

Michigan Department of Education  
Office of Educational Supports  
2024-25 Title I, Part A Comparability Report in NexSys  
Help and Guidance Document

The 2024-25 Title I, Part A Comparability Report is now available in NexSys. Local educational agencies (LEAs) are required to complete and submit the Title I, Part A Comparability Report by December 15, 2024, if they receive Title I, Part A funds and have two or more schools with identical or overlapping grade levels in a grade span. Comparability is an annual requirement. The main purpose is to prevent an LEA that receives Title I, Part A funding from diverting state and local resources away from its Title I, Part A school buildings. Thus, comparability testing helps to ensure that all Michigan students living in poverty are adequately and equitably served under the federal Every Student Succeeds Act guidelines.

### Exempt Local Educational Agencies

A Local Educational Agency (LEA) is exempt from the comparability testing requirement based on one of the following criteria [ESEA § 1118(c)(4)]:

- One school building per grade span group
  - More than one school in a grade span group, but no Title I, Part A, or skipped schools in the group
  - Exclusion of a school building or building results in no basis for comparison
- Comparability Certification is a condition for receipt of Title I, Part A funds.

For more information and support, please refer to the [Title I, Part A Comparability FAQ](#) and contact your Regional Consultant.

### Initiating the Title I, Part A Comparability Report in NexSys

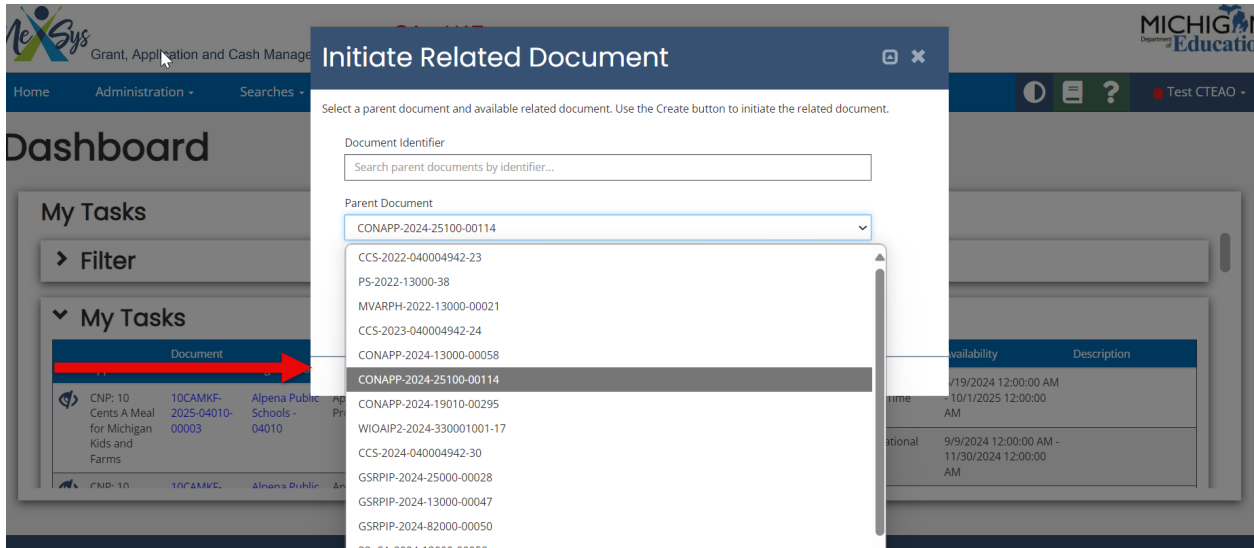
After logging into NexSys, you should see the “Initiate Related Document” button to the right of the My Tasks pane. Click on it.

The screenshot shows the NexSys dashboard interface. At the top, there is a navigation bar with 'Home', 'Administration', and 'Searches' menus. The main content area is divided into two panes: 'My Tasks' and 'My Opportunities'. The 'My Tasks' pane contains a table with columns for Application, Document Number, Organization, Status, Status Date, and Due Date. A pink arrow points to a button labeled 'Initiate Related Document' located to the right of the 'My Tasks' pane. The 'My Opportunities' pane also contains a table with columns for Name, Provider, Availability, and Description.

