

Title I, Part A Comparability

INSTRUCTIONS

(These instructions were last updated on October 16, 2013)

DUE DATE: November 15, 2013 (the save and submit button will not be enabled until November 1st)

DIRECTIONS FOR COMPLETING THE ONLINE SUBMISSION

1. Log in from the Portal – Data Collections – Title I Comparability Report
2. Instructions can be downloaded on this page - **Click button to continue** to launch the report
3. Use pull-down menu to select your district – click **continue** button
4. Use pull-down menu to select either **Include all** instructional staff and students or **Exclude SPED** staff and students.
5. Click the **Update/Next** button and continue to the *Choose Grade Range* section.
6. Use pull-down menu to select the grade range, and then press the **Next** button.

Both Title I and Non-Title I buildings in Grade Range

Title I buildings will be listed on *Part A* and non-Title I buildings will be listed on *Part B*. The Part B building(s) will be compared to the Part A buildings. On the bottom left hand side locate the *Calculated Student Staff Ratio* section for Part B. The number in the *Comparison Rate* box (blue) is what will be used to determine comparability. Locate the *Student Staff Ratio* column in Part A (either green or red). Compare each of the numbers in that column to the *Comparison Rate* for Part B.

If the numbers in Part A are lower than the numbers in Part B the grade level is comparable and will show in *green*. Click the **Save Data** button. Then either select the **Back to Grade Range Page** if applicable to complete other grade ranges or if no other grade ranges in district included in comparability continue onto the FINAL STEP – SUBMITTING TO NDE. (*The submission to NDE by the authorized agent needs to be done the same day the data was saved, or data will need to be saved a second time before submitting to NDE – the two dates need to match as data can change daily.*)

If the numbers in *Part A* are not lower than the numbers in *Part B* the grade level is not comparable and will show in *red*. Further action must be taken, choose from the options below:

- Check to see if staff is coded correctly with correct FTE for the school that is not comparable. To do this, click on their **hyperlink number** in the *Instructional FTE All* column. This will show the staff page where FTE and position codes can be checked. Staff excluded due to Federal funding will show at the bottom. (Codes: R, 2, F & E). Do the same for the **Instructional FTE All Para** column. Mistakes must be corrected through NSSRS – corrections will not show until next working day. If all information is correct continue to next option.
- Click the **Back to Exclusion Page** button and in the pull down menu choose the other option. Repeat the steps above.
- If still not comparable - Contact your NDE Title I Consultant for further options or 402-471-2481.

All buildings in Grade Range are Title I

Click the **Move Lowest Low Income PCT School to Part B** button to move a school into *Part B*. The Part B building will be compared to the Part A buildings. On the bottom right hand side locate the *Calculated Student Teacher Ratio* section for Part B. The number in the *Comparison Rate* box (blue) is what will be used to determine comparability. Locate the *Student Staff Ratio* column in Part A (either green or red). Compare each of the numbers in that column to the *Comparison Rate* for Part B.

If the numbers in *Part A* are lower than the numbers in *Part B* the grade level is comparable and will show in green. Click the **Save Data** button. Then either select the **Back to Grade Range Page** if applicable to complete other grade ranges or if no other grade ranges in district included in comparability continue onto the FINAL STEP – SUBMITTING TO NDE. *(The submission to NDE by the authorized agent needs to be done the same day the data was saved, or data will need to be saved a second time before submitting to NDE – the two dates need to match as data can change daily.)*

If the numbers in Part A are not lower than the numbers in Part B the grade level is not comparable and will show in red. Further action must be taken, choose from the options below:

- If more than three buildings in the grade range - Click the **Move Lowest Low Income PCT School to Part B** button again to move another school to part B and compare numbers. If this causes the *Total Comparison Rate* to decrease, click the **Move Highest Low Income PCT School to Part A** button to move the school back to Part A.
- Check to see if staff is coded correctly with correct FTE for the school that is not comparable. To do this, click on their **hyperlink number** in the *Instructional FTE All* column. This will show the staff page where FTE and position codes can be checked. Staff excluded due to Federal funding will show at the bottom. *(Codes: R, 2, F & E)*. Do the same for the *Instructional FTE All Para* column. Mistakes must be corrected through NSSRS – corrections will not show until next working day. If all information is correct continue to next option.
- Click the **Back to Exclusion Page** button and choose the other option. Repeat the steps above.
- If still not comparable - Contact your NDE Title I Consultant for further options or 402-471-2481.

FINAL STEP- SUBMITTING TO NDE *(this step must be done by the authorized agent for the district)*

If this step is being done on a different day than the day all pages were saved, the pages need to be saved again (data save date and submission date need to be the same.) The authorized agent for the district must click the **Ready to Approve** button after the data from all grade ranges has been saved. It will then move to the Assurances page. Click the radio button in front of the **Yes** button to agree to the Assurances. Then click the **Approve/Submit** button to submit the Comparability Report to NDE. Logout when finished.

NOTE:

Paraprofessional Information

For comparability purposes, only instructional staff for the building is to be counted. Do NOT include paraprofessionals whose *only* responsibilities are:

- Assisting with the lunchroom
- Transportation
- Working in the Office
- Working in the Health Office
- Computer technicians
- Family service coordination
- Serving as a translator
- Security / Entrance Monitor

Only the instructional FTE for a Paraprofessional should be entered on NSSRS.

Early Childhood Staff

All early childhood staff are excluded from the Comparability Report. Early childhood staff should be coded as “P” if district funded, “T” if Title I funded or “7” if SPED funded and will not show up on this report.