

# Comparability Calculation Instructions

## Instructions for Optional FDOE Calculation Template



Comparability calculations are to be completed **annually** and reported biennially by each Local Educational Agency (LEA) to the Florida Department of Education (FDOE). All LEAs are required to complete their calculations to ensure they are providing comparable services and staffing to both Title I and non-Title I schools. Refer to the instructions provided below for guidance on how to complete your district's comparability calculations.

1. Utilize current school year data based on date certain Survey 2 data from October 2023.
2. Do not include federal resources in this report. The LEAs may also exclude state and local costs for the following:
  - Language instruction for students who are English Language Learners (ELLs);
  - Excess cost of providing services to student with disabilities;
  - Staff salary differentials for years of employment; and
  - Supplemental programs that meet the intent and purpose of Title I.
3. Comparability must be met using the pupil-teacher ratio method. If schools are found not comparable, adjustments to the LEA's general ledger should be made to reallocate state and local resources so that schools are comparable. Alternative comparability methods may also be requested by contacting [TIPA@fldoe.org](mailto:TIPA@fldoe.org).
4. Complete the worksheet on the gray tab titled "Counts".
5. Place all schools listed as N/A on the pink tab titled "Not Applicable Schools".
6. Use the worksheet(s) on the orange tab (titles listed below) to determine comparability between Title I and non-Title I schools within the same grade span. Complete one worksheet for each respective grade span unless using the Pupil-Teacher Ratio Enrollment Size Grouping Method (see below).
  - Orange tab titles:
    - Non TI & TI Schools - E (Elementary)
    - Non TI & TI Schools - M (Middle)
    - Non TI & TI Schools - H (High)
    - Non TI & TI Schools - C (Combination)
  - Using the Pupil-Teacher Ratio Enrollment Size Grouping Method: Use any two orange "Non TI & TI Schools" tabs per grade span labeling one "Small" and one "Large". For example, the LEA is using enrollment size grouping method with elementary schools. One elementary grade span tab would be used for the "Small" enrollment school calculations and one elementary grade span tab would be used for the "Large" enrollment school calculations.
7. Use the worksheet on the blue tab (titles listed below) to determine comparability between all Title I schools within the grade span. Complete one worksheet for each grade span unless using Pupil-Teacher Ratio Enrollment Size Grouping Method (see below).
  - Blue tab titles:
    - All TI - Grade Span - E (Elementary)
    - All TI - Grade Span - M (Middle)
    - All TI - Grade Span - H (High)
    - All TI - Grade Span - C (Combination)
  - Using the Pupil-Teacher Ratio Enrollment Size Grouping Method: Use two green all Title I schools tabs per grade span labeling one "Small" and one "Large". For example, the LEA is using enrollment size grouping method with elementary schools that are all Title I. One elementary grade span tab would be used for the "Small" enrollment school calculations, and one elementary grade span tab would be used for the "Large" enrollment school calculations.
8. Contact [TIPA@fldoe.org](mailto:TIPA@fldoe.org) for technical assistance or if you need additional support.

### Questions and Answers

#### Q: Which LEAs need to complete calculations?

A: All LEAs are required to meet comparability of services requirements by comparing pupil-teacher ratios for every school within the LEA.

#### Q: What is pupil-teacher ratio?

A: The method in which LEAs divide the number of students enrolled in a school by the number of full-time instructional staff at the same location.

#### Q: Who is considered instructional staff?

A: Personnel assigned to schools who provide direct instructional services, such as classroom teachers, instructional aides, librarians, media specialists, computer instructors, reading and math coaches, speech pathologists, etc.

#### Q: Who is not considered instructional staff?

A: Paraprofessionals who do not provide any instructional support services, food service workers, personal care services, non-instructional computer assistance, etc.

#### Q: Which LEA Cycle reports comparability calculations for this reporting year?

A: Cycle B LEAs must submit comparability calculations to [TIPA@fldoe.org](mailto:TIPA@fldoe.org).

#### Q: Are charter schools included in the calculations to determine if Title I schools are comparable?

A: Yes. All public K-12 schools are included.