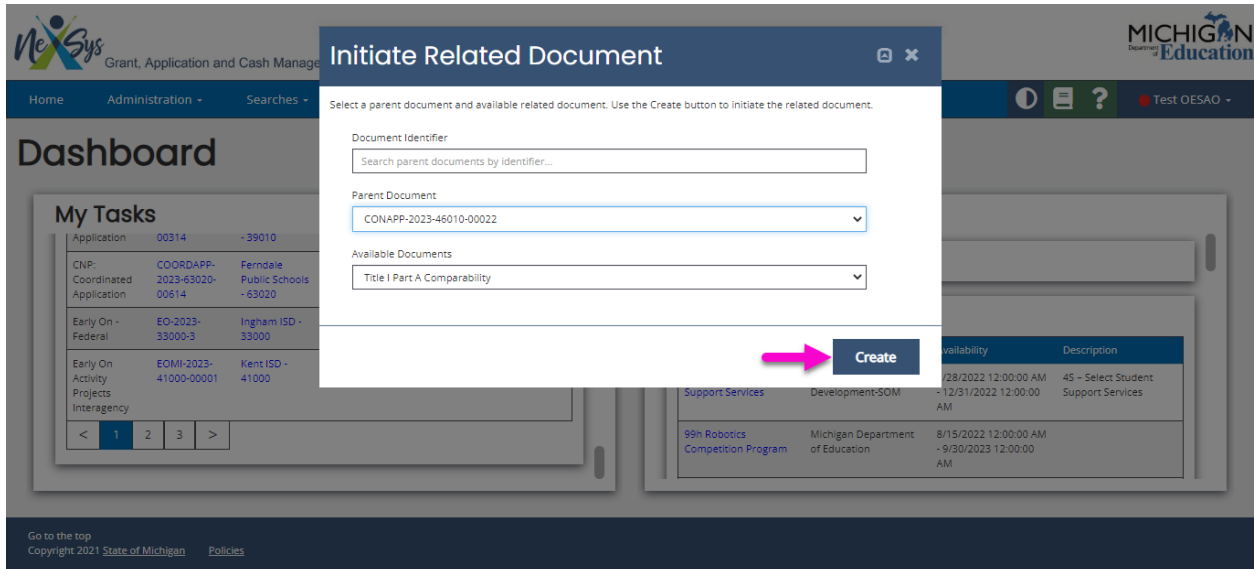
Application	Document Number	Organization	Status	Status Date	Due Date
Section 21(n) Partnership Districts	21h-2023-41010-00003	Grand Rapids Public Schools - 41010	Modifications Required	9/16/2022 8:32:33 AM	12/1/2022 11:59:59 PM
Section 31a Annual	31A-2022-15020-88	Boyer City Public Schools	Report In Progress	5/23/2022 1:09:13 PM	

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When the “Initiate Related Document” window appears, select the appropriate Parent Document from the drop down. This will be the Consolidated Application Document Number, which begins with **CONAPP-2025**.

