

# 2010-2011 Online Comparability Report Instructions



## 2010-2011 Online Comparability Report Instructions

### GETTING STARTED

Access and Log into the online comparability report at  
<https://app1.fldoe.org/bsa/TitleIComparability/>.

Enter your Local Educational Agency (LEA) name as the User Name. For the initial log in, the password is the word “district” combined with the LEA number. For example, Alachua would enter their district name (Alachua) as the user name and enter the password as **District01**.

After logging in, you will be prompted to **change your password**. Notice at the top that you can always access the **main menu** from any page in the report.

## 2010-2011 Online Comparability Report Instructions

### GETTING STARTED

After changing your password, you will be prompted to enter your contact information. Select the link **Contact Information** to enter information for both the **Data Entry Person** and the **Title I Coordinator**.

After entering the contact information, **press Submit**. Once you have saved successfully, select **Return to the Main Menu** to continue. After completing each section of the report, this information will always appear, letting you know that submission was successful. You must return to the main menu each time to complete the remaining sections of the report.

## 2010-2011 Online Comparability Report Instructions

### GETTING STARTED

#### Comparability Option Selection

Next, you will click Select Options.

Select the option the Local Educational Agency (LEA) will use to determine comparability. Four options are available. Please review each option as requirements for some have changed.

- Not Applicable;
- Assurances;
- Pupil-Teacher Ratio, and
- Average Per Pupil Expenditures for Instructional Services

This screen also allows the LEA to indicate if a different methodology will be used for reporting comparability for charter schools and also requires the LEA to upload their **written comparability procedures**.

# 2010-2011 Online Comparability Report Instructions

## GETTING STARTED

### Charter Schools Reporting

An Local Educational Agency may choose to calculate comparability with one method for its traditional public schools but use a different comparability option for charter schools. If the Local Educational Agency will be utilizing this option, please check the box indicating that **Charter schools will be reported using a different methodology**.

When **Charter schools will be reported using a different methodology** is selected the following options will be available to address the comparability calculations for charter schools:

An LEA may select one of the Excel spreadsheets to enter charter schools data using either the Average Per Pupil Expenditures for Instructional Services or the Pupil Teacher Ratio option. If one of these is selected **Charter School** will appear on the LEA's main menu. Upon completion of the report the **Charter School Documentation** will be reflected under **Data Entry Complete** where by you may access the charter school information for your files.

### Charter Schools

If the LEA selected **Charter schools will be reported using a different methodology**, but chose not to use the Excel spreadsheets, the words **Charter Schools** will appear in the main menu but will not appear under the **Data Entry Complete** when report is complete. In this option charter schools will be generated based on the schools being identified on **Form A-2** or **Form A-3** as a charter school (radio button). Identified schools will appear as a subset in the regular report beneath the traditional public schools where as Title I charter schools will be compared to non-Title I charter schools within the same grade spans being served. The comparison will show under **View Calculations**.

### Written Comparability Procedures

Exercise caution when uploading the written compliance procedures. All written procedures must be submitted in one document. After hitting the "**Click here to view uploaded file**," avoid clicking on the back browser button because a "Web page has expired" message will appear.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION - NOT APPLICABLE (NA)

Please review the **Getting Started** section of this guidance for log in, password, completing contact information, and comparability option selection.

The Local Educational Agency may select **Not Applicable**, if it meets the exemption criteria specified in Section 1120A (c)(4), Public Law 107-110.

If you select **Not Applicable**, you should upload LEA's **written comparability procedures** and **save**. You will then be prompted to select the **Form C** link to upload your information. On **Form C**, for Local Educational Agencies using **Not Applicable**, please enter the **Date Certain** and **Certifying Official** information. This will now be included in the documents to print and mail to FDOE.

When you return to the Main Menu, you will see, **Data Entry Complete**. **To finish the process do the following**. At this point select **Print Documents to be Mailed to FDOE**. You can also print the entire report from here for your records. Once you have printed the information, please select **Submit Final Data to FDOE**.

## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION - NOT APPLICABLE (NA)**

To print the pages below, go to **File** → Print in your browser window. It is recommended that you set up your page to print landscape. Print, sign, and mail to the FDOE at:

**Bureau of Federal Educational Programs  
Office of Title I Programs  
325 West Gaines Street, Suite 352  
Tallahassee, Florida 32399-0400**

## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION - NOT APPLICABLE (NA)**

#### **Submit Data to FDOE**

Once the **Submit Final Data to FDOE** button is clicked, access to the online template will be closed to the district.

If your report was successfully submitted the following message will appear. The **Print Document to be Mailed to FDOE** allows you to print the Comparability Option Form and Form C for signatures and for your files.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION - ASSURANCES OPTION

Please review the **Getting Started** section of this guidance for log in, password, completing contact information, and comparability option selection.

An LEA's **Assurances** generally do not apply to Charter Schools. If you select the **Assurances Option** and charter schools are served in your district, you will then need to select **Charter Schools will be reported using a different methodology**. Charter schools data should be provided in one of the two spreadsheets provided for Pupil-Teacher Ratio Option or the Average Per Pupil Expenditures for Instructional Services.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION - ASSURANCES OPTION

If you select the **Assurances Option**, you should upload LEA's **written comparability procedures** and **save**. You will then be prompted to select the **Assurances** link to upload your information. The **Charter Schools** links will also appear for the charter schools data to be provided.

Uploaded documents can either be in PDF, word, or Excel formats. Local Educational Agencies must upload at a minimum the following documents:

1. the Local Educational Agency district-wide salary schedule
2. the Local Educational Agency staffing allocation plan
3. the Local Educational Agency instructional materials allocation plan

Up to five files may be uploaded or a total of 10MB. Local Educational Agencies should upload separate documents under the appropriate link; do not combine into one single document. The documents provided and the actual schools' staffing allocations are subject to review during the annual monitoring activities.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION - ASSURANCES OPTION

The following message will appear if files have been uploaded successfully.

#### Assurance

**The file 1 has been uploaded**

**The file 2 has been uploaded**

**The file 3 has been uploaded**

**If you have uploaded all of your files, return to the main menu**

**Click on Form C Data. Complete Form C then return to the main menu to Print for Your Records, sign, date, and mail Form C to DOE.**

If **Charter Schools** are being served and a different methodology was indicated, you will be prompted to select the **Charter Schools** link and choose either the **Average Per Pupil Expenditures for Instructional Services** or the **Pupil Teacher Ratio** Template to provide the data as appropriate.

#### Upload the Charter School File.

**Instructions:** Use the appropriate form as shown below to complete your comparability calculations. Remember that separate calculations must be performed for each grade span the LEA serves with Title I funds. Please insert rows as needed for additional entries.

Uploaded files must be MS Excel (.xls). Save one of the following spreadsheets to your hard drive. Input your data into this spreadsheet and then upload.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION - ASSURANCES OPTION

The file has been successfully uploaded if the following message appears.

The file 1 has been uploaded.  
Return to the main menu,  
Select the print option and sign, date and mail Form C to DOE.

Once you have uploaded your information, you will be prompted to access **Form C**.

On **Form C**, for Local Educational Agencies using the **Assurances Option**, please enter the **Date Certain** and **Certifying Official** information. This will now be included in the documents to print and mail to FDOE.

## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION - ASSURANCES OPTION**

When you return to the Main Menu, you will see, **Data Entry Complete**. **To finish the process do the following.** At this point select **Print Documents to be Mailed to FDOE**. You can also print the entire report to include **Charter School Documentation** from here for your records. Once you have printed the information, please select **Submit Final Data to FDOE**.

