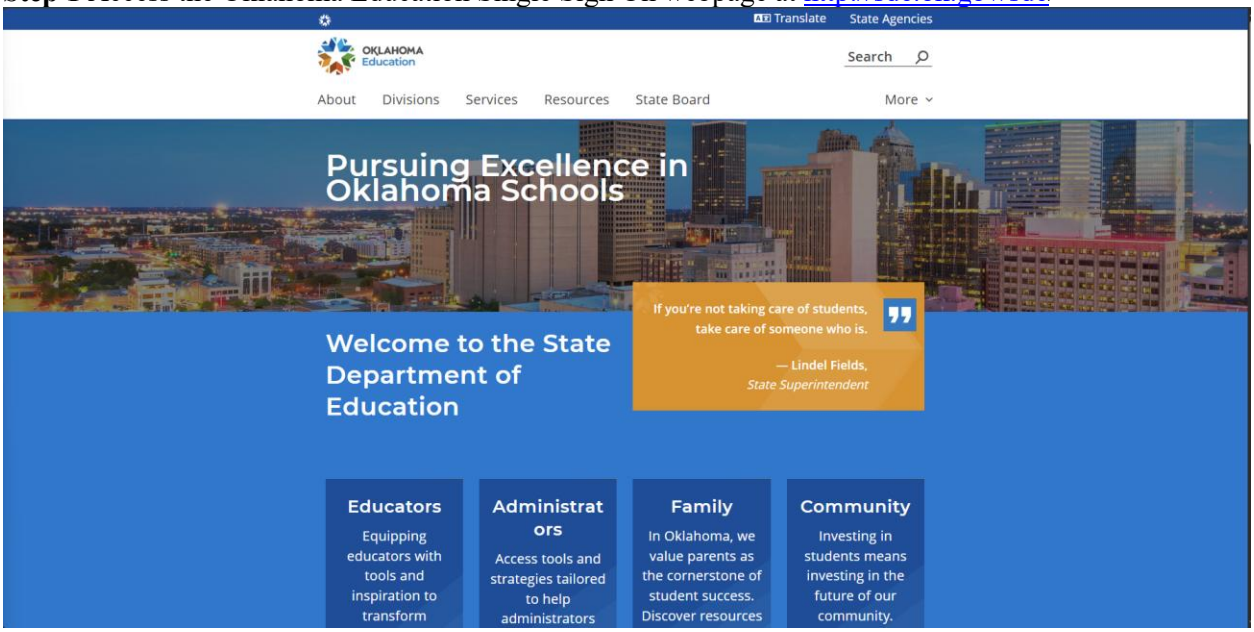
Oklahoma State Department of Education
FY2027 Comparability Reporting

Completing the Comparability Report through the Grants Management System

Step 1 Access the Oklahoma Education Single Sign On webpage at http://sde.ok.gov/sde/

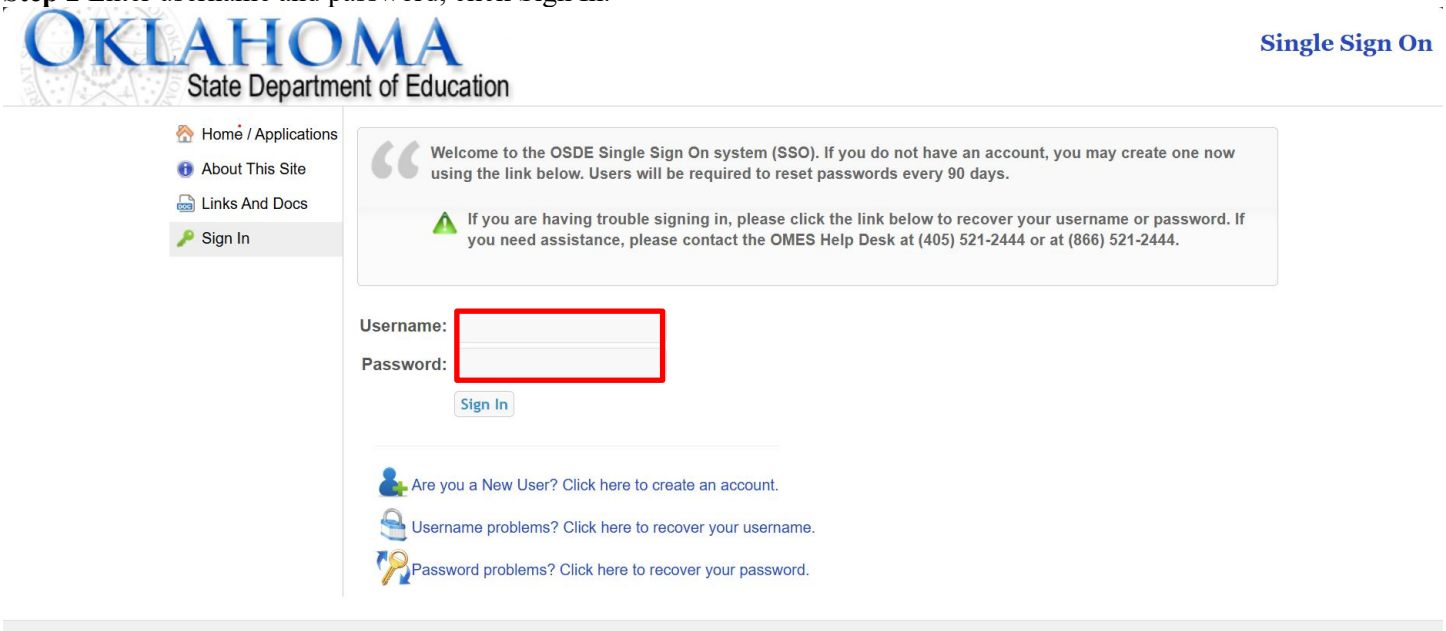




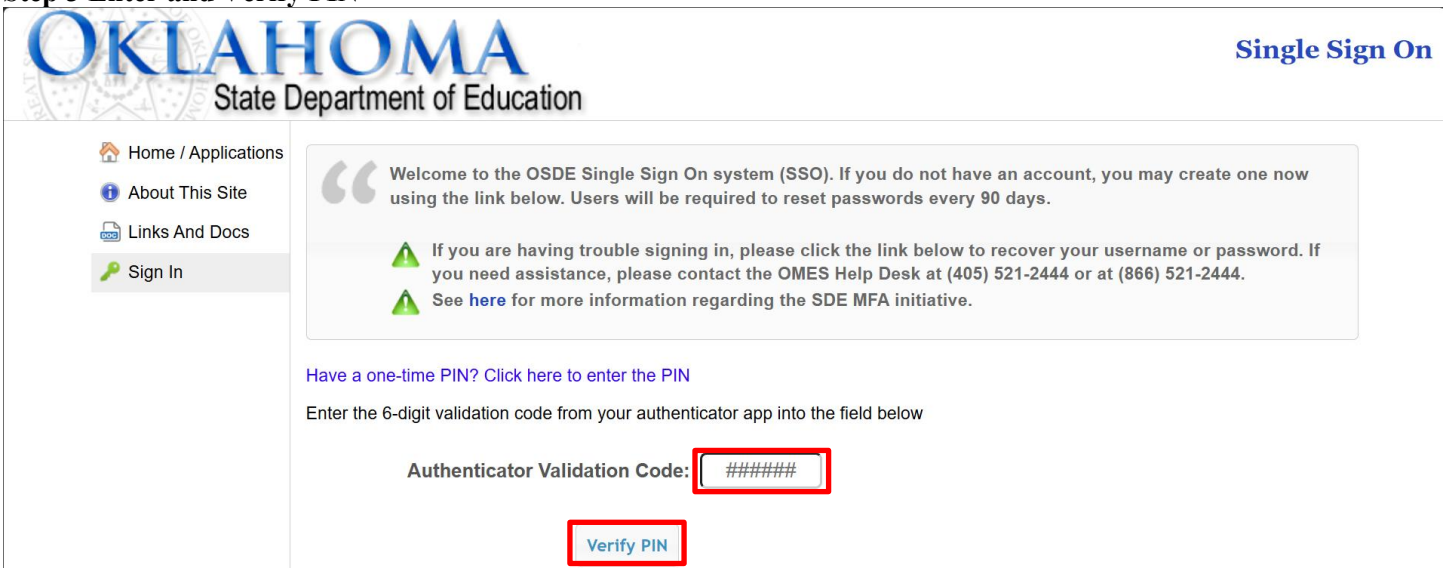
Oklahoma State Department of Education
FY2027 Comparability Reporting