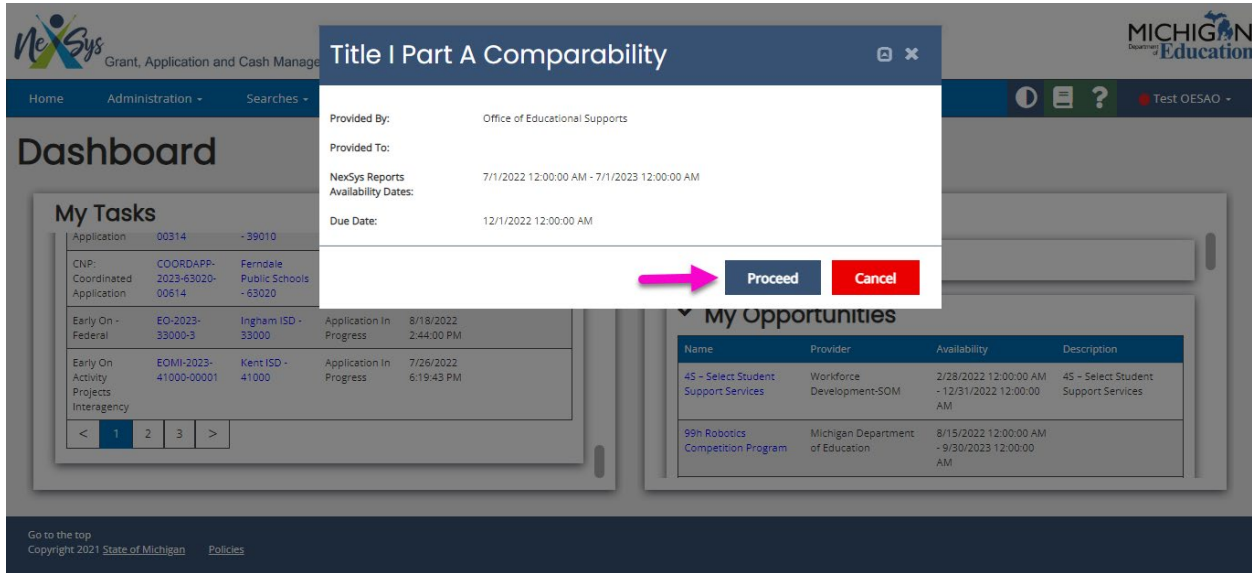


Click the “Create” button.

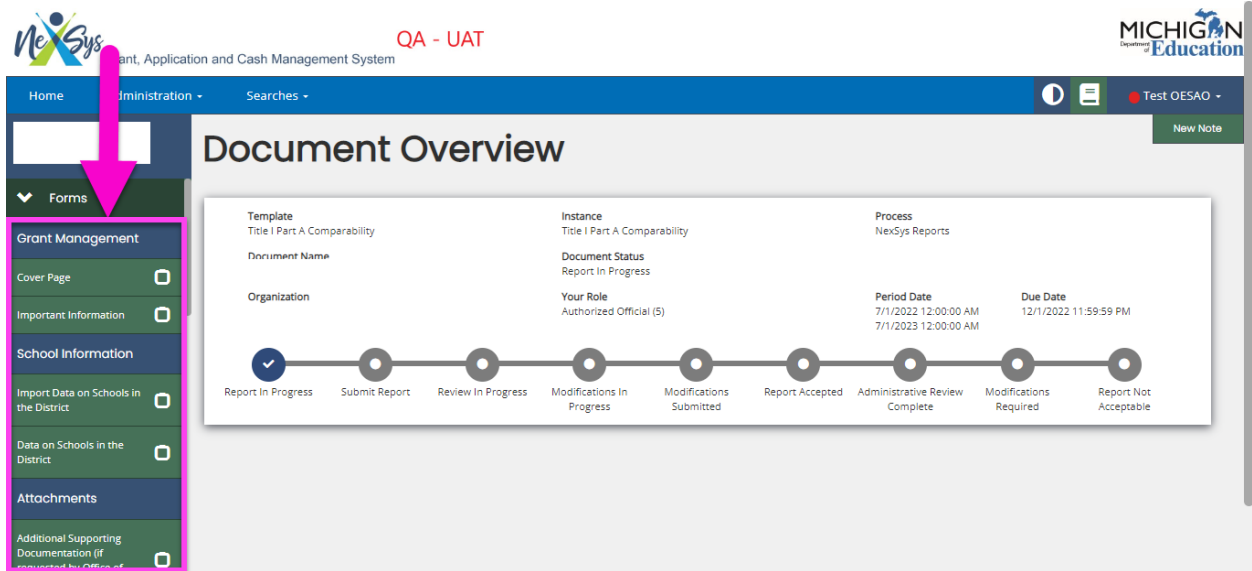


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Ensure the information on the screen is correct and click “Proceed”.



