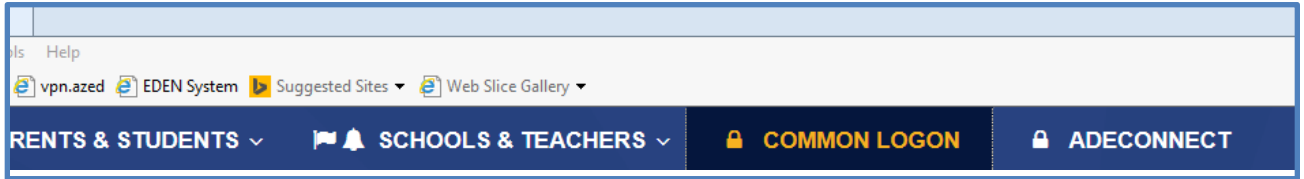
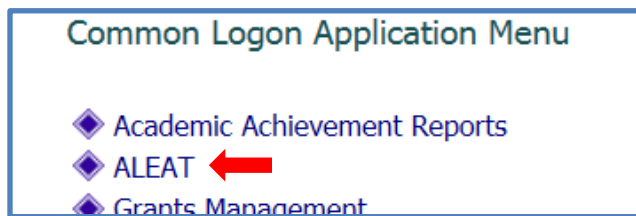


