

## Instructions for Documenting Compliance with Supplement, Not Supplant When Using NCLB Federal Funds for Class Size Reduction Purposes

No Child Left Behind (NCLB) program funds are to be supplemental. This means federal funds cannot be used to meet LEA requirements for instruction or services. **The LEA must meet MSIP resource standards for program of studies and for class size before utilizing federal funds to reduce class size.**

Guidance from the United States Department of Education -- *LEAs may reduce class sizes by creating additional classes in a particular grade or subject and placing highly qualified teachers hired with federal program funds in those classes. However, because of space constraints and other concerns, this is not always feasible. There are other methods of reducing class size that are effective in assisting students in increasing their level of achievement. For instance, the benefits of smaller class size can be provided by the creation of smaller instructional groups served by highly qualified teachers for sustained blocks of time on a regular basis. Some examples of how LEAs might use this approach to reduce class size include but are not limited to:*

- 1. Having two highly qualified teachers team teach in a single classroom for either part of the school day or the entire day.*
- 2. Hiring an additional highly qualified teacher for a grade level (e.g., providing three teachers for two 3rd grade classes) and dividing the students among the teachers for sustained periods of instruction each day in core academic subjects, such as reading and math.*
- 3. Hiring an additional highly qualified teacher who works with half the students in a class for reading or math instruction, while the other half remains with the regular classroom teacher.*

*LEAs have the flexibility to explore these and other alternatives for reducing class sizes, provided that highly qualified teachers are used. Generally, the manner in which LEAs reduce class size should result in a meaningful reduction for all of the students in the class on a regular basis. Research shows that "pull-out" programs involving reducing class size by only a handful of students, or sporadic reduction of class size, are less likely than other methods of class-size reduction to result in increased achievement for students.*

Elementary Schools (typically self-contained)--If the LEA budgets federal funds to reduce class size, the LEA must document that it meets the supplement, not supplant requirement. If federal funds are used to reduce class size by creating additional classes in a particular grade, the LEA can document compliance by completing a Supplement, Not Supplant worksheet which shows enrollment and teachers for the building(s). If the LEA budgets federal funds to reduce class sizes using another method or uses teacher assistants to meet the MSIP standards, the district must document compliance by describing the method used in the text box at the bottom of the Supplement, Not Supplant Worksheet. In describing the method used, indicate the grade level(s) and subject(s) taught. This worksheet is located on the Federal Programs webpage under *Grant Application Forms*.

Middle Schools or High Schools (typically departmentalized) – The use of class size reduction was intended for earlier grades. If the LEA uses federal funds to reduce class size in departmentalized schools, it is more difficult to document compliance with Supplement, Not Supplant. Some of the data the LEA can submit to document compliance are: a description of the proposed teacher/class/course; a list of district-paid teachers and number of students for each grade level/subject area to show compliance with MSIP standards; and, a master schedule of classes/courses

You may either fax (573-526-6698) or e-mail the required information to your Federal Programs supervisor. If you need further clarification, please contact your Federal Programs supervisor.