Completing the Comparability Report through the Grants Management System

Step 2 Enter username and password, click Sign In.



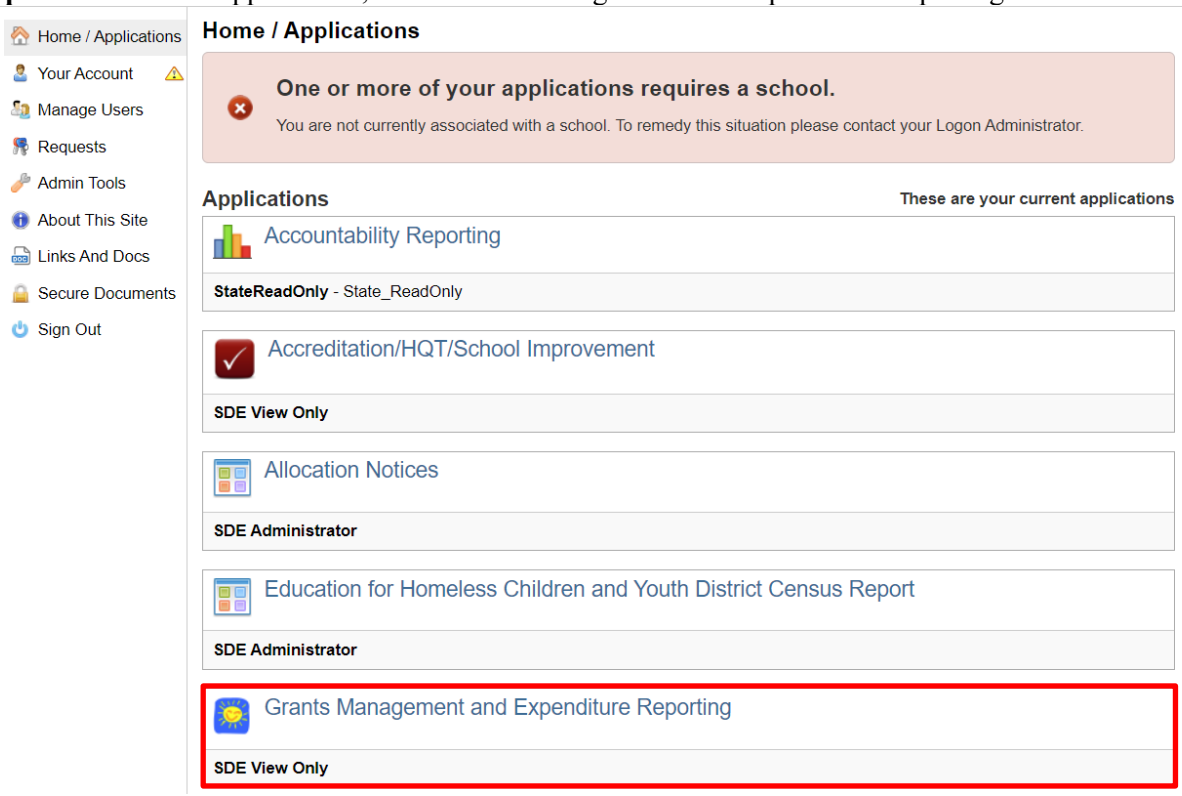
Step 3 Enter and Verify PIN



Oklahoma State Department of Education
FY2027 Comparability Reporting

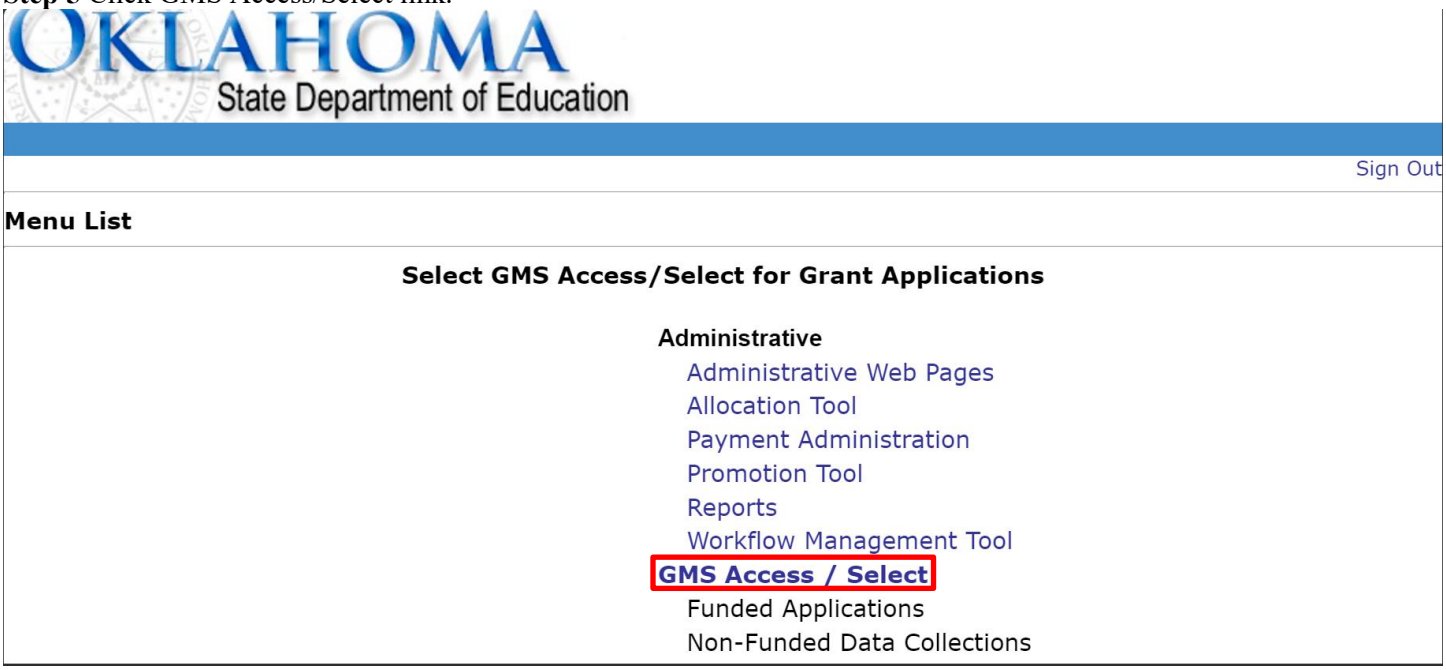
Completing the Comparability Report through the Grants Management System

Step 4 Under Home/Applications, click Grants Management and Expenditure Reporting.

