



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: November 2, 2020

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

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

SUBJECT: 2020-21 Title I, Part A Comparability Report Available in MEGS+

The 2020-21 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 8, 2021**, if they receive Title I, Part A funds and have two or more schools with identical or overlapping grade levels in a grade span.

The Title I, Part A Comparability Report relies on information about instructional staff from the Registry of Educational Personnel (REP) including: Name, Full Time Equivalent (FTE) Assigned to School, employment dates, and assignment code. Errors in the REP data will result in an inaccurate determination of comparability. For this reason, you must ensure that information for each staff person has been entered correctly in REP before importing that information into the Title I, Part A Comparability Report and should work closely with staff completing the REP to correct and re-import information if errors are found in the data during completion of the Title I, Part A Comparability Report. **It is strongly advised to complete the Title I, Part A Comparability report prior to the deadline for submission of the REP to allow an opportunity to correct inaccurate REP data if needed.**

The Title I, Part A Comparability report should be completed based on the date of the fall pupil membership count day for the **2020-21** 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 8, 2021**. 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.**

The following Title I, Part A Comparability resource documents are posted under Current Topics on the Office of Educational Supports [OES Website](#).

- 2020-21 Title I, Part A Comparability FAQ
- 2020-21 Title I, Part A Comparability Presentation

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.