

COMPARABILITY INSTRUCTIONS

COMPLETING THE
COMPARABILITY ASSURANCE DOCUMENT (CAD)
AND THE
COMPARABILITY COMPUTATION FORM (CCF)

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Introduction

TEA has developed these instructions to help local educational agencies (LEAs) complete the forms for the comparability of services requirement. For a description of this requirement, refer to the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

All LEAs receiving Title I, Part A funds must complete and submit the Comparability Assurance Document (CAD) Survey. All LEAs not exempt from the testing requirement must also complete and submit the Comparability Computation Form (CCF).

For a complete description of the criteria for exemption from the comparability testing requirement, please refer to the Exemptions section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

Comparability Assurance Document (CAD) Survey

All LEAs receiving Title I, Part A funds are required to complete and submit the CAD Survey which is available electronically. Please visit the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website for the link to this year's CAD Survey.

In the CAD Survey, the LEA does one of the following:

- Certifies that the LEA is exempt from the requirement to conduct comparability testing of its campuses, or
- Provides assurance that the LEA is in compliance with the comparability of services requirement

Certification of Exemption or Non-Exemption

An LEA that meets any of the four criteria listed in the "Exempt" section is exempt from the comparability testing requirement. However, if an LEA does not meet at least one of the exemption criteria, that LEA is not exempt from the comparability testing requirement. For a thorough description of the exemption criteria, refer to the *Exemptions* section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

Accessing and Completing the CAD Survey

Go to the CAD electronic survey by clicking any active CAD link. Once the survey opens, complete the CAD as follows:

Page 1

Local Educational Agency (LEA) Information

- ◆ Enter the LEA's information:
 - ▶ Select the county-district number (CDN)
 - ▶ Select the name of LEA

LEA Primary Contact Information

- ◆ Enter information for the LEA's Primary Contact for the comparability requirement:
 - ▶ Name
 - ▶ Email
 - ▶ Phone Number

Click the arrow in the blue box.

Page 2

Type of Certification: a description is provided for “exempt” and “non-exempt.”

- ◆ Select the **Type of Certification** option that applies to your LEA.
 - Click “exempt” to indicate that one of the listed exemption criteria is applicable to your LEA.
 - Click “non-exempt” to indicate that your LEA is not exempt from testing and that your LEA will be submitting a CCF.

Click the arrow in the blue box.

Page 3

If Exempt: LEA General Assurances and Signatures

- ◆ Click the “agree” button to indicate that the LEA has established and implemented the items listed.
- ◆ Have the LEA’s duly authorized superintendent or charter school operating officer sign and enter his/her name.
- ◆ **Click the arrow in the blue box.**
- ◆ The next page will thank you for submitting the survey, provide a summary of your responses, and provide a link to download a PDF copy of your submitted survey.

If Non-Exempt: Non-Exempt Certification

- ◆ Check the boxes of grade span groups for which you are testing for comparability on the CCF.
- ◆ Check the “agree” button to assure “data accuracy, review and approve,” etc.
- ◆ **Click the arrow in the blue box.**
- ◆ Page 4: LEA General Assurances and Signatures

Page 4 (Non-Exempt LEAs only)

LEA General Assurances and Signatures

- ◆ Click the “agree” button to indicate that the LEA has established and implemented the items listed.
- ◆ Have the LEA’s duly authorized superintendent or charter school operating officer sign and enter his/her name.
- ◆ **Click the arrow in the blue box.**
- ◆ The next page will thank you for submitting the survey, provide a summary of your responses, and provide a link to download a PDF copy of your submitted survey.

Once you have submitted the survey, an e-mail will be sent to the e-mail address provided in the survey to confirm submission of the survey. Please retain a copy for your records.

*Note: If an LEA submits more than one survey, the **most-recently submitted** survey will be the survey-of-record.*

Comparability Computation Form (CCF)

The CCF is an auto-calculating Excel form. Non-exempt LEAs are required to complete the CCF with the required data for compliance and submit it in Excel format through GFFC Reports and Data Collections.

The CCF is designed to perform any of three different tests to calculate your compliance with the comparability of services requirement.

Appendix 1 provides a sample of the CCF for your reference.

Reminders

The Reminders tab provides tips to help you complete the CCF.

Testing Tabs (a through i)

You enter data into tabs a through i of the CCF to test your campuses for comparability.