Proceed through each screen in the order they appear down the left side ribbon.



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## Grant Management Section

The first screen that must be completed is the Cover Page. Choose a main contact from the drop-down menu. You may also choose a secondary contact if you wish.

The screenshot shows the 'Cover Page' form in the NexSys application. The left sidebar contains a navigation menu with categories: Forms, Grant Management (with 'Cover Page' selected), Important Information, School Information, Attachments, and Tools. The main content area is divided into sections: 'Entity Information' (with fields for Entity Name, Agreement Number, Entity Address, City, Zip Code, and Entity County), 'Main Contact Person' (with a 'Contact Name' dropdown menu and fields for Address, City, Zip Code, Telephone, Fax, and Email Address), and 'Secondary Contact Person' (with a 'Contact Name' dropdown menu). A pink arrow points to the 'Save' button in the top right corner. Another pink arrow points to the 'Contact Name' dropdown menu in the 'Main Contact Person' section. A third pink arrow points to the 'Contact Name' dropdown menu in the 'Secondary Contact Person' section.

Next, move to the Important Information Screen, read through the information, and click “Save”.

The screenshot shows the 'Important Information' screen in the NexSys application. The top navigation bar includes the NexSys logo, 'QA - UAT', and the Michigan Department of Education logo. The left sidebar is the same as in the previous screenshot, with 'Important Information' selected. The main content area has a title 'Important Information' and a sub-header 'Really important info!'. A pink arrow points to the 'Save' button in the top right corner.

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## School Information Section

The first screen to complete in this section is Important Data on Schools in the District. By clicking “Save” on this screen, the most recent data from the Data on Schools in the District screen in the NexSys Consolidated Application will be pulled in for applicable grade spans. Each time a change is made to the Data on Schools in the District screen in the Consolidated Application, this screen will need to be resaved to align.

The screenshot displays the NexSys web application interface. At the top left is the NexSys logo with the text "Grant, Application and Cash Management System". In the center top, it says "QA - UAT". At the top right is the Michigan Department of Education logo. Below the logos is a navigation bar with "Home", "Administration", and "Searches". The main content area is titled "Import Data on Schools in the District". On the left is a sidebar menu with categories: Forms, Grant Management, Cover Page, Important Information, School Information, Import Data on Schools in the District (highlighted), Data on Schools in the District, Attachments, Additional Supporting Documentation, State of Michigan Attachments, Tools, and Landing Page. The main content area contains instructions: "Use the 'Save' button to import data from your NexSys Consolidated Application into the Title I, Part A Comparability report. If changes are made to the data on schools contained within your NexSys Consolidated Application, you will need to re-save this screen to update the data contained within your Comparability Report. \*WARNING: Clicking on the Consolidated Application link will exit you out of the Comparability Report". Below the instructions is a table with two columns: "Import School Data" and "Last Import Date". In the top right corner of the main content area, there are buttons for "New Note", "Print", and "Save". A pink arrow points to the "Save" button.

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On the Data on Schools in the District Screen, the most current student count data for the buildings must be entered. Please note that this should be data from the **Fall 2024** student count.

**Instructions:**

Title I, Part A Comparability will pull information on all applicable schools from your Consolidated Application. If the LEA has reconfigured, opened, or closed buildings, contact the Office of Educational Supports at 517-241-6970 for instructions on how to ensure the information in your Consolidated Application is updated. Based on data from the Consolidated Application, only schools from grade spans with more than one school and at least one Title I school will be listed. The Title I Targeted.