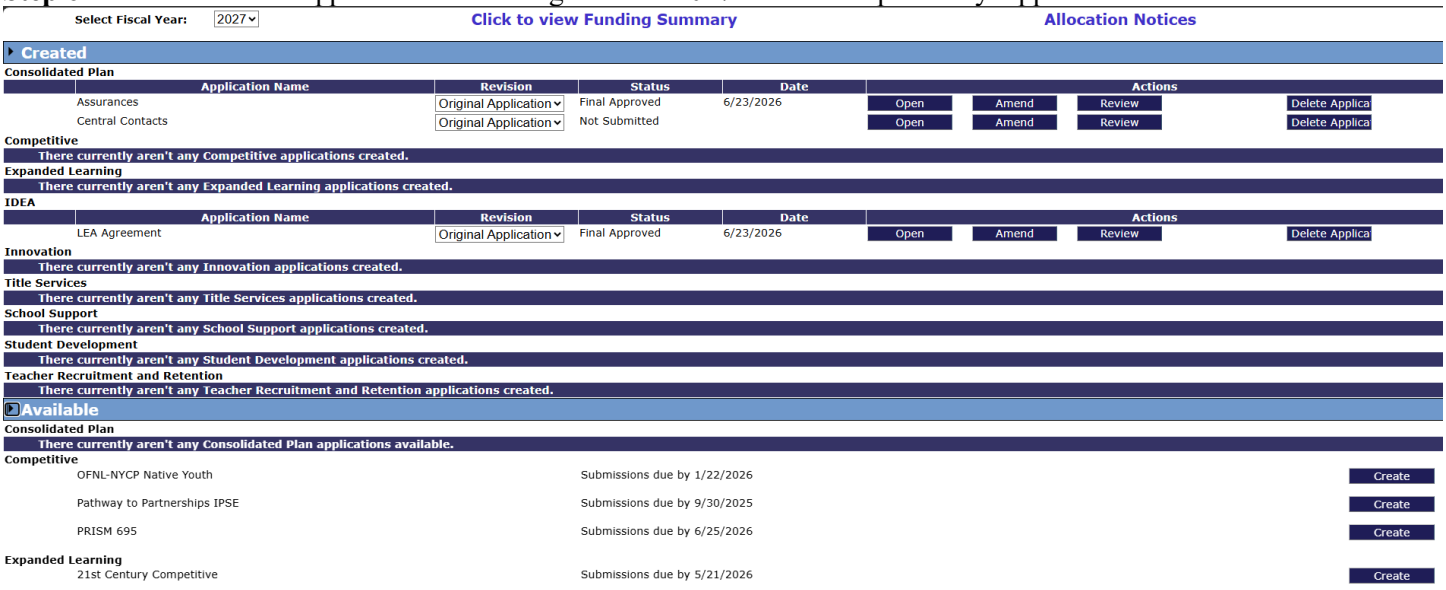


Completing the Comparability Report through the Grants Management System

Step 5 Click GMS Access/Select link.

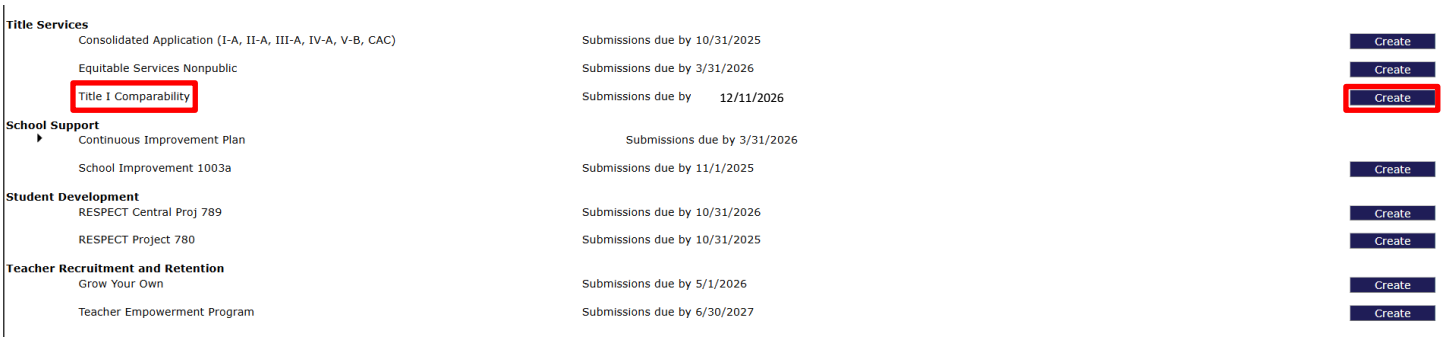


Step 6 Select the Create Application box to begin the FY2027 Title I Comparability Application.