# Comparability Instructions: ALEAT

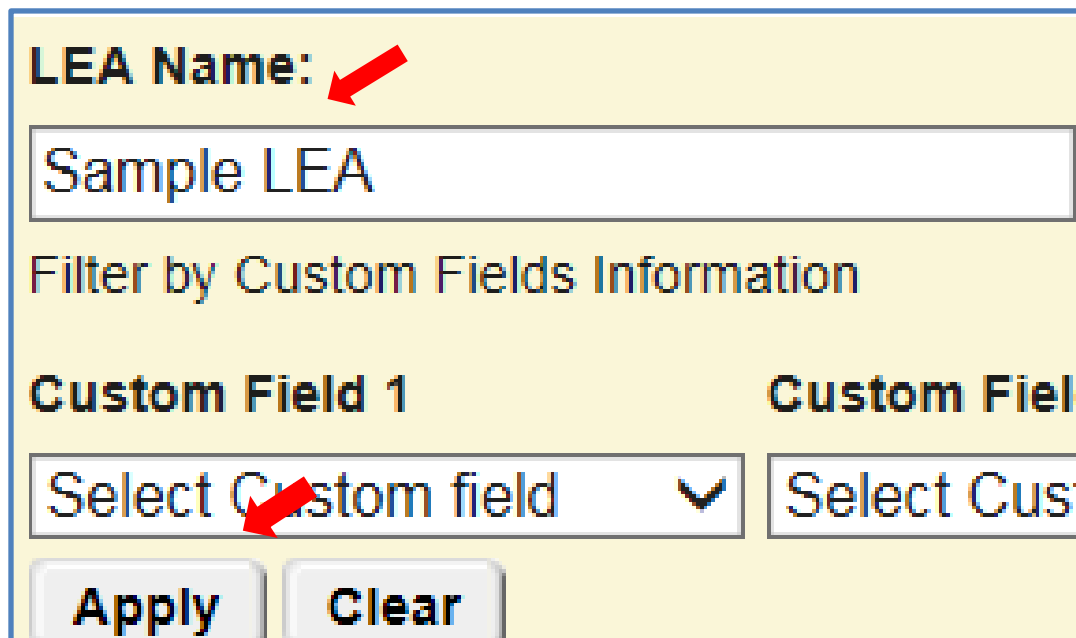
1. Log into Common Logon



2. Choose ALEAT

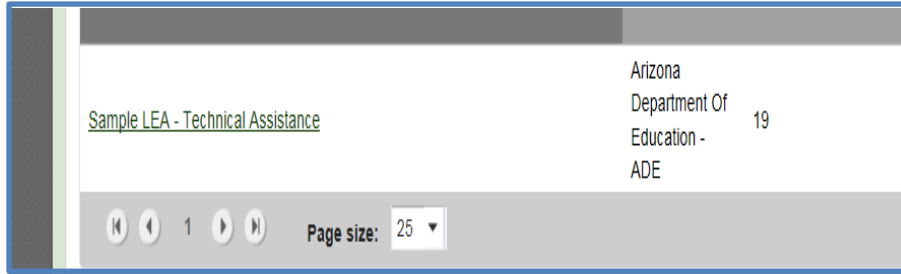


3. Type in Name of your LEA, hit **Apply**

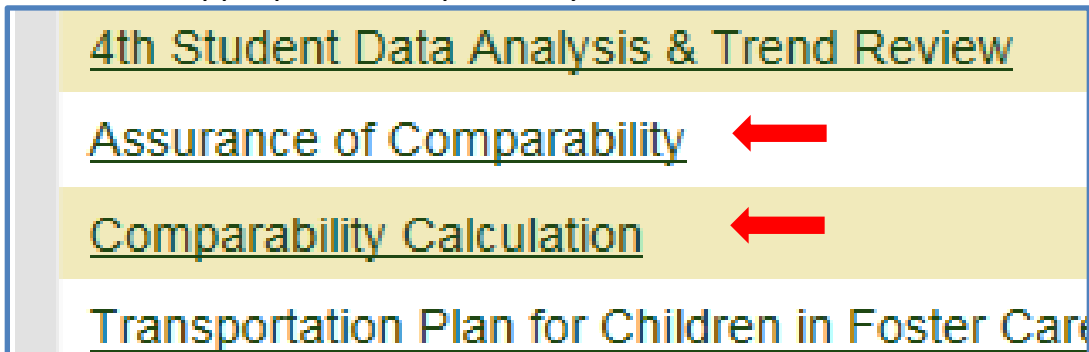
A screenshot of a form titled 'LEA Name:'. The form has a yellow background. At the top, the text 'LEA Name:' is followed by a red arrow pointing to a text input field containing 'Sample LEA'. Below this is the text 'Filter by Custom Fields Information'. Underneath are two dropdown menus labeled 'Custom Field 1' and 'Custom Field 2'. The 'Custom Field 1' dropdown is currently set to 'Select Custom field' and has a red arrow pointing to it. At the bottom of the form are two buttons: 'Apply' and 'Clear'.

# Comparability Instructions: ALEAT

4. Click on name of LEA



5. Click on the appropriate Comparability Instrument



## **\*Which instrument do you click on?**

1. ALEAT will automatically assign the correct instrument to your LEA based on the name of your LEA if it begins with A-L or M-Z.
2. You can also refer to the flow chart titled: Comparability: What to Report to ADE and When

# Comparability Instructions: ALEAT

## Assurance of Comparability:

1. Make sure you are assigned to the instrument as either a submitter or a reviewer. If you are not, click the **Edit** button and add your name. **\*\*LEA staff are submitters and ADE staff are reviewers.**

<b>Team Leader:</b> <a href="#">Edit</a> Not Assigned	<b>Submitters</b> <a href="#">Edit</a> Not Assigned	<b>Reviewers:</b> <a href="#">Edit</a> Not Assigned
--	--	--

2. Click on the PLUS (+) sign to open the instrument.

A screenshot of a software interface with three tabs: 'Items (1)', 'Documents (0)', and 'Status History (1)'. Below the tabs, a plus sign icon is circled in red. Below the icon, a yellow box contains the text 'CATEGORY: Comparability'.



3. Click on the **Assurance of Comparability** Item

A screenshot of the software interface showing a yellow box with 'CATEGORY: Comparability'. Below it, another yellow box contains 'ITEM: Assurance of Comparability'. A red arrow points to the 'ITEM' box.

4. Click on the **Resources** Tab to obtain a template of the Assurance.

A screenshot of the software interface showing five tabs: 'Required Evidence (1)', 'All Documents (0)', 'Resources (2)', 'Legal Citations (0)', and 'Status History (2)'. The 'Resources (2)' tab is circled in red.

5. Click on the **Download** to open the document

 <a href="#">Download</a>	237.12 KB	Arizona Comparability Handbook
 <a href="#">Download</a>	19.86 KB	Assurance of Comparability

# Comparability Instructions: ALEAT

## 6. Fill out section 1 with LEA information

Name of LEA	
CTDS Number	
Contact Name, Title	
Contact Phone Number	
Contact Email Address	
Mailing Address	

## 7. Choose the correct category of schools for your LEA. Enter the name of the school, The grade span, and student count as of 40<sup>th</sup> day. Total the number across the rows and down the columns. Right click on **Insert new lines here** to add more lines to any category.