To print the pages below, go to **File** → Print in your browser window. It is recommended that you set up your page to print landscape. Print, sign, date and mail to the FDOE at:

**Bureau of Federal Educational Programs  
Office of Title I Programs  
325 West Gaines Street, Suite 352  
Tallahassee, Florida 32399-0400**

## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION - ASSURANCES OPTION**

After clicking the **Submit Final Data to DOE** and email will be sent to the Department of Education Title I office with today's date as a record of when you completed the report. Once you submit your information to FDOE the report will be closed to edits. Finally, select **Submit Final Data to FDOE**. You are now finished, but do not forget to **Log out!**

The following message indicates that your report was successfully submitted to FDOE.

Our records indicate that your report was last submitted on 10/6/2010 5:26:03 PM  
Print Documents to be Mailed to DOE

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTIONS PUPIL-TEACHER RATIO or AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES

Please review the **Getting Started** section of this guidance for log in, password, completing contact information, and comparability option selection.

If you select the **Pupil Teacher Ratio** or **Average Per Pupil Expenditures for Instructional Services** Option and indicated that a different methodology will be used for charter schools, then you will be prompted to select the **Charter Schools** link and choose the methodology to be used. You will also be required to upload the LEA's **written comparability procedures** before this page will save.

Once you access the **Charter Schools** link, you will be prompted to upload the comparability calculations for your charter schools. A sample template is provided for you in each of the grade spans.

#### **Upload the Charter School File.**

**Instructions:** Use the appropriate form below to complete your comparability calculations. Remember that separate calculations must be performed for each grade span the LEA serves with Title I funds. Please insert rows as needed for additional entries.

Uploaded files must be MS Excel (.xls) Save one of the following spread sheets to your hard drive. Input your data into this spread sheet and then upload.

The file has been successfully uploaded if the following message appears.

**The file 1 has been uploaded.  
Return to the main menu,  
Select the print option and sign, date, and mail Form C to DOE.**

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTIONS PUPIL-TEACHER RATIO or AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES

If the LEA selected **Charter schools will be reported using a different methodology**, but chose not to use the Excel spreadsheets, the words **Charter Schools** will appear in the main menu but will not appear under the **Data Entry Complete** when report is finished. A list of the charter schools will be generated based on the schools being identified on **Form A-2** or **Form A-3** as a charter school (radio button). Identified schools will appear as a subset in the regular report beneath the traditional public schools where as Title I charter schools will be compared to non-Title I charter schools within the same grade spans being served. The comparison will show under **View Calculations**.

Because you are completing either the **Pupil-Teacher Ratio** or **Average Per Pupil Expenditures for Instructional Services** Option, you will need to complete **Forms A** as shown in the example below. Select **Form A Grade Spans Served** to identify the grade spans in which the Local Educational Agency allocates Title I funds and to indicate if the Local Educational Agency will utilize the enrollment size range option.

Select the grade span(s) the Local Educational Agency serves with Title I funds. Only four grade span groupings are allowed:

- elementary,
- middle,
- high, and
- combination.

All special centers, such as centers for **students with disabilities** and the **Department of Juvenile Justice Centers** should be included in their appropriate grade span.

In addition, you need to indicate if you will be using **the enrollment size range** option. This option is only available if the smallest school in the large grade span grouping is at least twice the size of the smallest school in the small grade span grouping. When complete, **Save and Return to the Main Menu**.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTIONS PUPIL-TEACHER RATIO or AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES

Form A Grade Spans Served

Please indicate the grade span(s) the LEA serves with Title I funds.

Next select **Form A-1 Schools Served By Grade Span**.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTIONS PUPIL-TEACHER RATIO or AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES

Enter the number of Title I and non-Title I schools. Once completed, **Save** and **Return to the Main Menu**.

Form A-1 Schools Served By Grade Span

If not using the **enrollment size range option**, your screen will look like this:

NOTE: All Title I schools should be included in the count for each grade span. Include those schools marked as applicable (NA).

Grade Spans	Enrollment Size Range	Number Title I Schools	Number Non-Title I Schools
Elementary	NA		

Save

If using the **enrollment size range option**, your screen will look like this:

NOTE: All Title I schools should be included in the count for each grade span. Include those schools marked as not applicable (NA).

