Putting Montana Students First A+

Spreadsheet Directions: Per Pupil Amount

At the top of the spreadsheet, please fill in the proper headings. You must fill out separate spreadsheets for elementary schools, junior high/middle schools, and high schools. Then perform the following:

Per Pupil Amount: Title I Schools

1. List all the Title I schools in Column 1 under the appropriate heading.
2. Place the Non-federal salary amounts under Column 2. These dollars should be contributed only from state and local funds.
3. Enter the enrollment count from each school under Column 3.

The spreadsheet will automatically fill in the amounts in Column 4, and under the headings of subtotals and averages.

Per Pupil Amount: Non-Title I Schools

1. List all the Non-Title I schools in Column 1 under the appropriate heading.
2. Place the Non-federal salary amounts under Column 2. These dollars should be contributed only from state and local funds.
3. Enter the enrollment count from each school under Column 3.

The spreadsheet will automatically fill in the amounts in Column 4, and under the headings of subtotals and averages. It will also calculate the 90% and 110% range to determine comparability.

Finally, fill in the last column titled Comparable with the terms **yes** or **no**. After you have completed the spreadsheet, sign it electronically and email the form, or print off copy, sign it, and fax it to the OPI. Please save a copy for your records

Note: The district may divide its schools into grade span groupings. Also, if there is a significant difference in the enrollments of schools within a grade span, for example, the largest school in the grade span has an enrollment that is two times the enrollment of the smallest school in the grade span, the LEA may divide grades spans into a large school group and a small school group. If all schools in the district are Title I, then the district will use the school with the lowest poverty percentage as the non-Title I school.