This template is being provided as a guide for districts to use when revising their Comparability Written Procedures. Only Local Educational Agencies (LEAs) meeting the following criteria may utilize this Not Applicable/Exempt template. If using this template, LEAs must ensure all highlighted sections are updated, including the header, and the completed report reflects the district’s current Comparability Written Procedures. If not using this template, all required information should be included in the written procedures provided by the LEA.

Please select the exemption your district qualifies for from the list below.

[ ]  A school site with fewer than 100 students.

[ ]  One school per grade span with no overlapping grades.

[ ]  LEA has only one building for each grade span as aligned with their Florida Department of Education’s Master School Identification System (MSID) number.

* The word *building* in this case includes virtual buildings such as virtual schools. For example, one physical building high school and one virtual high school would invalidate using the *Not Applicable* option.

**Title I Comparability Compliance Procedures Every Student Succeeds Act, Section 1118(c)**

LEA name has developed the following written procedures to comply with the comparability of services requirement set forth in section 1118(c) of the Every Student Succeeds (ESSA) Act. The LEA will use state and local funds to provide services in Title I schools that are at least comparable to services provided in non-Title I schools. If the LEA serves all of its schools with Title I funds within a particular grade span, the LEA will use state and local funds to provide services that are substantially comparable in each school. The LEA will complete actual comparability calculations and submit the online comparability report annually to the Florida Department of Education (FDOE), Bureau of Federal Educational Programs by the date established.

**Timeline Used for Demonstrating Comparability**

LEA name provides comparability determinations on an annual basis to ensure exemption status has not changed.

**August – September**

* Obtain preliminary information from appropriate LEA staff.
* Identify date and collection methodologies for gathering data needed to complete calculations.
* Identify Title I schools and non-Title I schools (including charter schools, virtual schools, and special centers).

**October**

* Conduct meetings with appropriate LEA representatives to discuss the requirements for completing the annual comparability calculations.
* Collect data (same date certain for both student enrollment and Staff FTE data).

**November**

* Meet with appropriate staff and calculate comparability.
* Reconvene appropriate LEA staff to address any outstanding issues.

**December**

* Submit, to TIPA@fldoe.org, the comparability attestation form, written procedures, calculations, and, if applicable, an action plan on or before the due date as stipulated by the FDOE.
* File an official copy of the completed comparability report and related documents with the designated district office for audit purposes.

**January – April**

* Submit, to TIPA@fldoe.org, if applicable, documentation supporting any corrective action made to non-comparable schools to the State Educational Agency (SEA) in support of an Action
* Plan submitted prior to the close of the comparability reporting period.
* Engage in LEA-level budget (state and local funds) discussions concerning staff assignments for the purpose of ensuring compliance with Title I comparability requirements for the upcoming school year.

**May – July**

* Update LEA comparability procedures document.
* Establish specific timelines and points of responsibility for completion of comparability calculations.

**Certification of Comparability**

The person responsible for determining the comparability exemption for LEA name will be the LEA position title, as applicable. This certifying official is an LEA administrator whose salary is not paid wholly, or in part, by Title Ⅰ.

**Option Used to Determine Whether Title I Schools Are Comparable**

LEA name is currently exempt from determining comparability; therefore, option *Not Applicable* is selected for the current year’s comparability cycle and reported through a signed comparability attestation. This is an exemption stated in section 1118(c)(4).

* LEA may exclude schools that have fewer than 100 students.
* An LEA does not have to determine comparability if it has only one building for each grade span as aligned with their MSID number.
* An LEA does not need to demonstrate comparability if it has only one school at each grade span.

LEA position title, person’s name will conduct an annual review of this statute in month to ensure that this exemption still applies. Comparability procedures will be revised upon changes in the statute or changes in the number of grade spans per building.

**Definitions and/or Specifications**

If the need arrives and the pupil-teacher ratio option is required, procedures that specify or define non-federal instructional staff and instructional materials/supplies will be described in the LEA’s written comparability procedures as outlined in the current Comparability Guide and the Title I Fiscal Issues Non-Regulatory Guidance. The LEA will include in its written procedures the LEA’s use of state and local funds, if applicable.

**Source of Data**

LEA position title, person’s name, will ensure this exemption statute still applies by looking at the number of schools operating in LEA name. This will be accomplished by pulling data from the FDOE MSID and utilizing the LEA’s Title I, Part A Public Schools Eligibility Survey (PSES).

**Date Certain**

Date during Survey Two when data was collected and a Non-Applicable exemption determination was made. For the purpose of reporting; this year’s date certain is XX/XX/XXXX (Note: This is typically the last Friday in October during Survey 2.)

**Schools That Are Not Comparable (including charter schools, if applicable)**

The LEA is currently exempt. The LEA has X elementary school/s, X middle school/s, and X high school/s, and X combination school/s. These grade span counts include any virtual school/s. There are no additional schools in these grade spans in which to make a comparison. The LEA will annually evaluate the schools served for any status changes and will follow the requirements for ensuring all schools are included in the comparability reporting.

**Reporting Procedures**

In LEA name’s reporting cycle, the LEA position title will complete the comparability reporting process developed by the FDOE. During the reporting window dates, a signed and dated Comparability Attestation Form and this written procedure document will be submitted to TIPA@fldoe.org.

When not claiming a “Non-Applicable” option exemption, required documentation supporting comparability calculations, any corrections, and if applicable, a Comparability Action Plan will be required by the FDOE, Title l, Part A program office. Copies of all comparability documents must be maintained in designated district office for audit purposes.

As a Cycle A reporting LEA, for this year, only a completed Comparability Attestation Form would be submitted to TIPA@fldoe.org on or before the due date as stipulated by the FDOE.