	School Name	Grade Span	Elementary Student Count	Middle School or Jr. High Student Count	High School Student Count	Total
	<i>Insert new lines here</i>					
	Alpha School	K-6	450			450
	Beta School	K-8	500	275		775
<b>Totals</b>			<b>950</b>	<b>275</b>		<b>1,225</b>

## 8. Place an **X** next to the statements that best fits your LEA and choose the method you used to calculate comparability.

<input type="checkbox"/>	Single Site LEA
<input type="checkbox"/>	One School Per Grade Span
<input checked="" type="checkbox"/>	None of the Above
<input type="checkbox"/>	Student/Staff ratio – All Title I Schools
<input checked="" type="checkbox"/>	Student/Staff ratio – Title I & Non-Title I Schools
<input type="checkbox"/>	Large/Small Schools – All Title I Schools
<input type="checkbox"/>	Large/Small Schools – Title I & Non-Title I Schools
<input type="checkbox"/>	Per Pupil Spending – All Title I Schools
<input type="checkbox"/>	Per Pupil Spending – Title I & Non-Title I Schools
<input type="checkbox"/>	Hi/Low Poverty – All Title I Schools

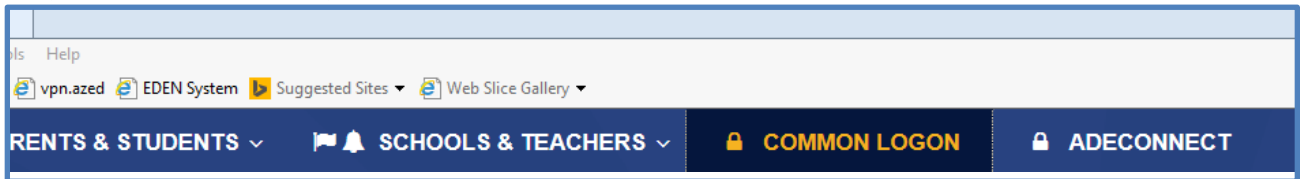
## 9. Fill out Attestation and sign with a live signature. Click on the **Respond** button under the **Required Evidence** tab to upload document into ALEAT. You only need to upload pages 2 & 3. Page 1 is just instructions.

# Comparability Instructions: ALEAT

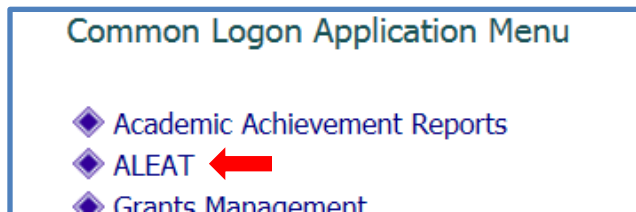


## Comparability Calculation:

1. Log into Common Logon



2. Choose ALEAT



3. Type in Name of your LEA, hit **Apply**

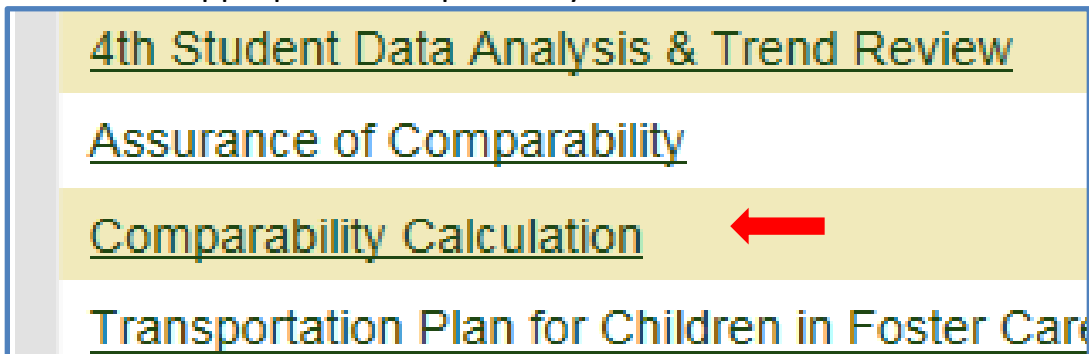
A screenshot of a form titled "LEA Name:". It contains a text input field with "Sample LEA". Below this is a section "Filter by Custom Fields Information" with two dropdown menus labeled "Custom Field 1" and "Custom Field 2". Both dropdowns show "Select Custom field". At the bottom are "Apply" and "Clear" buttons. Red arrows point to the "LEA Name:" label and the "Select Custom field" dropdown.