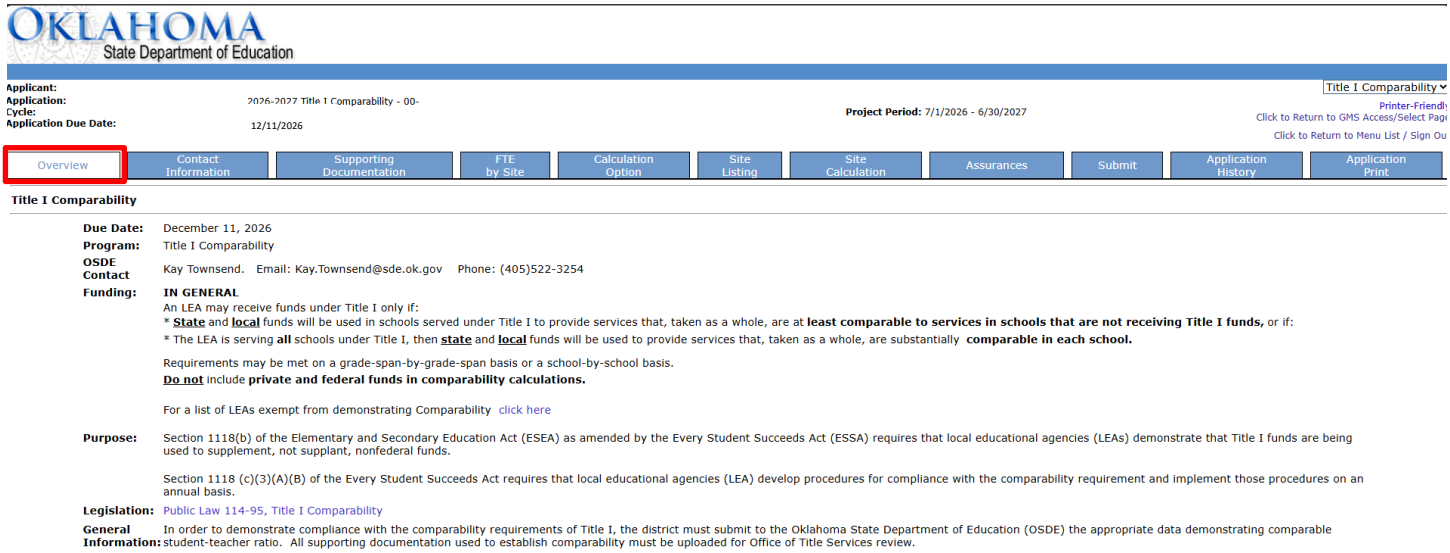


Oklahoma State Department of Education
FY2027 Comparability Reporting

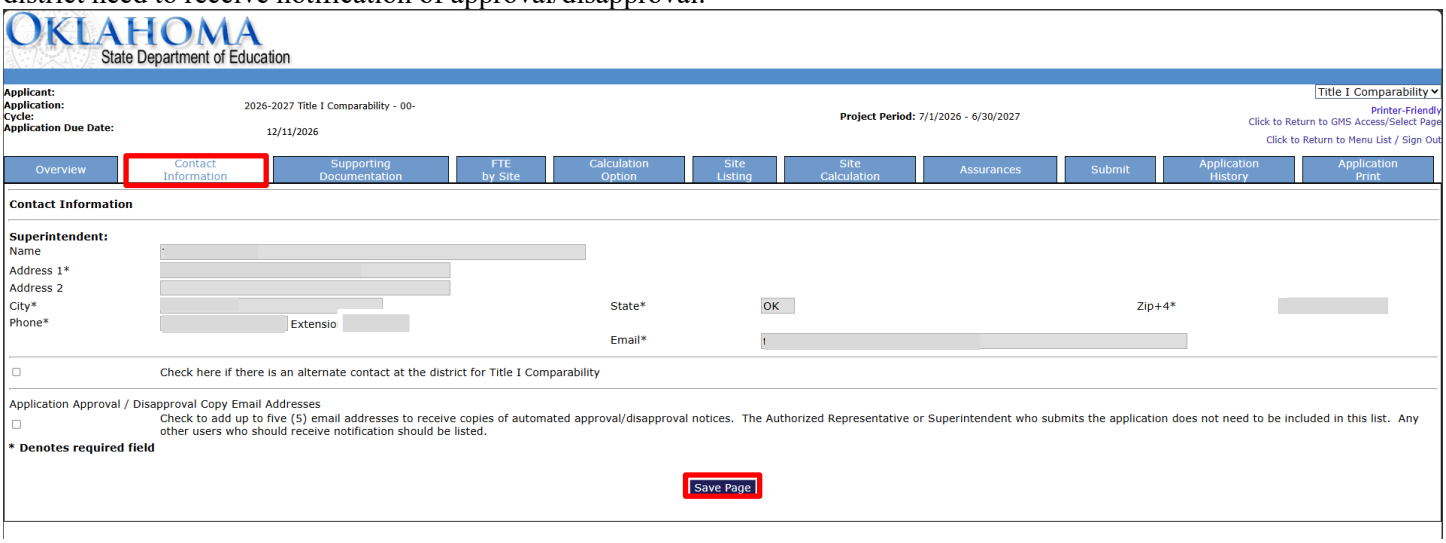
Completing the Comparability Report through the Grants Management System



Step 7 Overview Tab – Read the provided information.



Step 8 Contact Information Tab- Add application approval/disapproval e-mail addresses here if other individuals at the district need to receive notification of approval/disapproval.



Click Save Page

Oklahoma State Department of Education
FY2027 Comparability Reporting

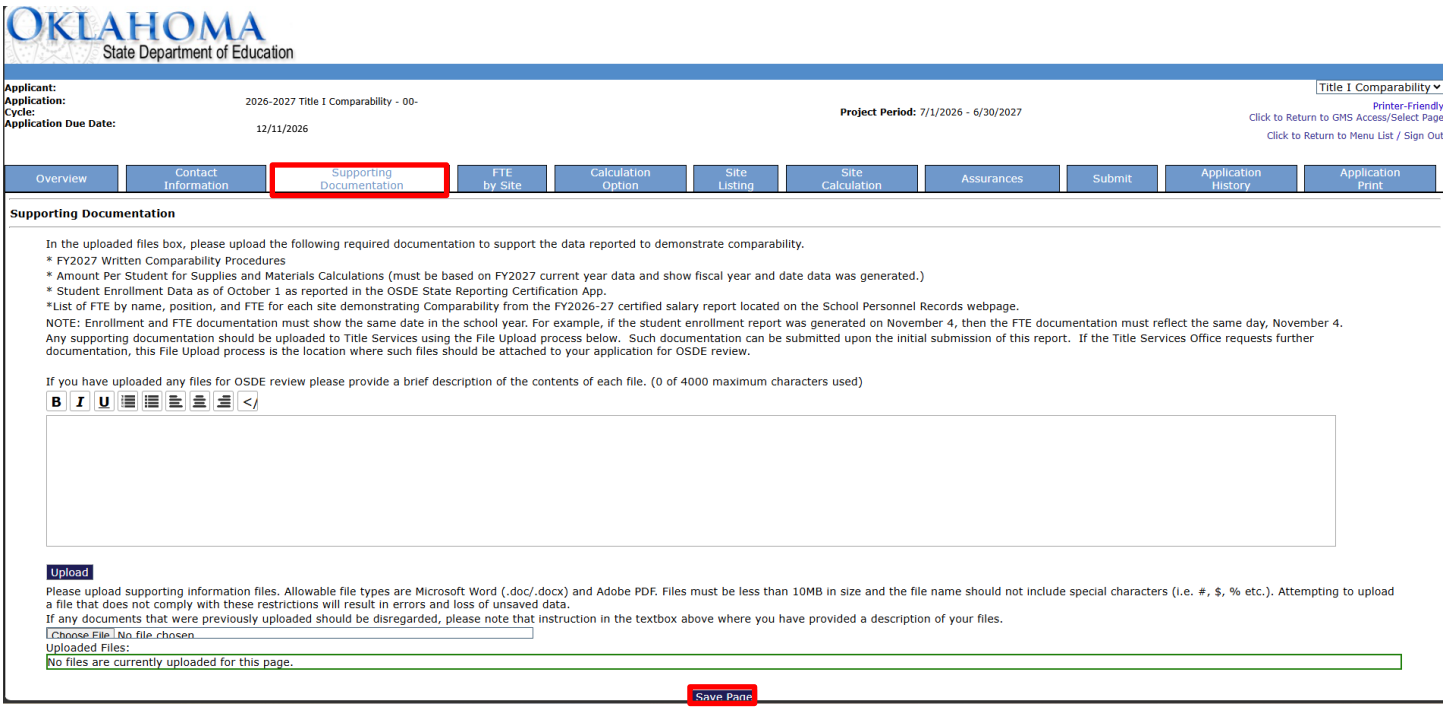
Completing the Comparability Report through the Grants Management System

Step 9 Supporting Documentation Tab - The LEA must upload all source documentation to support the calculations to demonstrate comparability and any needed adjustments made to staff assignments. The Office of Title Services will conduct a verification review of the LEAs documentation to validate submitted comparability data. The verification documentation may include the following:

- Verification of data used in the calculation for staff and students
- Data supporting allowable exclusions of funds and/or staff from the calculation
- Evidence that schools skipped for Title I funding has been included in the calculation (if applicable)
- Evidence that data for staff, students, and amount per student calculations were collected on the same date

Note: To ensure accuracy of reporting data (enrollment and FTE), supporting documentation must match what LEA reported through the OSDE State Reporting Certification Application and Initial Certified Personnel Report that were submitted to the Oklahoma State Department of Education (OSDE) in October.

