



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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MEMORANDUM

DATE: November 27, 2018

TO: Select Local Educational Agencies (LEAs)
Michigan Electronic Grants System *Plus* (MEGS+) Authorized Officials
Consolidated Application Main Contacts

FROM: Dr. Paula Y. Daniels, Director *PYD*
Office of Educational Supports

SUBJECT: 2018-19 Title I, Part A Comparability Report Available in MEGS+

The 2018-19 Title I, Part A Comparability report is now available in MEGS+. Local educational agencies (LEAs) are required to complete and submit the Title I, Part A Comparability report in MEGS+ by **January 7, 2019**, if they receive Title I, Part A funds and have two or more schools with identical or overlapping grade levels in a grade span.

In an effort to help LEAs complete their Title I, Part A Comparability report, instructional staff information (Name, Full Time Equivalent (FTE) Assigned to School, Degree Level and Title) will be imported from the Registry of Educational Personnel (REP) into your LEA's Title I, Part A Comparability report in MEGS+. **For this reason, you must ensure that information for each staff person has been entered correctly in REP on or before December 3, 2018, before you initiate the Title I, Part A Comparability report in MEGS+.**

The Title I, Part A Comparability report should be completed based on the date of the fall pupil membership count day for the **2018-19** 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 a date prior to **January 7, 2019**. This data must reflect students who are enrolled in the LEA for most of the school year.

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The Title I, Part A Comparability report can be initiated by MEGS+ Authorized Officials (Level 5) or Application Administrators (Level 4) on the MEGS+ Main Menu in the View Available Applications/Tasks section. Brief instructions are provided on each screen of the report. **Due to the complexity of this report, in the "View/Edit" screen we urge to you to review the "Show Help" page for this report to assist you in entering information.**

It is important for LEAs to establish an internal protocol to facilitate the completion of the Title I, Part A Comparability report so that there will be time allowed for the report review and potential revisions of the resources allocated to schools to bring them into comparability. **If comparability is not achieved, staffing adjustments must be made by the end of January in the same year that comparability is not achieved.**

If you have questions regarding the REP, please contact the Center for Educational Performance and Information (CEPI) Customer Support at 517-335-0505, Option 3, or via e-mail at CEPI@michigan.gov.

If you have questions regarding the Title I, Part A Comparability report, please contact the Office of Educational Supports (OES) at 517-241-6970 to be connected to your OES Regional Education Consultant.