Each grade span group is reported on a separate tab. For each grade span group, the LEA must complete the following sections on each grade span group testing tab:

- Grade Span Group Selection
- Individual Campus Information
- Test Input Data

Selecting a Test

You are only required to demonstrate compliance using one of the three tests. You may enter data for all three tests, or only one test, to demonstrate your compliance with the comparability of services requirement.

For more information on the tests, including basic guidance on how to select a test, refer to the *LEA Chooses One Test* section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

Separate Testing Tab for Each Grade Span Group (a through i)

On the CAD, you indicated the grade span groups you would be testing. When completing the CCF, use a separate testing tab for each of those indicated grade span groups. On each testing tab completed (from a through i), the LEA must select the appropriate grade span group from the drop-down menu.

The following subsections describe the data you are required to enter in each section.

LEA Information

On Tab “a”, enter the following information:

- County-district number (six digits)
- LEA name
- LEA primary contact information

You must provide a current email address and phone number. The primary contact person is the person TEA should contact for questions regarding the CCF.

Once the information is entered into Tab “a”, the information will auto-populate to all other tabs.

Individual Campus Information

On each testing tab, enter the following information for each campus that is subject to comparability testing:

- Campus number and name
- Campus status (Title I, Part A and skipped campuses are indicated with a “Y”; leave space blank if the campus does not receive Title I, Part A funds.)
- Campus enrollment (you may use enrollment figures from any day during the current school year, but you must use enrollment figures consistently from the same day for all your campuses)

The following example illustrates how an LEA with four elementary campuses would indicate the status of those campuses. San Juan is a skipped campus, Joe Watson and Watkins are served with Title I, Part A funds, and May Pearl is not served with Title I, Part A funds.

San Juan, the skipped campus, is grouped for comparability as if the campus were a Title I, Part A campus. The LEA enters a “Y” in the CCF column labeled “Campus Title I, Part A or Skipped? (Yes-Y; No-blank)” for San Juan, Joe Watson, and Watkins Elementary Schools. For May Pearl Elementary, which does not receive Title I, Part A funds, the column is left blank.

| Campus Name | Title I, Part A or Skipped Campus? (enter Y for Yes leave blank for No) |
|--------------------------|---|
| Grade Span Totals | |
| San Juan Elementary | Y |
| Joe Watson Elementary | Y |
| May Pearl | |
| Watkins Elementary | Y |

Test Input Data

The CCF is designed to run three separate comparability tests, each of which requires the LEA to input different data. The LEA may complete the CCF with data for one, two, or all three of the comparability tests. However, **the submitted CCF must show a compliant result in the same test for all campuses tested.**

The following table lists the data the LEA must input to run each of the three comparability tests in the CCF.

| Test 1: Comparison of State and Local Expenditures per Pupil | Test 2: Comparison of per Pupil Expenditures for State and Local Base Salaries | Test 3: Ratio of Pupils to Non–Federally Funded Instructional Staff |
|---|--|--|
| Total campus enrollment | Total campus enrollment | Total campus enrollment |
| The amount of campus state and local expenditures. For a list of the fund codes, function codes, and object codes to include in calculating campus state and local expenditures, refer to Appendix 2 of these instructions. | The amount of campus base salaries for non-federal instructional staff. For a list of the role IDs to be used in calculating state and local base salaries, refer to Appendix 2 of these instructions. | The count of campus non-federal instructional staff full-time employees (FTEs). For a definition of FTE, refer to Appendix 1 of the Title I, Part A Comparability of Services Guidance Handbook. |

Summary Section

The summary section of the CCF provides the LEA a grade span group campus summary that includes the following:

- Total number of campuses in the grade span group
- Number of Title I, Part A or skipped campuses
- Total number of non–Title I campuses
- Total number of comparable Title I, Part A, and
- Total number of noncomparable Title I, Part A campuses

Test Results in A or B Sections

The CCF automatically calculates the data that is auto-filled in this section.

Depending on the status of the campuses being tested in any given grade span group (Title I, Part A, skipped, or non–Title I, Part A), the CCF will automatically return either an “A” or a “B” test result for each grade span group tested, as described in the Test Result section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

Excluded Campuses

Some campuses meeting specific criteria may be excluded from comparability testing as described in the Exemptions section of the Title I, Part A Comparability of Services Guidance Handbook, posted on the [Title I, Part A Comparability of Services Requirement](#) page of the TEA website.