Note: Enrollment and FTE documentation must show the same date in the school year. For example, if the student enrollment report was generated on November 4, then the FTE documentation must reflect the same day, November 4.

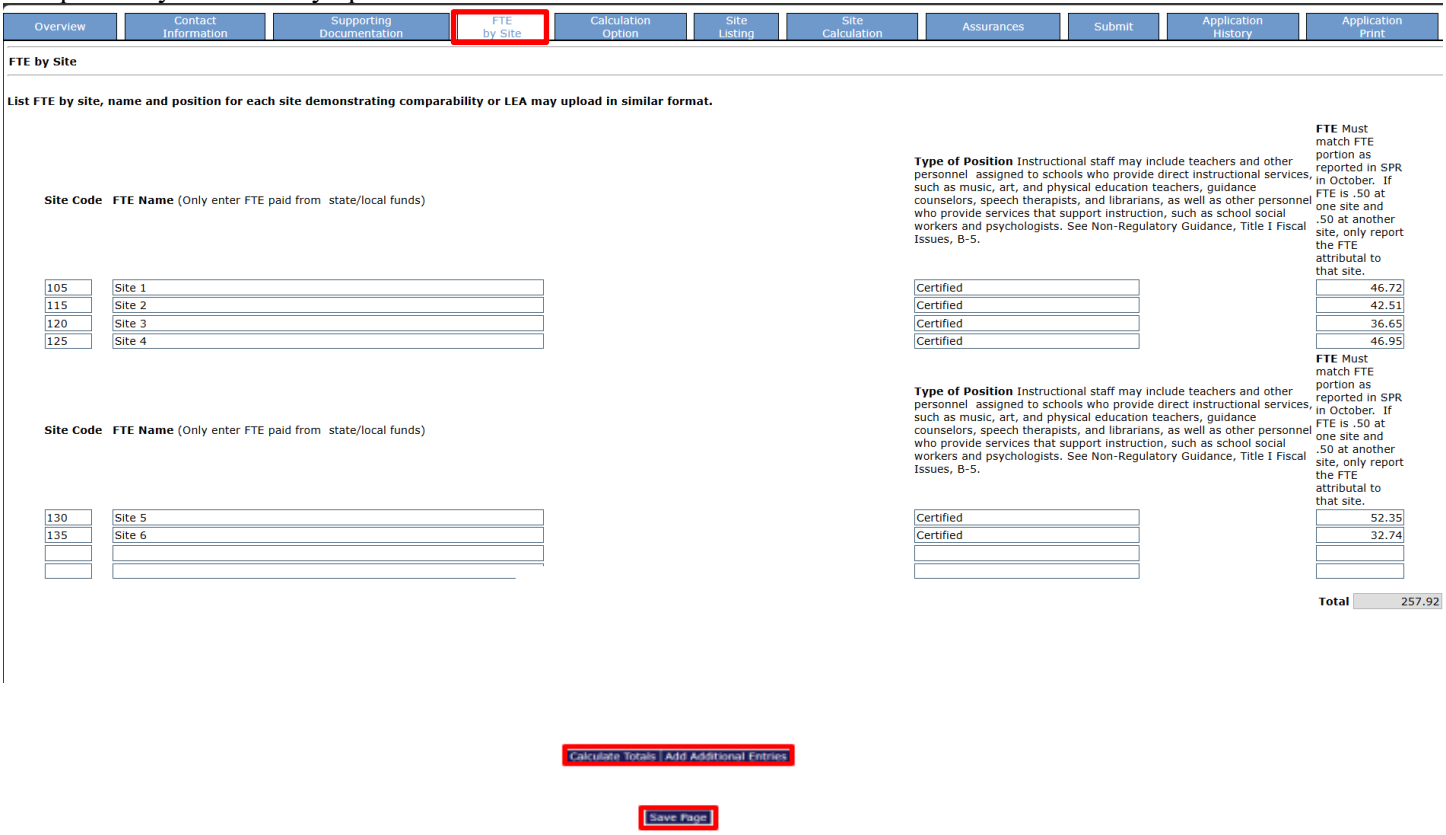


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FY2027 Comparability Reporting

Completing the Comparability Report through the Grants Management System

Step 10 FTE by Site Tab – This is optional. List FTE by site, name, and position for each site demonstrating Comparability or LEA may upload in a similar format.



Click Calculate Total
Click Save Page

Oklahoma State Department of Education
FY2027 Comparability Reporting

Completing the Comparability Report through the Grants Management System

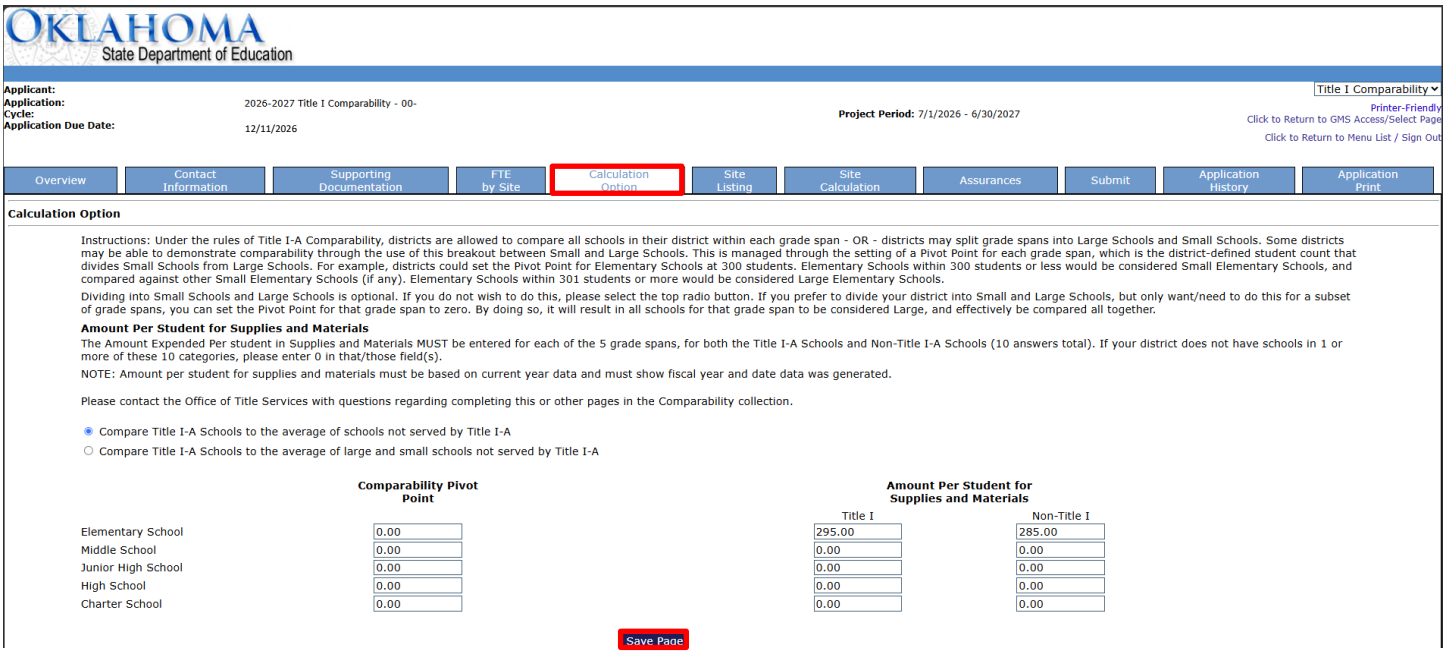
Step 11 Calculation Option Tab

Click the first radio button if comparing Title I schools to the average of non-Title I schools or click the same button if all schools are Title I and are being compared **or**
Click the second radio button if comparing large and small Title I schools to the average of large and small non-Title I schools.