Grade Spans	Enrollment Size Range	Number Title I Schools	Number Non-Title I Schools
Elementary	Smaller: Larger:		
Combination	Smaller: Larger:		

Save

If using the **enrollment size range option** for some grade spans and not others, your screen will look like this:

NOTE: All Title I schools should be included in the count for each grade span. Include those schools marked as not applicable (NA).

Grade Spans	Enrollment Size Range	Number Title I Schools	Number Non-Title I Schools
Elementary	Smaller: Larger:		
Middle	NA		
Combination	Smaller: Larger:		

Save

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTIONS PUPIL-TEACHER RATIO or AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES

Remember that you can only use this option if the smallest school in the large grade span grouping is at least twice as large as the smallest school in the small grade span grouping. If not, you will receive an **error message**, as shown in the following screen.

#### Form A-1 Schools Served By Grade Span

For Elementary the low end of the range for the larger schools (50) must be at least twice the low end of the range for the smaller schools (50)

NOTE: All Title I schools should be included in the count for each grade span. Include those schools marked as not applicable (NA).

Grade Spans	Enrollment Size Range			Number Title I Schools	Number Non-Title I Schools
Elementary	Smaller:	50	200	1	0
	Larger:	50	1700	3	2
Middle	NA			1	1
High	Smaller:	50	200	1	1
	Larger:	201	1700	1	1
Combination	Smaller:	50	200	1	0
	Larger:	201	500	0	1

Save

Now, the enrollment size ranges meet the requirement that the smallest school in the large grade span grouping is twice the size of the smallest school in the small grade span grouping.

NOTE: All Title I schools should be included in the count for each grade span. Include those schools marked as not applicable (NA).

Grade Spans	Enrollment Size Range			Number Title I Schools	Number Non-Title I Schools
Elementary	Smaller:	50	200	1	0
	Larger:	500	1700	3	2
Middle	NA			1	1
High	Smaller:	50	200	1	1
	Larger:	201	1700	1	1
Combination	Smaller:	50	200	1	0
	Larger:	201	500	0	1

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION - PUPIL-TEACHER RATIO

Because you are completing the **Pupil-Teacher Ratio** Option, you will need to complete **Form A Grade Spans Served** and **Form A-1 Schools served by Grade Span** as described under the **Pupil-Teacher Ratio or Average Per Pupil Expenditures for Instructional Services** section of this guidance. Select to identify the grade spans in which the Local Educational Agency allocates Title I funds and to indicate if the Local Educational Agency will utilize the **enrollment size range option**.

If you are using **Pupil-Teacher Ratio Option**, select **Form A-2 School Data Pupil Teacher Ratio**.

School data entered on **Form A-2** should have been collected on the same date for all schools. [The data and the name of the person responsible for certifying school data will be recorded on **Form C**.] Below indicate which type of **Student FTE** will be used to show comparability. The school name/number and grade span data have been imported from the current MSID file. LEAs are to enter the remaining appropriately required data. Enter the **Student FTE** numbers and the **Staff FTE** number, which should include only the instructional staff paid with state and local funds and staff as defined in the current technical assistance paper. Consistently use the same categories of staff members in the ratios for both title I and non-title I schools. If a school is marked as **Not Applicable**, then select, from the drop-down menu, the reason it is chosen as **NA**.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION - PUPIL-TEACHER RATIO

LEAs may upload a data file in lieu of entering the required data for each school above by clicking on the **Upload a file** link; however, any Excel file must identically replicate the data columns found above. Any otherwise eligible **schools** that were **skipped** in your **2010-2011 Public School Eligibility Survey** (those coded “E”) must be included with your Title I schools. To add a **New School** that is in operation, but does not appear on the MSID-generated list, first indicate the number of new schools in the appropriate box(es) and then click on **Add Rows** as needed to accommodate the number of new schools and their data. If a school is marked as **NA**, then select, from the drop-down menu, the reason it is chosen as NA.