For each listed school:

- \* In the "Current Fall Total Student Count" column enter the total number of students enrolled based on the **current year fall count**. Do not include preschool students or students in an ungraded program over the age of 18 in the count.
- \* In the "Current Fall Low-Income Student Count" enter the number of low-income students enrolled based on the **current year fall count**. Do not include preschool students, shared-time students, or students in an ungraded program over the age of 18 in the count.
- \* The district may choose to exclude any school with an enrollment of 100 or less from the comparability calculations. Check the box in the "Exclude?" column to designate any schools to be excluded.
- \* If the total student count for the largest school in the grade span is two times or more than the smallest school, the district may choose to break the grade span into small and large schools. Click the box to make a school part of the "small school" group. Each small school must have a total student count that is half or less than the largest school in the grade span or not more than twice the size of the smallest school in the grade span. If designating small and large schools and there is only a single small or large school in a grade span, the school that ends up in a group by itself will not need to demonstrate comparability.

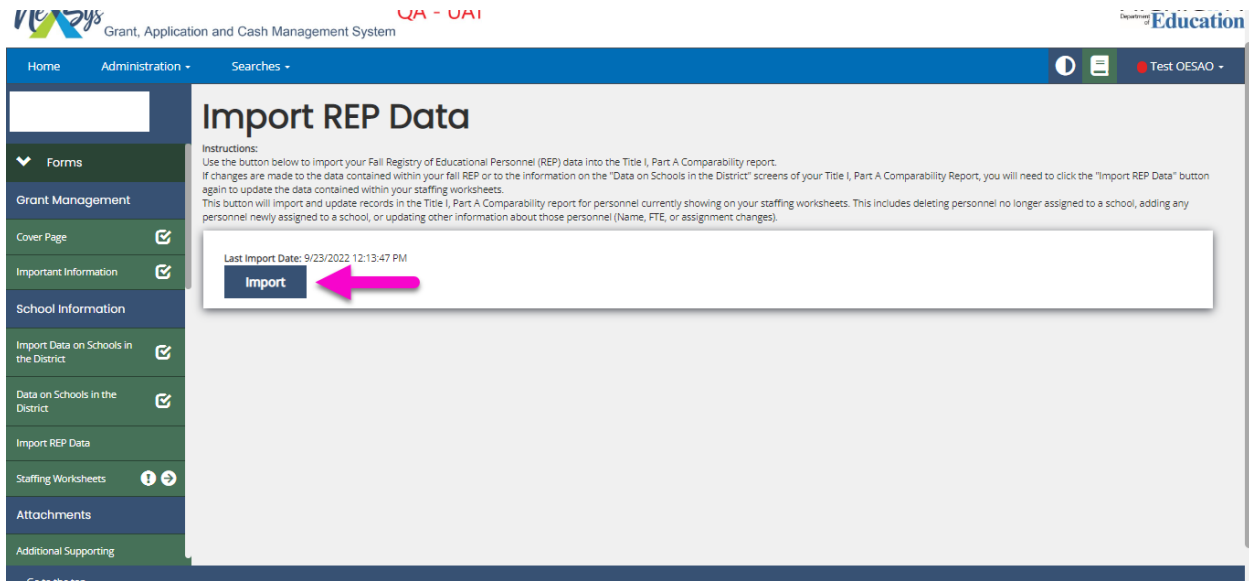
**DEFAULT SECTION**

Agreement Number	School	Title I	Small School	Prior Fall Total Student Count	Current Fall Total Student Count	Prior Fall Low-Income Student Count	Current Fall Low-Income Student Count	Exclude?
		<input type="checkbox"/>	<input type="checkbox"/>	669	<input type="text"/>	369	<input type="text"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	385	<input type="text"/>	311	<input type="text"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	514	<input type="text"/>	469	<input type="text"/>	<input type="checkbox"/>

