



Department of Public Instruction
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Dr. Wayne G. Sanstead
State Superintendent

MEMO TO: Title I Authorized Representatives/Title I Coordinators/Business Managers
FROM: Laurie Matzke, Director, Title I
DATE: April 4, 2011
RE: Comparability Report

The Title I law continues to require school districts with more than one school attendance area for each grade span meet Title I comparability requirements.

Title I comparability requirements state that a school district may receive Title I funds only if **state and local** funds will be used in schools receiving Title I funds to provide services that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds. If the district is serving all schools under Title I, they may receive Title I funds only if they will use **state and local** funds to provide services that, taken as a whole, are substantially comparable in each school.

The comparability regulations include documenting compliance in the following three areas:

1. a local educational agency-wide salary schedule;
2. ensuring equivalence among schools in teachers, administrators, and other staff; and
3. ensuring equivalence among schools in the provision of curriculum materials and instructional supplies.

Comparability reports are to be submitted and reviewed at the end of each school year. Meeting comparability is a prerequisite to receiving approval on your subsequent year's consolidated application, which is processed during the summer. Demonstrating comparability is an annual requirement.

Previously, school districts were informed that they could develop and submit a policy to ensure that the comparability requirements were met on an annual basis. However, when the USDE released final fiscal guidance which addresses the comparability requirements and outlines new USDE expectations, **the guidance states that all districts must actually perform the calculations necessary each and every year to demonstrate that all of its Title I schools are, in fact, comparable. Therefore, districts will need to submit actual documentation (not a policy) for each of the three comparability components listed above.**

Enclosed please find guidance that specifies what exactly must be submitted for each component. Your comparability submission will need to be approved **before** your consolidated application for the 2011-2012 school year is eligible for approval. Please submit your comparability documentation by **May 5, 2011**.

If you have any questions, please contact me at lmatzke@nd.gov or 701-328-2284.

Enclosures