When excluding a campus, select the Excluded Campuses tab of the CCF and report the following information:

- Campus number
- Campus name
- Title I status
- Enrollment
- Grade span group (select from drop-down menu)
- Grades served (note: applies only to charter schools)

For this column, the charter school reports the **grades actually served**, not grades approved to be served. For example, a charter school may have three approved K–12 campuses. Yet, the charter actually serves K–5 at one campus, 6–8 at another campus, and 9–12 at its third campus – report these grade levels actually served.

- Basis for exclusion (select from dropdown menu). If the basis for exclusion is not in the dropdown menu, provide an explanation in the “Explanation” column.

Note: Do not list campuses on the Excluded Campuses tab for a grade span group that is not required to be tested (for instance, a grade span group that includes only non–Title I, Part A campuses).

Grants and Federal Fiscal Compliance (GFFC) Reports and Data Collections

Submit the completed CCF (in Excel) through the secure GFFC Reports and Data Collections application as follows:

1. Log on to the TEA Login ([TEAL](#)).
2. Select GFFC Reports and Data Collections.
3. Select Upload Response Templates.
4. Select the document title from the template title dropdown menu.
5. Select the current school year.
6. Select Upload Document.

Appendix 1: CCF Forms

Reminders

| Division of Federal Fiscal Compliance and Reporting Comparability Computation Form (CCF) Reminders 2014-2015 School Year | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------|---|---|---|---|---|---|---|---|---|-------------------|-----------|---|---|---|---|---|---|---|---|---|-------------------|---|
| Refer to the Title I, Part A Comparability of Services Guidance Handbook and Instructions for guidance on the requirement and CCF submission via GFFC Reports and Data Collections. Link to webpage: Title I, Part A Comparability of Services Requirement | | | | | | | | | | | | | | | | | | | | | | | |
| Reminders | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none">✓ Ensure current school year data is being used.✓ Account for all campuses of the grade-span in a testing form (a, b, c, etc). If the LEA excludes a campus from the grade span, report the campus on the Excluded Campus form.✓ Ensure there are two campuses per grade-span grouping to conduct a comparison.✓ enrollment must have at least twice the enrollment of the campus with the lowest enrollment) to subdivide a grade-span into a High Enrollment and Low Enrollment grade-span groupings. No exceptions.✓ Verify the column, "Title I, Part A or Skipped Campus?" is reported accurately. Enter Y for Yes or leave the field blank if No. | | | | | | | | | | | | | | | | | | | | | | | |
| Excluded Campuses | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none">✓ If the LEA excludes a campus from a grade-span, complete the "Excluded Campuses" form of the CCF. | | | | | | | | | | | | | | | | | | | | | | | |
| TEA contacts LEA to resubmit CCF (or CAD) for the following issues (list is not all inclusive): | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none">✓ Title I, Part A campuses do not show a compliant result for one test district-wide (Test 1, 2, or 3)✓ "Title I, Part A or Skipped Campus?" column not reported accurately✓ Significant difference of enrollment criteria not met to subdivide grade-span into high/low enrollment grade-span groups✓ Excluded campus not listed on the "Excluded Campuses" form of CCF✓ Only one campus is reported on grade-span testing form of CCF✓ Superintendent signature is missing on the Comparability Assurance Document (CAD)✓ Submission of CCF is a PDF (excel upload required) | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%;"><tr><td style="width: 10%; text-align: right;">▶</td><td style="width: 15%; background-color: #f0f0f0;">Reminders</td><td style="width: 5%;">a</td><td style="width: 5%;">b</td><td style="width: 5%;">c</td><td style="width: 5%;">d</td><td style="width: 5%;">e</td><td style="width: 5%;">f</td><td style="width: 5%;">g</td><td style="width: 5%;">h</td><td style="width: 5%;">i</td><td style="width: 15%; background-color: #ffff00;">Excluded Campuses</td><td style="width: 10%; text-align: left;">⊕</td></tr></table> | | | | | | | | | | | ▶ | Reminders | a | b | c | d | e | f | g | h | i | Excluded Campuses | ⊕ |
| ▶ | Reminders | a | b | c | d | e | f | g | h | i | Excluded Campuses | ⊕ | | | | | | | | | | | |