# Comparability Instructions: ALEAT

4. Click on name of LEA



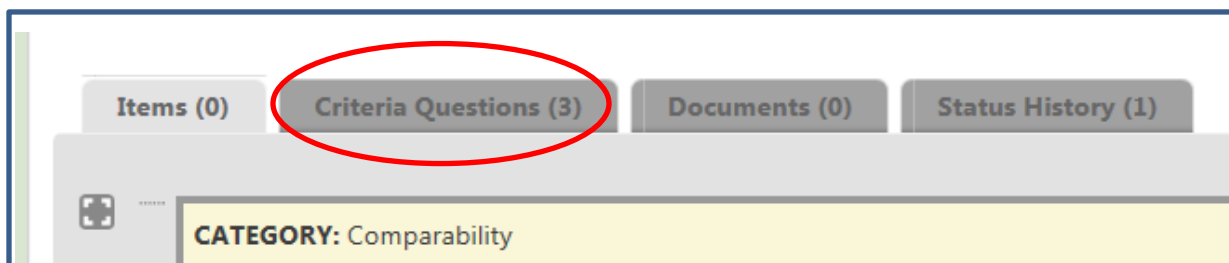
5. Click on the appropriate Comparability Instrument



## **\*Which instrument do you click on?**

1. ALEAT will automatically assign the correct instrument to your LEA based on the name of your LEA if it begins with A-L or M-Z.
2. You can also refer to the flow chart titled: Comparability: What to Report to ADE and When

6. Click on the **Criteria Questions** tab



# Comparability Instructions: ALEAT

7. Answer the three criteria based on your type of LEA. The default answer is NONE. You must answer all three questions with either a YES or NO. You will answer only one question with a YES and the other two will be NO. The radio button you need to select is to the left of the word. Please note that due to formatting issues, the word NONE is on the next line but the radio button for NONE is above on the previous line.

Questions	Response
Are you a single site LEA?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None
Does your LEA have more than one school site BUT only ONE school site PER GRADE SPAN with NO OVERLAPPING GRADES? Example: (K-6),(7-8), (9-12)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None
Does your LEA have two or more school sites AND do any of them serve the same grade span of at least two or more grade level? (Ex: K-6, K-8 or 7-12, 9-12)	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> None

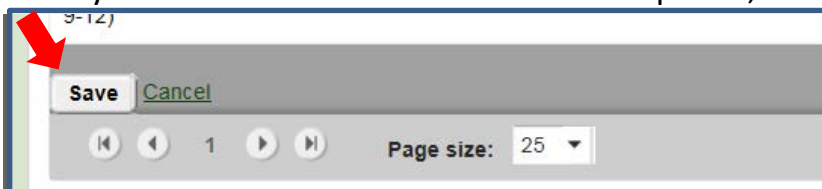
Response
<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None None
<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None None
<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> None None

This one is marked **NONE**

This one is marked **YES**

This one is marked **NO**

8. Once you have selected the correct YES response, click on the **SAVE** button



9-12)