Comparability Pivot Point: This allows the LEA to split grade spans into large and small schools. **The Comparability Pivot Point is optional.**

Amount Per Student for Instructional Supplies and Curriculum Materials: Enter for each grade span the amount per student for instructional supplies and curriculum materials for Title I schools and non-Title Schools, **or** if all schools are Title I enter for Title I only. Exclude private and federal funds when calculating per student expenditures.

NOTE: Amount per student for instructional supplies and curriculum materials must be based on current year data and must show fiscal year and date data was generated. The amount of per student expenditures **MUST** be entered.



Click Save Page

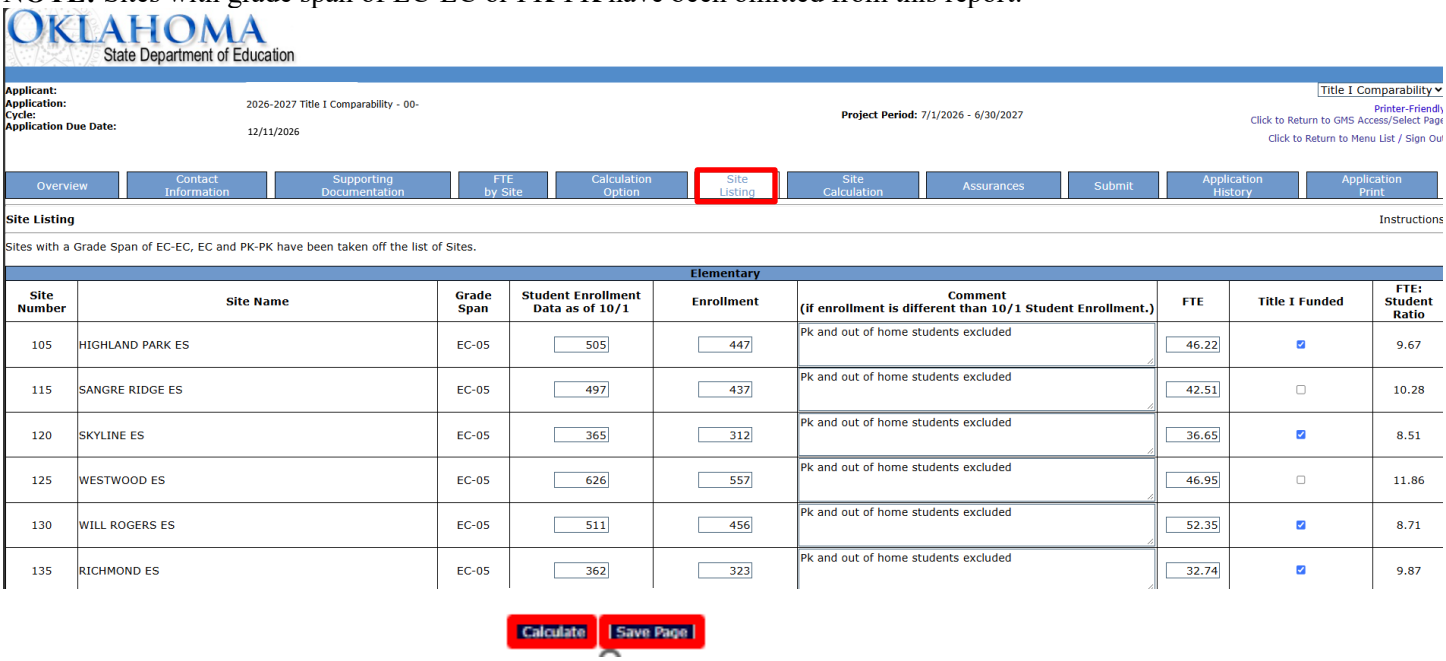
Oklahoma State Department of Education
FY2027 Comparability Reporting

Completing the Comparability Report through the Grants Management System

Step 12 Site Listing Tab – The Site Number, Site Name, and Grade Span are all preloaded.

Student Enrollment Data as of October 1- Self-report counts the LEA reported through the OSDE State Reporting Certification Application for FY2027.
Enrollment- Use this column only if the enrollment number is different from the student enrollment data reported on the Accreditation Application.
Comment- You **must** provide a comment if you entered a different number in the "Enrollment" column. Examples of comments include "PK students excluded in comparability calculation, no like grade to compare, enrollment is less than 100 or site not counted in the comparability calculation".
FTE- Enter the number of FTE whose salary is paid with state and local funds. This data is from the district's Certified Personnel Report submitted to OSDE in October.

Who to count in Comparability? LEAs should consistently count the same categories of staff members in the ratios for both Title I and non-Title I schools. Instructional staff may include 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. (See Non-Regulatory Guidance, Title I Fiscal Issues, B-5).
Title I Funded- Check if site is Title I funded.
FTE: Student Ratio- This will auto-calculate each site's student/teacher ratio after the calculate box is selected.
NOTE: Sites with grade span of EC-EC or PK-PK have been omitted from this report.



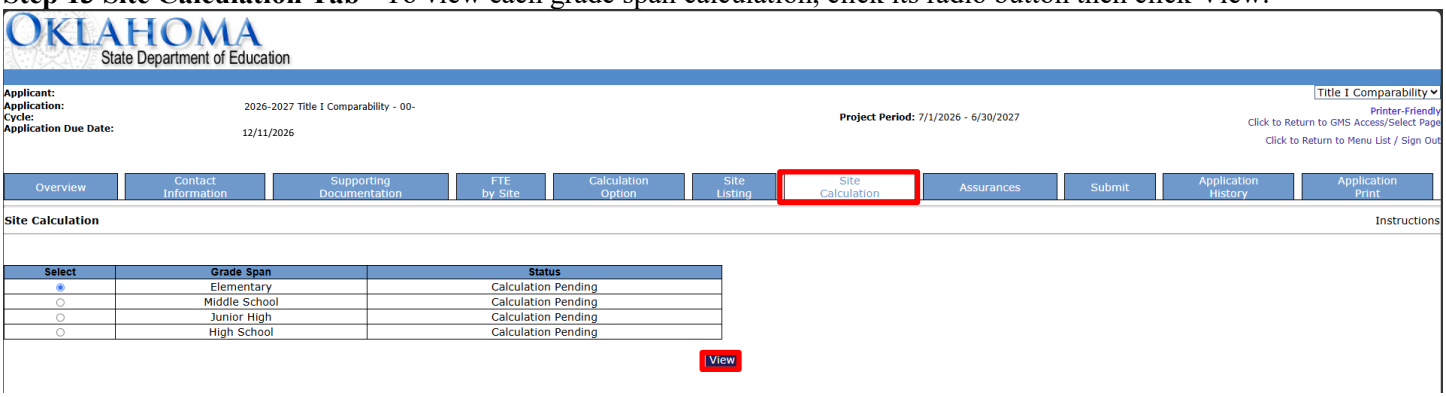
Click Calculate
Click Save Page

NOTE: If an LEA elects to skip an eligible school when allocating Title I funds because that school is receiving supplemental funds from other state or local resources that are spent according to the requirements of Section 1114 or 1115 of Title I, the LEA must treat an otherwise eligible Title I school that is skipped as if it were a Title I school when determining comparability.