As you will note the radio buttons already implicate the Title I and non-Title I schools based on the data imported from the 2010-2011 Public School Eligibility Survey. These can not be changed. Using the radio buttons the LEA will need to identify if a school is a **Virtual** or **Charter** school. The next step is to enter the **student and instructional staff FTE**. Include only the instructional staff paid with state and local funds and as defined in the current technical assistance paper. You must consistently include the same categories of staff members in the ratios for both Title I and non-Title I schools.

**Otherwise eligible schools that were skipped in your 2010-2011 Public School Eligibility Survey (those coded “E”) must be included with your Title I schools.**

If using the **size range option**, please identify if each school is **smaller or larger**. Once you have completed all entries and hit **Save**, you can view the calculations, as shown above. You can also view calculations from the Main Menu.

## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION - PUPIL-TEACHER RATIO**

This is the **View Calculations** page. Notice that all Schools are comparable because the pupil-teacher ratio are within the comparability threshold for Title I schools, which is 110% of the average of non-Title I schools. From this page, you can also check to ensure that the correct numbers of Title I and non-Title I schools were entered.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION - PUPIL-TEACHER RATIO

Below in **View Calculations**, the screen shot reflects Title I charter schools and non-Title I charter schools as being comparable when compared to each other.

Form A-2 Charter Schools

#### Non-Title I

School	Actual Grade Span	Student FTE	Staff FTE	Student/Staff	
<b>Elementary</b>					
<b>Larger</b>					
Name of School					
Total (Number of Records)					
Comparability Threshold (110%)					%

<b>Smaller</b>					
Name of School					
Total (Number of Records)					
Comparability Threshold (110%)					%

#### Title I

School	Actual Grade Span	Student FTE	Staff FTE	Student/Staff	Comparable
<b>Elementary</b>					
<b>Larger</b>					
Name of School					Yes or No
Total (Number of Records)					
Comparability Threshold (110%)					%

<b>Elementary</b>					
<b>Smaller</b>					
Name of School					Yes or No
Total (Number of Records)					
Comparability Threshold (110%)					%

Once you have completed entering all data, select **Form C**. This will identify which Title I schools are not comparable.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION - PUPIL-TEACHER RATIO

Non-comparable schools are pre-populated in **Form C**. Identify the reason the school(s) is/are not comparable and what the LEA will be doing to make them comparable. Once finished entering the necessary information into **Form C**, **Save** and **Return to the Main Menu**.

Now you are ready to print the pages that must be mailed to FDOE. If a different methodology was used for charter schools and the Excel spreadsheets were used, a link to that data is provided under **Data Entry Complete**. You can also print the complete report for your records.

## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION - PUPIL-TEACHER RATIO**

To print the pages below, go to **File** → Print in you browser window. It is recommended that you set up your page to print **landscape**. Print, sign and date, and mail to the FDOE at:

**Bureau of Federal Educational Programs  
Office of Title I Programs  
325 West Gaines Street, Suite 352  
Tallahassee, Florida 32399-0400**

#### **Submit Data to FDOE**

Once the **Submit Final Data to FDOE** button is clicked, access to the online template will be closed to the district.

If your report was successfully submitted the following message will appear. The **Print Document to be Mailed to FDOE** allows you to print the Comparability Option Form and Form C for signatures and for your files.

Access for this report is closed.

Our records indicate that your report was last submitted on (date) (time).

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES

Please review the **Getting Started** section of this guidance for log in, password, completing contact information, and comparability option selection. The section covering **Pupil-Teacher Ratio or Average Per Pupil Expenditures for Instructional Services** of this guidance provides instructions regarding **Form A Grade Spans Served** and **Form A-1 Schools Served by Grade Span**.

If you selected the average per pupil expenditures for instructional services option, you will be prompted, after completing **Form A and Form A-1**, to select **Form A-3 School Data Average Per Pupil Expenditures for Instructional Services**.