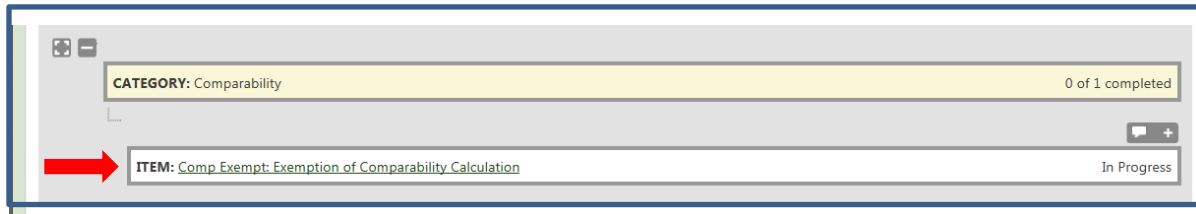
Save Cancel

Page size: 25

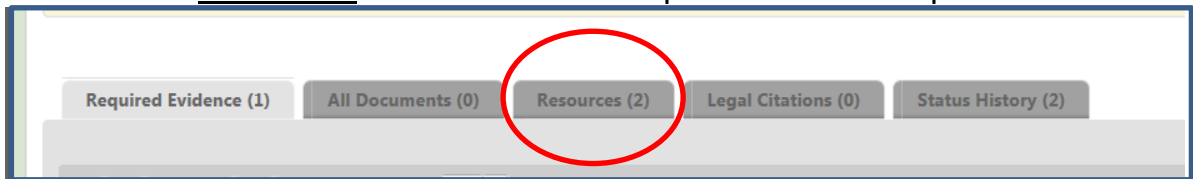
If you marked yes for either question 1 or 2, your LEA is exempt from the doing the comparability calculation, **ONLY**. All other requirements must still be met and ALEAT will take you to the appropriate document to be filled out and submitted.

# Comparability Instructions: ALEAT

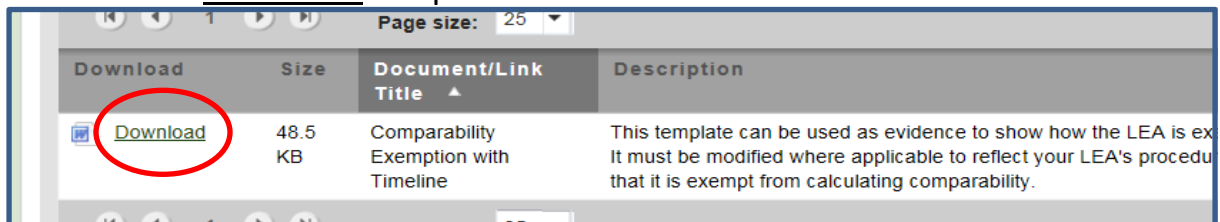
9. Click on the **Comp Exempt: Exemption of Comparability Calculation** Item



10. Click on the **Resources** Tab to obtain a template of the Exemption Form

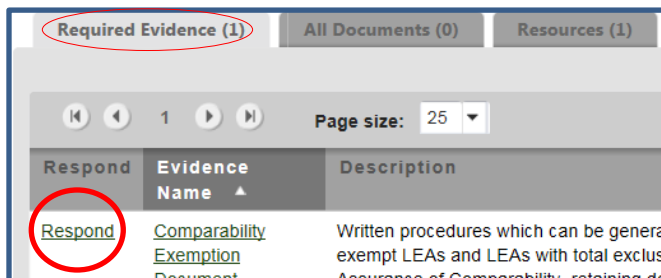


11. Click on the **Download** to open the document



12. Copy and Paste the template onto LEA letterhead. Choose the correct exemption for your LEA. For all the highlighted sections, please change these responses to best fit your LEA. Please read the directions on the second page so you know how to apply the timeline specifically to your LEA. **Follow all directions.**

13. Click on the **Respond** button under the **Required Evidence** tab to upload document into ALEAT.

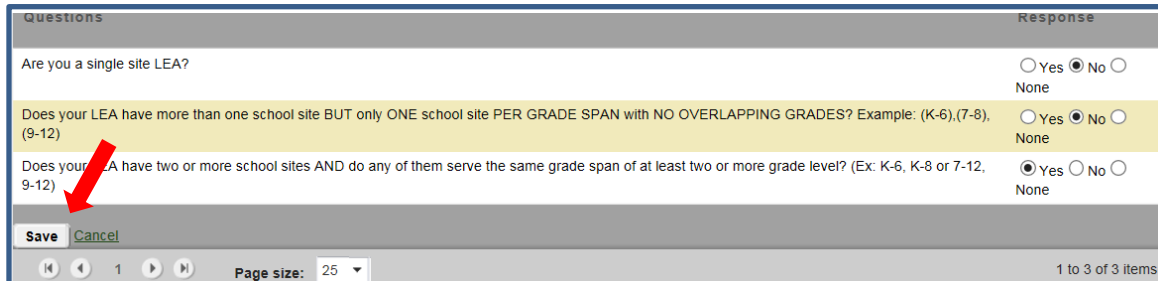




# Comparability Instructions: ALEAT

## Comparability Calculation:

1. If you answered YES to the third criteria question, your LEA must calculate comparability. Reporting your findings is only required every other year. Please see the flow chart titled: Comparability: What to Report to ADE and When. Hit **SAVE** to move to the next screen.