Oklahoma State Department of Education
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Completing the Comparability Report through the Grants Management System

Step 13 Site Calculation Tab - To view each grade span calculation, click its radio button then click View.



OKLAHOMA
State Department of Education

Applicant:
Application: 2026-2027 Title I Comparability - 00-
Cycle:
Application Due Date: 12/11/2026

Project Period: 7/1/2026 - 6/30/2027

Title I Comparability
Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

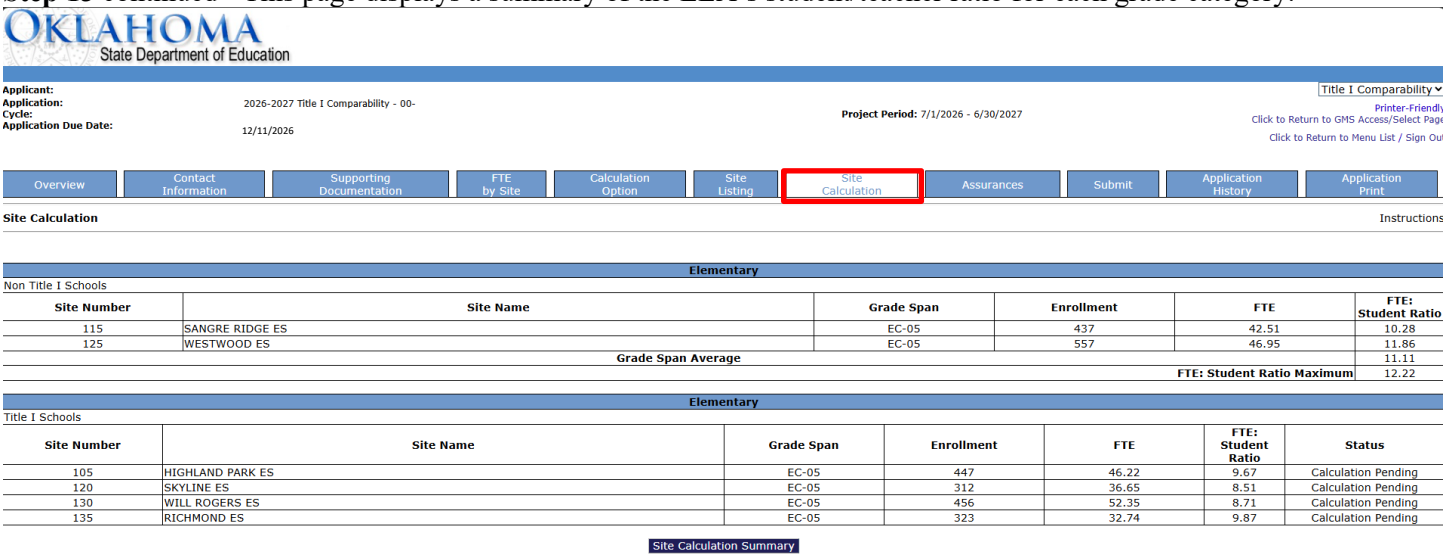
Overview | Contact Information | Supporting Documentation | FTE by Site | Calculation Option | Site Listing | Site Calculation | Assurances | Submit | Application History | Application Print

Site Calculation Instructions

Select	Grade Span	Status
◉	Elementary	Calculation Pending
○	Middle School	Calculation Pending
○	Junior High	Calculation Pending
○	High School	Calculation Pending

View

Step 13 continued - This page displays a summary of the LEA's student/teacher ratio for each grade category.



OKLAHOMA
State Department of Education

Applicant:
Application: 2026-2027 Title I Comparability - 00-
Cycle:
Application Due Date: 12/11/2026

Project Period: 7/1/2026 - 6/30/2027

Title I Comparability
Printer-Friendly
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

Overview | Contact Information | Supporting Documentation | FTE by Site | Calculation Option | Site Listing | Site Calculation | Assurances | Submit | Application History | Application Print

Site Calculation Instructions

Elementary
Non Title I Schools

Site Number	Site Name	Grade Span	Enrollment	FTE	FTE: Student Ratio
115	SANGRE RIDGE ES	EC-05	437	42.51	10.28
125	WESTWOOD ES	EC-05	557	46.95	11.86
	Grade Span Average				11.11
				FTE: Student Ratio Maximum	12.22

Elementary
Title I Schools

Site Number	Site Name	Grade Span	Enrollment	FTE	FTE: Student Ratio	Status
105	HIGHLAND PARK ES	EC-05	447	46.22	9.67	Calculation Pending
120	SKYLINE ES	EC-05	312	36.65	8.51	Calculation Pending
130	WILL ROGERS ES	EC-05	456	52.35	8.71	Calculation Pending
135	RICHMOND ES	EC-05	323	32.74	9.87	Calculation Pending

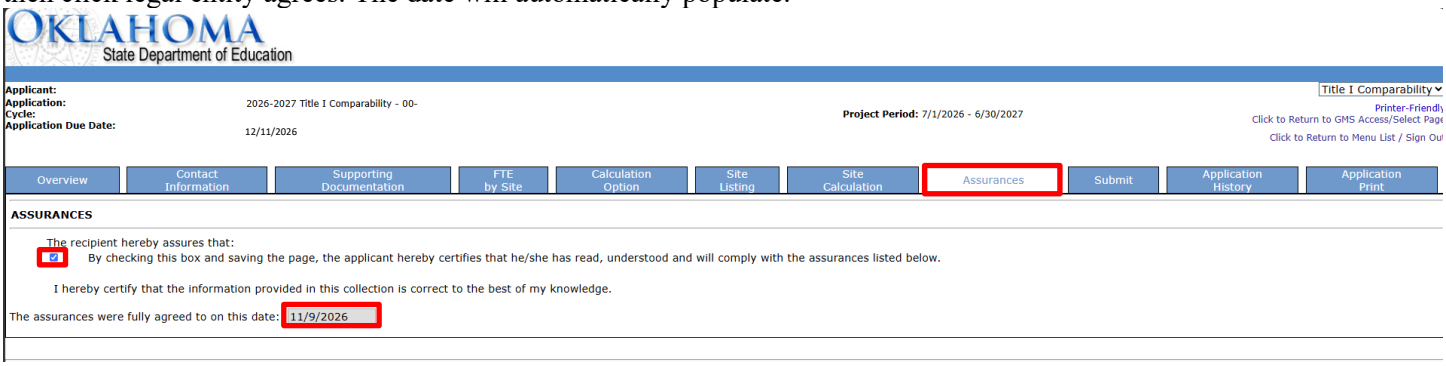
Site Calculation Summary

NOTE: The Calculation Pending Status will change to Pass/Fail after the LEA has submitted its Comparability report**.**

