



## State of New Jersey

DEPARTMENT OF EDUCATION

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August 31, 2011

TO: Chief School Administrator  
Charter School Lead Person

FROM: Karen Campbell, Interim Director  
Office of Title I

SUBJECT: Title I Comparability of Services Report Available

### **2011-2012 Comparability Report Data Submission**

The Elementary and Secondary Education Act (ESEA) requires that districts receiving Title I funds must provide services in their Title I schools that, taken as a whole, are at least comparable to services in schools that are not receiving Title I funds. Districts must conduct Comparability of Services calculations annually using current data and submit a Comparability of Services report to the New Jersey Department of Education (NJDOE).

It is the responsibility of the NJDOE to ensure that each district meets the Comparability of Services requirement so that the district may receive Title I funds. Therefore, the NJDOE must collect a Comparability of Services report annually to verify that all districts have conducted the calculations and have met the federal requirement.

Please be advised that the 2011-2012 Comparability of Services report is now available in the Electronic Web-Enabled Grant (EWEG) system. The due date for the 2011-2012 Comparability Report is Friday, December 2, 2011. Districts may access the EWEG system through the New Jersey Homeroom Page at <http://homeroom.state.nj.us/>. Directions for entering the data are available within the Comparability Report through the Instructions link on the Overview tab.

The NJDOE has developed a worksheet that districts may use to enter the data for the Comparability Report. By using this worksheet prior to the December 2, 2011 due date, districts may avoid any mid-year staff reassignments in schools that are not comparable. The NJDOE encourages districts to use the worksheet in the EWEG system now as a proactive measure to address any staffing reassignments early in the school year.

Districts will not be able to submit the 2011-2012 Comparability Report prior to Monday, October 31, 2011. Districts are responsible for using the student enrollment and staffing information entered into the report to reflect the final October 15, 2011 counts. Please note that all student and staffing information must be updated before the December 2, 2011 deadline for

submission of the 2011-2012 Comparability Report. The NJDOE will randomly sample districts for monitoring and data verification in the spring of 2012.

If a district does not meet the Comparability of Services requirement in the EWEG system, NJDOE staff will contact the district and work with the district to conduct further calculations. If the district still does not meet the Comparability of Services requirement, the district must develop and implement a corrective action plan that will bring the district into compliance with this requirement at the beginning of January 2012.

General questions concerning the Comparability of Services requirement should be directed to Anthony Hearn at [anthony.hearn@doe.state.nj.us](mailto:anthony.hearn@doe.state.nj.us). Questions specific to grade span grouping should be directed to the EWEG Help Desk at [eweghelp@doe.state.nj.us](mailto:eweghelp@doe.state.nj.us).

KLC\S:\Comparability\2011-2012\CSA Memo 2011-2012.doc

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