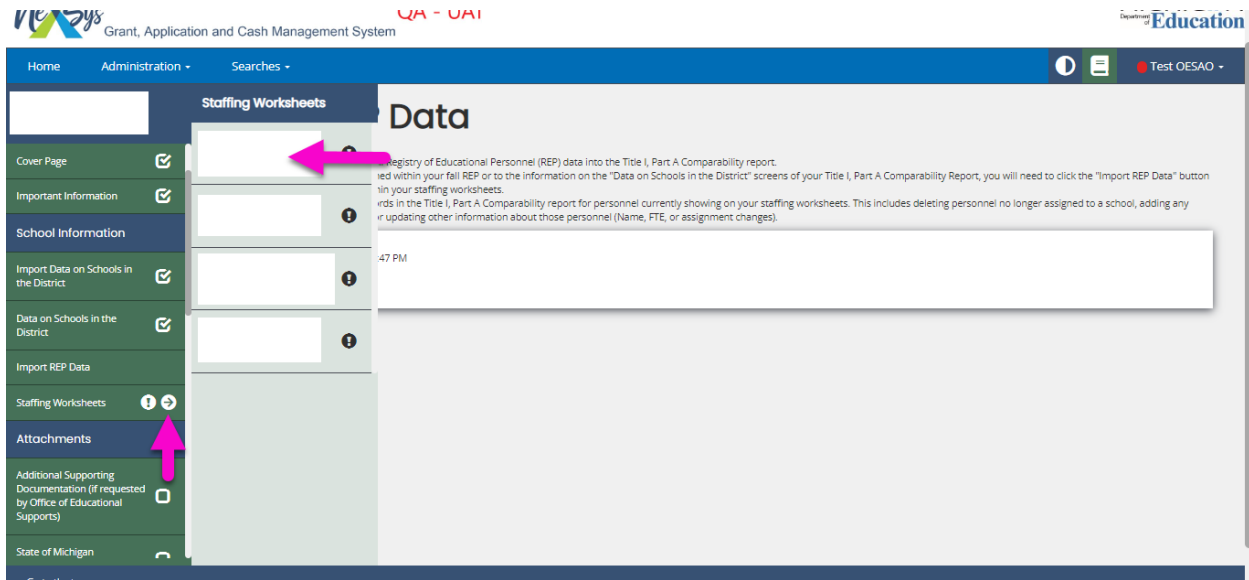
As the instructions on this screen indicate, LEAs have the option of choosing “Small School” or “Excluding” a building based on student count numbers. For more information, please see the directions on the screen or in the [Title I, Part A Comparability FAQ](#).

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The next screen to visit in the School Information section is Import REP Data. Simply click on the “Import REP Data” button. The import process could take several minutes, so please only click once. You will know that the data was imported by the date and time stamp that appears. Each time the REP report is altered, this process must be redone.



After the REP data has been imported, the School Staffing Worksheets should appear. To access each, you will need to click on the circle/arrow icon and click on each school that appears. Note that schools may have multiple pages due to the number of staff at each building.



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For each Staffing Worksheet, follow the directions on the screen and save.

## Comparability Analysis Section

Check the far-right column in the chart on this page to see if schools are comparable. If the schools are comparable, you will see a “yes” in this column. If all “yes” answers appear, you are ready to submit, and no additional work or attachments are needed. Please move to the “Report Submission” directions.



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If any schools are not comparable, there are multiple ways to try to meet comparability:

1. Verify that the REP data and staffing worksheets are correct. Make any corrections needed in the staffing worksheets and resave.
2. Utilize the optional exclusions drop downs at the top of this page. (English Learner staff, Special Education Program Staff, and Other Excludable Program Staff (i.e. 31a).

**Analysis**

23,774 All Title I, Part A schools listed below must have a Student/Instructional Staff Ratio below this value.

NexSys will indicate if each school is comparable in the table below, review the results to verify if all of the Title I, Part A Schools have met comparability.  
If any school is not comparable, adjust optional exclusions and/or enter in values in the State and Locally Funded FTE Adjustments column, then save the screen to update calculated values.

Exclude English Learner Program Staff?

Exclude Special Education Program Staff?

Exclude Other Excludable Program Staff?