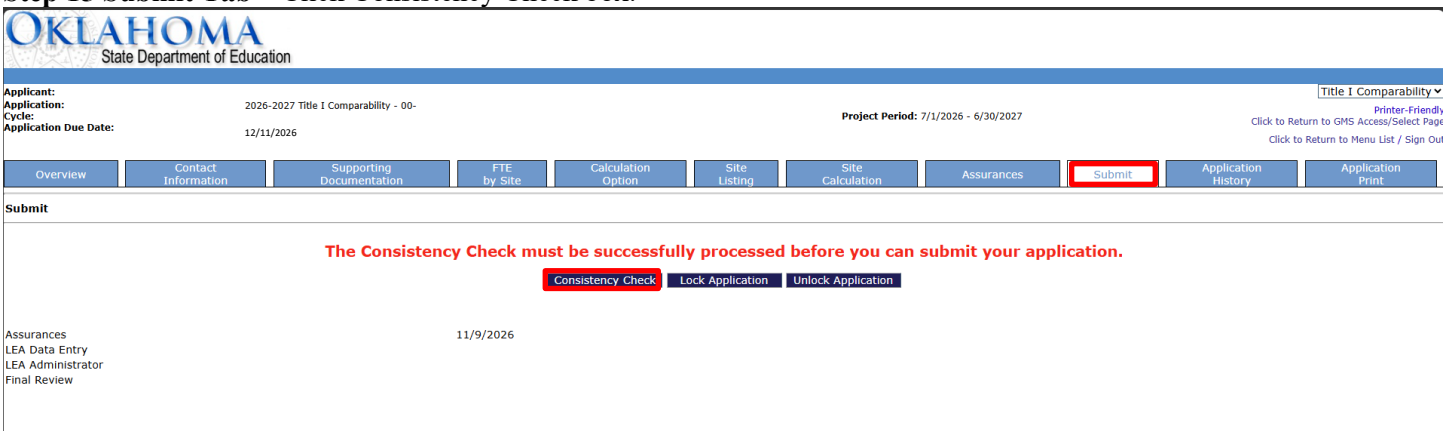
Oklahoma State Department of Education
FY2027 Comparability Reporting

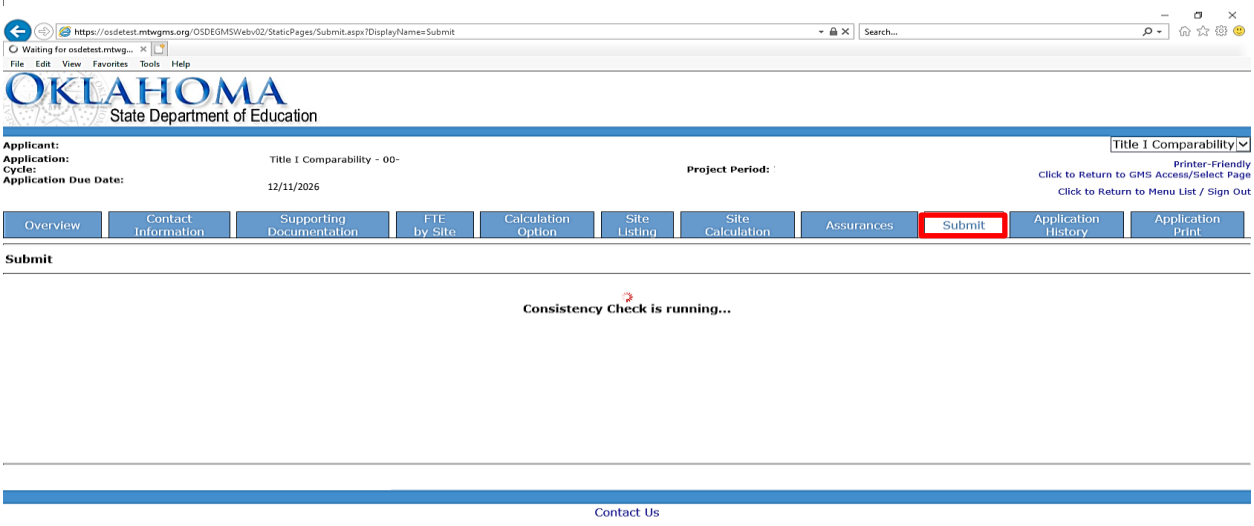
Completing the Comparability Report through the Grants Management System

Step 14 Assurances Tab - LEA certifies that information provided in this collection is correct. Check the assurance box then click legal entity agrees. The date will automatically populate.



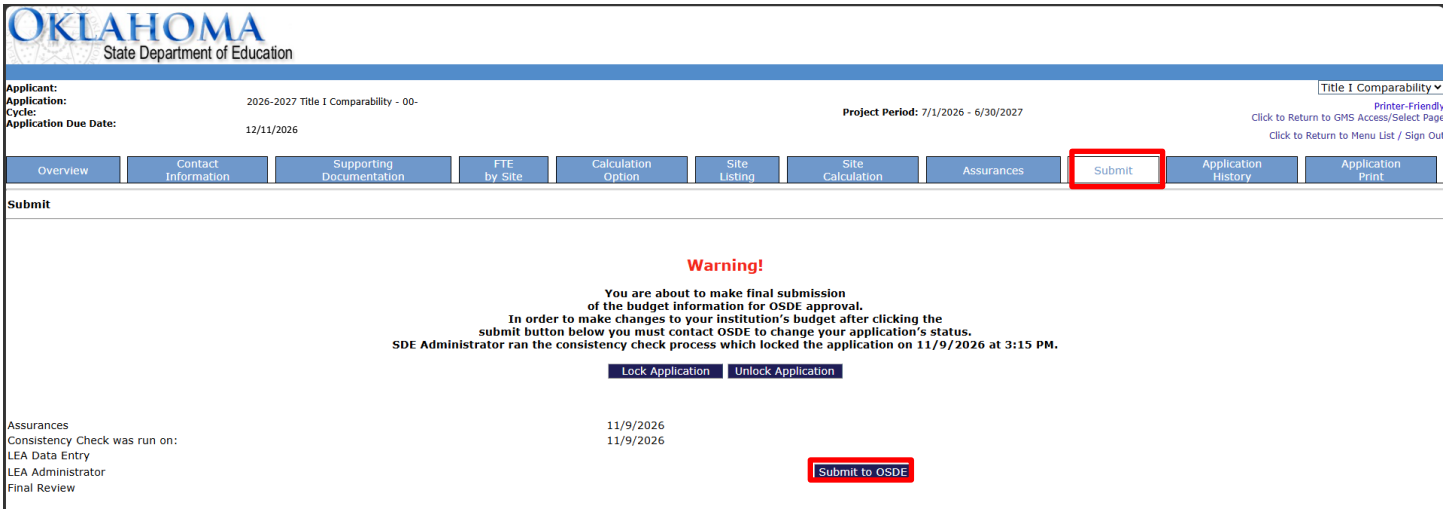
Step 15 Submit Tab – Click Consistency Check box.





Completing the Comparability Report through the Grants Management System

Step 16 Submit Tab – Click Submit to OSDE.



Step 17 – Comparability Report process is complete.