Testing Tabs (a through i)

| Division of Federal Fiscal Compliance and Reporting Comparability Computation Form (CCF) 2014-2015 School Year | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| LEA Information | | | | | | | LEA Primary Contact Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of LEA <input style="width: 150px;" type="text"/> | | | County-District Number <input style="width: 100px;" type="text"/> | | | | Name <input style="width: 150px;" type="text"/> | | Phone <input style="width: 80px;" type="text"/> | | Ext <input style="width: 50px;" type="text"/> | | Title <input style="width: 150px;" type="text"/> | | | Email <input style="width: 150px;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Form must contain at least two campuses. Enter current school year budget data. For further information, review the instructions. | | | | | | | Grade Span Group [Elementary, Middle, or High] | | | | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="8">Campuses</th> </tr> <tr> <td>Total</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>Title 1, Part A</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>NonTitle 1, Part A</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>Title 1, Part A, Comparable</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> <tr> <td>Title 1, Part A, Not Comparable</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td> </tr> </table> | | | | | | | | Campuses | | | | | | | | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Title 1, Part A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | NonTitle 1, Part A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Title 1, Part A, Comparable | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | Title 1, Part A, Not Comparable | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | Campuses | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Title 1, Part A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NonTitle 1, Part A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title 1, Part A, Comparable | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title 1, Part A, Not Comparable | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All tests | Test 1 Input | Test 2 Input | Test 3 Input | 90% | | | Grade Span (GS) Base | 110% | | | 90% | Grade Span (GS) Base | 110% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # | required Campus # | required Campus Name | required Title I, Part A or Skipped Campus? (enter Y for Yes leave blank for No) | required Campus Enrollment | Campus State/Local Expenditures | Campus Base Salaries for Non-Federal Instructional | Campus Non Federal Instructional Staff FTE's | "A" Section Test Results | | | "B" Section Test Results | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | TEST 1 | TEST 2 | TEST 3 | TEST 1 | | TEST 2 | | TEST 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | Exp / Enroll | Base Sal / Enroll | Enroll / FTE's | Comp or NC | Campus State & Local Expenditures per Pupil | Campus to GS Base | Comp or NC | Campus Base Salary per Pupil | Campus to GS Base | Comp or NC | Campus Pupil per FTEs | Campus to GS Base | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grade Span Totals | | | 0 | \$0 | \$0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Excluded Campuses Tab

Division of Federal Fiscal Compliance and Reporting
Comparability Computation Form (CCF)
2014-2015 School Year
Excluded Campus Form

LEA Information

Name of LEA County-District Number

LEA Primary Contact Information

Name Phone Ext
 Title Email

Excluded Campus Information

| # | Campus # | Campus Name | Title I, Part A or Skipped Campus? (enter Y for Yes leave blank for No) | Campus Enrollment | Grade Span Group (select from drop-down menu) | Grades Served (This column for charter schools only) | Basis for Exclusion (select from drop-down menu) | Explanation (if "Other" selected in Basis for Exclusion column) |
|----|----------|-------------|--|-------------------|--|---|---|--|
| 1 | | | | | Select from drop-down menu | | Select from drop-down menu | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
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Reminders
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Excluded Campuses
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Appendix 2: Codes Used In Comparability Calculations

Fund Codes

| Fund Codes | |
|------------|--|
| 199 | General Fund |
| 383 | Professional Staff Development |
| 388 | Innovative Education Grants |
| 391 | Year Round Schools Incentive |
| 392 | Non-Educational Community-Based Support |
| 393 | Texas Successful Schools Programs |
| 394 | Pregnancy, Education and Parenting Program |
| 395 | Comprehensive Developmental Guidance Program on Elementary Campuses for Students in At Risk Situations |
| 396 | Communities in Schools |
| 398 | Children's Trust Fund of Texas |
| 399 | Campus Deregulation and Restructuring to Improve Student Achievement |
| 401 | Retention Reduction Grant (State-Funded Optional Extended-Year Program) |
| 420 | Foundation School Program and other State Aid (Charter School Only) |
| 429 | State Funded Special Revenue Funds |
| 461 | Campus Activity Funds |
| 499 | Locally Funded Special Revenue Funds |

