of instruction, librarians, guidance, and psychological personnel. In addition, it includes aides, and other paraprofessional staff, who assist instructional staff members in providing instructional services, being counted as .5.

Step 3: Divide enrollment (column 3) by FTE staff (column 4); enter staff/student ratio in column 5 for each Title I served school.

PART C: NON-TITLE I/COMPARISON SCHOOL DATA*

*NOTE: If all schools in a grade span are served through Title I, use the schools with the **lowest percentage** of low-income students as the base for computing these averages (i.e., those Title I schools with the lowest percentage of low-income children [Demographic Page; Title I Consolidated Federal Programs Application] act as the non-program or non-Title I or comparison schools.) This group of schools may not include more than one-half of all Title I schools in this grade span (e.g., if the district has only 6 elementary schools – all served by Title I – it uses the 3 (or fewer) schools with the lowest percentage of low-income children as the basis to compute the AVERAGE (Box 5A) per pupil expenditure. This average is compared to the 3 remaining schools).

Step 1: Determine the total enrollment for non-program schools. Add all the building enrollments to determine the total enrollment for non-Title I schools; enter sum in Total Enrolled.

Step 2: Determine the total staff FTEs for non-program schools. Add all the building FTEs to determine the total FTE for non-Title I schools and enter the sum in Total FTE Staff.

Step 3: Divide the non-program schools' total enrollment by the total staff FTE to determine the non-program schools' AVERAGE (Box 5A) staff/student ratio.

Step 4: Multiply 110% times the average staff/student ratio (Box 5A) for non-program schools and enter this figure in Box 5B.

Step 5: If the staff/student ratio for each Title I served school (Part B; column 5) does not exceed the figure in Box 5B (Part C), then the school is comparable. If the ratio exceeds the figure in Box 5B, put an X in column 6 of Part B to indicate the building is not comparable.**

** NOTE: Any school not comparable on September 30th must be brought into compliance no later than November 1st. A revised comparability report must be completed and submitted to the MDE along with evidence of how comparability has been met (i.e., contract) as documentation. Failure to achieve comparability by December 1 is in violation of the Title I comparability requirements and shall be subject to withholding or repayment of funds in the amount or percentage by which the LEA has failed to comply. Source documents for basing information in this report must be filed and retained at the LEA. Such documentation must be retained for 3 years OR, if applicable, until pending audits are resolved.

ESEA Title I Comparability Report Detail School Data Form B1

Part A: Complete the following district information.

District Name _____ District Code _____

Part B: Title I School Data- If more than one sheet is required for providing information on this grade span and size grouping, use another copy of this form and repeat the non-Title I school data. Indicate the grade span the data represents on this sheet. When applicable, indicate the enrollment group the data represents.

Grade Span:					
Title I Schools (1)	Grade Span (2)	Students Enrolled (3)	FTE Staff (4)	Column 3 divided by Column 4 (5)	Not Comparable (6)

Part C: Non-Title I Schools or Title I Comparison School Data- List the schools included in this data. Calculate the averages for the schools listed.

Non-Title I Schools (Schools including the averages)	Averages (for Non-Title I schools in this grade span and size grouping)		
	Total Enrolled	Total FTE Staff	Average (5A)
	110% of Box 5A		(5B)