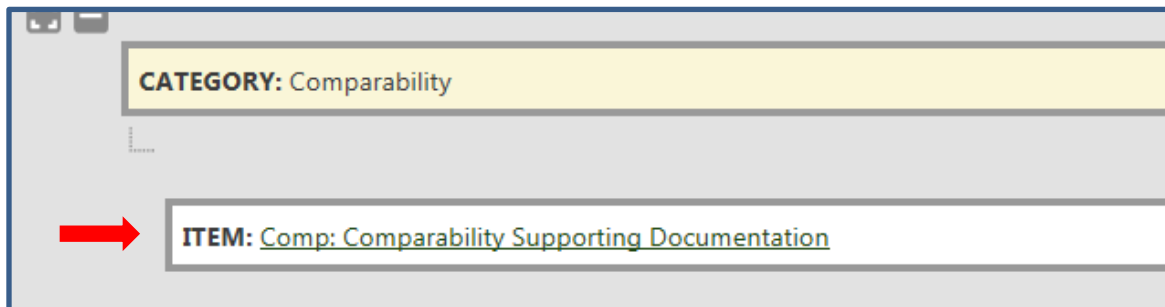


Questions	Response
Are you a single site LEA?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> None
Does your LEA have more than one school site BUT only ONE school site PER GRADE SPAN with NO OVERLAPPING GRADES? Example: (K-6),(7-8), (9-12)	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> None
Does your LEA have two or more school sites AND do any of them serve the same grade span of at least two or more grade level? (Ex: K-6, K-8 or 7-12, 9-12)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None

Save Cancel

Page size: 25 1 to 3 of 3 items

2. To open the item, click on the **Comp: Comparability Supporting Documentation** link



CATEGORY: Comparability

ITEM: [Comp: Comparability Supporting Documentation](#)

3. An LEA must submit certain items to satisfy the requirement for Comparability:
  - a. Comparability Policies and Procedures (which includes a timeline)
  - b. The comparability calculation
  - c. Appropriate Supporting documentation for all data represented in the calculation. examples are:
    - i. 40<sup>th</sup> day enrollment
    - ii. Staffing lists for each school
    - iii. State and local budgets for current year
    - iv. Free and/or reduced percentages
  - d. If needed, Reallocation of resources documentation to show compliant

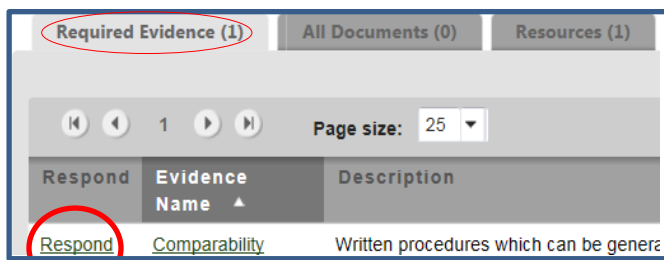


# Comparability Instructions: ALEAT

- All methods are listed by tabs in order of preference, however an LEA can use any method it so chooses. Once the LEA is comparable, no other methods need to be calculated.

COMPARABLE USE OF STATE & LOCAL FUNDS AT TITLE I SCHOOLS BY STUDENT TO STAFF RATIO							
STUDENT / STAFF RATIO							
School Name	Grade Span	Student Enrollment	SDER Staff	Funded Staff (SPED, ELL, etc.)	40th Day FTE	Instructional Staff Ratio	Comparable
Alpha	K-6	989	49.55	1	48.55	20.77	YES
Beta	K-8	658	36.1	1.5	34.6	19.02	YES
Gamma	K-6	801	37.8	1.5	36.3	22.07	YES
Delta	K-8	951	42.4	0	42.4	22.43	YES
Epsilon	K-6	478	25.3	2	23.3	20.52	YES
<b>Totals</b>		3877			185.15		
AVG Student/Staff Ratio						20.94	
90% Ratio						18.85	
110% Ratio						23.03	

- Click on the **Respond** button under the **Required Evidence** tab to upload spreadsheet and supporting documentation into ALEAT.



\*If all methods are exhausted and an LEA is still not comparable, the LEA must reallocate resources. Contact your Title I Specialist or Stephanie Washington for further instructions.