Agreement Number	School	Title I School?	Total Student Count	Balance of Non-Federally Funded Staff FTE	EL Program FTE	Special Education Program FTE	Other Excludable Program FTE	State and Locally Funded FTE Adjustments	Balance of FTE for Comparability	Student/ Instructional Staff Ratio	Co by
		<input type="checkbox"/>	670	50,000	3,000	3,000	3,000		31,000	21.613	
		<input checked="" type="checkbox"/>	365	10,360	0,000	0,000	3,550	10,000	16,810	21.713	
		<input checked="" type="checkbox"/>	515	20,800	0,000	0,000	0,000	5,000	25,800	19.961	
<b>Total for Non-Title I Schools</b>			670	50,000	3,000	3,000	3,000	-10,000	31,000	21.613	

If entering in any adjustments, please click the assurance below and fill out the text box to describe the specific actions that will be taken.

3. Use the State and Locally Funded FTE Adjustments column to meet comparability. Please note that any adjustments in staffing made must be further explained in the box at the bottom of this page. All staffing adjustments must be made by the end of January in the same year that comparability is not achieved.

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No
New Note | Print | 3

Agreement Number	School	Title I School?	Total Student Count	Balance of Non-Federally Funded Staff FTE	EL Program FTE	Special Education Program FTE	Other Excludable Program FTE	State and Locally Funded FTE Adjustments	Balance of FTE for Comparability	Student/ Instructional Staff Ratio	Cor by
		<input type="checkbox"/>	670	50.000	3.000	3.000	3.000	<input type="text"/>	31.000	21.613	
		<input checked="" type="checkbox"/>	365	10.360	0.000	0.000	3.550	<input type="text" value="10.000"/>	16.810	21.713	
		<input checked="" type="checkbox"/>	515	20.800	0.000	0.000	0.000	<input type="text" value="5.000"/>	25.800	19.961	
<b>Total for Non-Title I Schools</b>			670	50.000	3.000	3.000	3.000	<input type="text" value="-10.000"/>	31.000	21.613	

If entering in any adjustments, please click the assurance below and fill out the text box to describe the specific actions that will be taken.

**Assurance:**

By checking this box, I, Erin Porteous, assure that the actions described below will be taken by January 31st of the current school year to ensure that each of the schools listed above meets the Title I, Part A comparability requirements. The described actions fully support and explain any state and locally funded FTE adjustments entered into the table above.

**Actions:**

Describe the specific action or actions that will be taken to meet comparability requirements or the rationale supporting the need for the staffing adjustments identified in the table above. Be specific including names of staff being changed (if known), their specific role, the specific building(s) impacted, the specific FTE amount being adjusted, and the breakdown of how that FTE will be funded. If additional room is needed please attach additional supporting documentation.

We will be adding 10 FTEs to X School and 5 FTEs to Y School for the second semester to bring the non-comparable schools into comparability.

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Add FTE to each non-comparable building and provide a detailed explanation.

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If a district has all Title I, Part A schools within a grade span, you will have the option to choose to compare schools by Grade Span Average or Poverty Concentration at the top of this page. You may choose either one of these to try to meet comparability.

## Title I, Part A School Analysis

**Instructions:**

Choose the comparability criteria to be used for this group from the options below:

- Method One: Grade Span Average** - compare an individual school to a range which is between 90%-110% of the value for all schools in the group.

**13.41** Highest permitted Student/Instructional Staff ratio

**10.97** Lowest permitted Student/Instructional Staff ratio

- Method Two: Compare Based on Poverty Concentration** - compare individual high-poverty schools to 110% of the value for the low-poverty group.

**13.89** All High-poverty schools must be below this value

For method two please click the check boxes to indicate the schools that will form the low-poverty comparison group, beginning with the school with the lowest percent low-income. Not more than one-half of the Title I, Part A schools can be selected for the comparison group.

NexSys will indicate if each school is comparable in the table below, review the results to verify if all of the Title I, Part A schools have met comparability.  
If using method two, schools in the comparison group do not need to meet comparability.  
If any school is not comparable, adjust optional exclusions and/or enter in values in the State and Locally Funded FTE Adjustments column, then save the screen to update calculated values.

If you have further questions about meeting comparability, please contact your regional consultant.

### Attachments

This section may be used if a district needs to attach any documents to further explain their plan to adjust staffing in order to meet comparability.

### Report Submission

To submit the completed report, choose "Submit Report" under the Status Option menu