STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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October 29, 2014

MEMORANDUM

TO: Michigan Electronic Grants System *Plus* (MEGS+) Authorized Officials, Consolidated Application and Title I Comparability Main Contacts

FROM: Michael W. Radke, Ph.D.
Director, Office of Field Services

SUBJECT: 2014-15 Title I Comparability Worksheets and Certification

The 2014-15 Title I Comparability Worksheets, Directions, General Questions and Answers, and PowerPoint are available electronically on the Office of Field Services (OFS) website under Current Topics at www.michigan.gov/ofs.

Local Educational Agencies (LEAs) are required to complete the Title I Comparability Worksheets if they have more than one school in a grade span and at least one Title I school in that grade span. Grade spans should be identified in the same manner as you have defined them on Screen 1, Grade Span Groupings, in the 2014-15 Title I School Selection (TISS) application in MEGS+.

LEAs are required to submit the completed Title I Comparability Worksheets and Title I, Part A Comparability Certification in MEGS+ by **December 10, 2014.**

In an effort to help LEAs complete the Title I Comparability Worksheets, instructional staff information (Name, Full Time Equivalent (FTE) assigned to school, Federal FTE, degree level, base salary and title) will be imported from the Registry of Educational Personnel (REP) when you copy your data from the Center for Educational Performance and Information (CEPI) to the Title I Comparability Worksheets.

For this reason, you must ensure that information for each staff person has been entered correctly in the REP before you initiate the Title I Comparability process. We recommend that any LEA required to complete Comparability enter the required REP data prior to the REP deadline of December 1. This will allow time for staff members to complete the 2014-15 Title I Comparability Worksheets.

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The Title I Comparability Worksheets will determine comparability based on student/staff ratio. If comparability cannot be determined by student/staff ratio, the software will immediately compute the base salary/student ratio. If you have not entered Full-Time Base Salary data (Field 28) in the REP, please be sure to do so.

Title I Comparability should be completed based on the data from the fall pupil membership count day for the **2014-15** school year, unless the LEA's enrollment decreased significantly soon after the membership count day. LEAs enrolling large numbers of migrant students for a limited time in the fall may base their comparability determinations on another date prior to the **December 10, 2014** submission date.

Title I Comparability must be completed using the Worksheets posted on the OFS website. **Due to the complexity of the Worksheets, we urge you to print the Directions provided on the OFS website to assist you in entering information.**

The 2014-15 Title I Comparability PowerPoint provides a basic understanding of comparability and informs districts of challenges experienced in prior years related to the completion of comparability.

Each LEA that is required to complete Title I Comparability must submit a Title I, Part A Comparability Certification in MEGS+ initiated by a MEGS+ Authorized Official (Level 5) in the "View Available Applications/Tasks" screen. You will also be required to upload your Title I Comparability Worksheets in the View/Edit screen. Access MEGS+ at: https://mdoe.state.mi.us/MEGSPlus/

It is important for LEAs to establish an internal protocol to facilitate the completion of Title I Comparability so that there will be time allowed for the review and potential revision of the resources allocated to schools to ensure they are comparable.

Since Title I Comparability is a test for supplanting, general fund staffing adjustments must be made by the start of the second semester or the third trimester in the same year that comparability is not achieved in order to meet Federal requirements.

If you have questions regarding the completion of the Title I Comparability Worksheets, please contact Norm Malinowski, OFS Regional Consultant, at MalinowskiN@michigan.gov or 517-373-4004.

If you have questions regarding the Title I, Part A Comparability Certification in MEGS+, please contact Judy Thelen at ThelenJ8@michigan.gov or 517-335-1266.