School data entered on **Form A-3** should have been collected on the same date for all schools. [These data and the name of the person responsible for certifying school data will be recorded in **Form C**.] Indicate which type of **Student FTE** will be used to show comparability. The school name/number and grade span data have been imported from the current MSID file. LEAs are to enter the remaining appropriately required data.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES

LEAs may upload a data file in lieu of entering the required data for each school above by clicking on the **Upload a file** link; however, any Excel file must identically replicate the data columns found above. Any otherwise eligible **schools** that were **skipped** in your 2010-2011 Public School Eligibility Survey (those coded “E”) must be included with your Title I schools. To add a **New School** that is in operation, but does not appear on the MSID-generated list, first indicate the number of new schools in the appropriate box(es) and then click on **Add Rows** as needed to accommodate the number of new schools and their data. If a school is marked as **NA**, then select, from the drop-down menu, the reason it is chosen as **NA**. Using the radio buttons the LEA will need to identify if a school is a **Virtual** or **Charter** school.

Federal statutes allow the exclusion of

- 1) expenditures for state and local funds expended for language instruction educational programs;
- 2) excess state and local costs of providing services to children with disabilities as determined by the LEA, and
- 3) supplemental state or local funds expended in any school attendance area or school that meet the intent and purposes of Title I, Part A. [Section 1120A(A)(c)(5)(A)(B) and (d), PL 107-110]

#### **View Calculations – STOP!!!!!!!!!!!!!!**

This section cannot be viewed until data is entered on **Form A-4**. The following error message will appear if **Form-4** has not been completed as data is used to pre-populate the column with **Total State and Local Funds Allocated** to schools to determine their average per pupil amounts.

Data entry is not complete so calculations can not be made.

Proceed to **Form A-4**. **Form A-4** requires the LEA to provide state and local funds allocated for curriculum materials and instructional supplies, instructional staff and other funds budgeted to schools for instructional services. This data should be provided for each school within the grade spans being served with Title I funds.

## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES**

Upon completion of **Form A-4**, hit **Save** and return to the **Main Menu** to access **View Calculations**. The total for each school will pre-populate the **Total State and Local Funds Allocated** column on the **View Calculations** page.

Data entered on **Form A-4** may be seen in **View Calculations**.

## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES**

On the **View Calculations** screen any schools that are not comparable due to the per-pupil allocations falling below the comparability threshold for Title I schools, which is 90% of the average of non-Title I schools, a *No* will be indicated as school being not comparable.

## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES**

Once you have completed entering all data, select **Form C**. This will identify which Title I schools are not comparable.

## 2010-2011 Online Comparability Report Instructions

### COMPARABILITY OPTION AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES

Non-comparable schools are pre-populated in **Form C**. Identify the reason a school is not comparable and what the LEA will be doing to make it comparable. Once finished entering the necessary information into **Form C**, **Save** and **Return to the Main Menu**.

Now you are ready to print the pages that must be mailed to FDOE. If a different methodology was used for charter schools, a link to that data is provided under **Data Entry Complete** if you used the Excel spreadsheet. If you did not charter school data will print out as a subset with the regular report. You can also print the complete report for your records.

## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES**

To print the pages below, go to **File** → Print in you browser window. It is recommended that you set up your page to print **landscape**. Print, sign and date, and mail to the FDOE at:

**Bureau of Federal Educational Programs  
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## **2010-2011 Online Comparability Report Instructions**

### **COMPARABILITY OPTION AVERAGE PER PUPIL EXPENDITURES FOR INSTRUCTIONAL SERVICES**

Finally, select **Submit Final Data to the Florida Department of Education (FDOE)**. You are now finished, but do not forget to **Log out!**

Once the final submit button is clicked, access to the online template will be closed to the district.

You will receive the following message when your report is successfully submitted.

Access for this report is closed.

Our records indicate that your report was last submitted on 10/21/2010 4:35:06 PM

Print Documents to be Mailed to DOE

If you need assistance contact Jessie Simmons, [Jessie.Simmons@fldoe.org](mailto:Jessie.Simmons@fldoe.org).