

**Please submit to:**  
Nicole Clark  
Special Education & Title Services  
Kansas State Department of Education  
Landon State Office Building  
900 SW Jackson St., Suite 620  
Topeka, KS 66612  
Email: [nclark@ksde.org](mailto:nclark@ksde.org)  
**Due October 16, 2023**

## TITLE I COMPARABILITY REPORT FY 2024 - KSDE – Special Education & Title Services

Title I of the Elementary and Secondary Education Act (ESEA) authorizes federal financial assistance to local educational agencies to meet the needs of disadvantaged children. The intent of the legislation is that Title I funds should *supplement*, rather than *supplant*, funds from state and local sources. Stated in another way, all schools on each level (elementary, junior high/middle school, senior high) in a district should receive comparable services without taking into account Title I funds that may be allocated. This ensures that all children are receiving essentially the same per-pupil expenditure from state and local sources. Title I funds are to have the effect of providing extra assistance for disadvantaged children. This provision is also applicable to pupil/instructional staff ratio.

### INSTRUCTIONS

Please read these instructions *carefully* before completing the comparability report. **Complete only the page(s) required for your school district as indicated below. Do not include buildings of less than 100 enrollment. Data must be provided only at the level(s) in which the Title I program is operated. A separate page of the form should be completed for each level (elementary, junior high/middle school, senior high).**

Check the category which applies to your district:

- 1. **Districts with only one building per level and/or all buildings are less than 100 enrollment.**
  - (a) These districts are not required to complete comparability calculations.
  - (b) Check this box, sign and complete information at bottom of this page, and return page 1 to Kansas State Department of Education.
  
- 2. **Districts with more than one building per level.**
  - (a) All buildings at a level are eligible for Title I and are being served.
    - 1. Complete page 2 of this form.
    - 2. If applicable to more than one level, complete an additional page 2 for each applicable level.
    - 3. Sign and complete information at bottom of page 1, and return pages 1 and 2 to KSDE.
  - (b) All buildings at a level are eligible for Title I, but only some are being served.
    - 1. Complete page 3 of this form.
    - 2. If applicable to more than one level, complete an additional page 3 for each level.
    - 3. Eligible buildings not being served are considered non-Title I.
    - 4. Sign and complete information at bottom of page 1, and return pages 1 and 3 to KSDE.
  - (c) Some buildings at a level are eligible and some are not eligible for Title I service.
    - 1. Complete page 3 of this form.
    - 2. If applicable to more than one level, complete an additional page 3 for each level.
    - 3. Sign and complete information at bottom of page 1, and return pages 1 and 3 to KSDE.

All supporting documentation used to complete these forms must be maintained for possible review by appropriate state and federal agencies. September 20, 2023 data shall be used as the official date for completion of this form.

USD No. \_\_\_\_\_ USD Name \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Official

***An Equal Employment/Educational Opportunity Agency***

*The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201*

**USE THIS PAGE ONLY IF ALL SCHOOLS AT A LEVEL ARE ELIGIBLE AND  
ARE BEING SERVED BY TITLE I.**

THIS FORM IS FOR:  ELEMENTARY LEVEL  MIDDLE LEVEL  JR. HIGH LEVEL  SR. HIGH LEVEL

**FTE (Full-Time Equivalency) STAFF** - Count *only* teachers and other personnel assigned to schools who provide direct instructional services such as music, art, and physical education teachers, guidance counselors, speech therapists, and librarians, as well as other personnel who provide services that support instruction such as school social workers and psychologists. You may exclude State and local funded ESOL teachers and State and local funded special education teachers. You must exclude all paraprofessionals and any staff paid with federal or private funds.

PTR - pupil/teacher ratio.

DO NOT INCLUDE SCHOOLS OF LESS THAN 100 ENROLLMENT.

LIST ALL SCHOOLS IN GRADE SPAN. ALL DATA SHOULD BE AS OF SEPTEMBER 20, 2023. (1)	ACTUAL GRADE SPAN (2)	PUPILS ENROLLED (3)	FTE STAFF (4)	COLUMN (3) ÷ COLUMN (4) (5) (PTR)
TOTALS FOR SCHOOLS IN THIS GRADE SPAN <b>Note:</b> If more than one sheet is required for each grade span, use another copy of this form and repeat the average school data.		(3) (A) TOTAL	(4) (A) TOTAL	(5) (A) (3) (A) ÷ (4) (A)
			Enter 90% of Box (5)(A)	(5) (B)
			Enter 110% of Box (5)(A)	(5)(C)

TO BE COMPARABLE, THE PUPIL/TEACHER RATIO (PTR) FOR EACH TITLE I SCHOOL MUST BE BETWEEN THE FIGURE IN (5)(B) AND THE FIGURE IN (5)(C).

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USE THIS PAGE ONLY IF SOME SCHOOLS AT A LEVEL ARE BEING SERVED  
AND SOME ARE NOT BEING SERVED BY TITLE I.

THIS FORM IS FOR:  ELEMENTARY LEVEL  MIDDLE LEVEL  JR. HIGH LEVEL  SR. HIGH LEVEL

**FTE (Full-Time Equivalency) STAFF** - Count *only* teachers and other personnel assigned to schools who provide direct instructional services such as music, art, and physical education teachers, guidance counselors, speech therapists, and librarians, as well as other personnel who provide services that support instruction such as school social workers and psychologists. You may exclude State and local funded ESOL teachers and State and local funded special education teachers. You must exclude all paraprofessionals and any staff paid with federal or private funds.

DO NOT INCLUDE SCHOOLS OF LESS THAN 100 ENROLLMENT.

LIST ALL SCHOOLS IN GRADE SPAN. ALL DATA SHOULD BE AS OF SEPTEMBER 20, 2023. (1)	ACTUAL GRADE SPAN (2)	PUPILS ENROLLED (3)	FTE STAFF (4)	COLUMN (3) ÷ COLUMN (4) (5)
(a) Schools served with Title I funds				
(b) Schools that are not eligible for Title I or are eligible but are not being served by Title I				
AVERAGES FOR NON-TITLE I SCHOOLS IN THIS GRADE SPAN ((b) above)		Average	Average	(5) (A)
			Enter here 110% of Box (5) (A)	(5) (B)

Note: If more than one sheet is required for each grade span, use another copy of this form and repeat the average school data.

TO BE COMPARABLE EACH TITLE I SCHOOL MUST BE EQUAL TO OR LESS THAN THE FIGURE IN (5)(B).

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