Function Codes

| Function Codes | |
|----------------|--|
| 00 | No Function |
| 11 | Instruction |
| 12 | Instructional Resources and Media Services |
| 13 | Curriculum Development and Instructional Staff Development |
| 21 | Instructional Leadership |
| 23 | School Leadership |
| 31 | Guidance, Counseling, and Evaluation Services |
| 32 | Social Work Services |
| 33 | Health Services |
| 34 | Student (Pupil) Services |
| 35 | Food Services |
| 36 | Co-curricular/Extracurricular Activities |
| 41 | General Administration |
| 51 | Plant Maintenance/Operations |
| 52 | Security and Monitoring Services |
| 53 | Data Processing Services |

Object Codes

| Object Codes | | | |
|--------------|---|------|---|
| 6112 | Salaries or Wages for Substitute Teachers | 6249 | Contracted Maintenance and Repair |
| 6119 | Salaries or Wages—Teachers and Other Professional Personnel | 6259 | Utilities |
| 6121 | Extra Duty Pay/Overtime—Support Personnel | 6269 | Rentals-Operating Leases |
| 6129 | Salaries or Wages for Support Personnel | 6299 | Miscellaneous Contracted Services |
| 6131 | Contract Buyouts | 6311 | Gasoline and Other Fuels for Vehicles (Including Buses) |
| 6132 | \$1,000.00 TRS Supplemental Compensation | 6319 | Supplies for Maintenance and/or Operations |
| 6139 | Employees Allowances | 6321 | Textbooks |
| 6141 | Social Security/Medicare | 6329 | Reading Materials |
| 6142 | Group Health and Life Insurance | 6339 | Testing Materials |
| 6143 | Workers' Compensation | 6341 | Food |
| 6144 | Teacher Retirement/TRS Care—On-Behalf Payments | 6342 | Non-Foods |
| 6145 | Unemployment Compensation | 6343 | Items for Sale |
| 6146 | Teacher Retirement/TRS Care | 6344 | USDA Donated Commodities |
| 6149 | Employee Benefits | 6349 | Food Service Supplies |
| 6211 | Legal Services | 6399 | General Supplies |
| 6212 | Audit Services | 6411 | Travel and Subsistence—Employee Only |
| 6213 | Tax Appraisal and Collection | 6412 | Travel and Subsistence—Students |
| 6219 | Professional Services | 6413 | Stipends-Non-Employees |
| 6221 | Staff Tuition and Related Fees—Higher Education | 6419 | Travel and Subsistence—Non-Employees |
| 6222 | Student Tuition—Public Schools | 6429 | Insurance and Bonding Costs |
| 6223 | Student Tuition—Other than to Public Schools | 6439 | Election Costs |
| 6224 | Student Attendance Credits | 6449 | Depreciation Expense |
| 6229 | Tuition and Transfer Payments | 6500 | Debt Service |
| 6239 | Education Service Center Services | 6600 | Capital Outlay |

Role IDs (revised November 2019)

| Role IDs | | | |
|----------|---|-----|--|
| 002 | Art Therapist | 026 | Speech Therapist |
| 003 | Assistant Principal | 027 | Superintendent/Chief Administrative Officer |
| 004 | Assistant/Associate/Deputy Superintendent | 028 | Teacher Supervisor |
| 005 | Associate School Psychologist | 030 | Visiting Teacher |
| 006 | Audiologist | 032 | Vocational Education Coordinator |
| 007 | Corrective Therapist | 033 | Educational Aide |
| 008 | Counselor | 036 | Certified Interpreter |
| 011 | Educational Diagnostician | 040 | Athletic Director |
| 012 | Instructional Officer | 041 | Teacher Facilitator |
| 013 | Librarian | 042 | Teacher Appraiser |
| 015 | Music Therapist | 043 | Business Manager |
| 016 | Occupational Therapist | 044 | Tax Assessor and/or Collector |
| 017 | Orientation and Mobility Instructor | 045 | Director of Personnel/Human Resources |
| 018 | Physical Therapist | 047 | Substitute Teacher |
| 019 | Physician | 054 | Department Head |
| 020 | Principal | 055 | Registrar |
| 021 | Recreational Therapist | 056 | Athletic Trainer |
| 022 | School Nurse | 087 | Teacher (formerly codes 025 and 029) |
| 023 | School Psychologist | 114 | Other Campus Exempt Professional Auxiliary (formerly code 058) |
| 024 | Social Worker | | |

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