

School Administration Data Collection

2000-2001 School Year

Table of Contents

Schedule of Events	1
Overview of Data Collections	2
School Administration Information Update	2
Division Superintendent Information Update	2
Education Agency Designated Contacts	2
Central Office Staff Updates.....	2
Instructions for Updating the School Administration Data Collection.....	3
Downloading the Excel File (ADMN.XLS)	3
Netscape	3
Internet Explorer	3
Opening the Excel Workbook.....	4
Division Superintendent Information.....	5
Contact Information.....	8
School Administration Information	9
School Information.....	10
Annex Facility Information.....	12
Principal Information.....	13
Processing the Workbook.....	13
Submitting the School Administration Data Collection Report.....	13
Central Office Staff Information.....	13

School Administration Data Collection 2000-2001 School Year

Schedule of Events

Date	Event
6/30	Reporting data and instructions mailed to divisions. I. School Administration Information Update II. Division Superintendent Information Update III. Contact Information Update IV. Request for Central Office Staff Updates
7/28	Deadline for Data (All data must be received by MIS <u>on or before this date</u>).
7/31	Late notices faxed to Division Superintendents whose data were not received by the deadline.
8/4	Late calls made to division superintendents on the status of delinquent data.
8/18	School administration/superintendent/contact information for school year 2000-2001 available to divisions.

School Administration Data Collection

2000-2001 School Year

Overview of Data Collections

School Administration Information Update

A copy of the School Administration Information form (Form SA.101) for each of the schools in your division is included in the workbook. The purpose of this form is to establish the status of schools within each school division for the 2000-2001 school year. The accuracy of the school administration identification information is extremely important. Most department reports reference this critical information. You must return a form for each school to the Department on or before **July 28, 2000**.

Each school page contains the Department of Education's current school administration information. Detailed instructions for completing the forms are enclosed.

Division Superintendent Information Update

The Division Data page provides the opportunity to update data on the Division Superintendent. It is pre-printed with the education agency (division) name and number, the name, mailing address, street address, telephone and fax numbers of the division superintendent as they currently appear in our files. Detailed instructions for completing the forms are enclosed.

Education Agency Designated Contacts

The Contact page requests updated contact information for the next reporting cycle for the School Administration Identification, Central Office Staff Update, and Technology Coordinator. Contact person information (name, telephone number, fax number, e-mail address, and mailing address) for each of the data collections is pre-printed.

Central Office Staff Updates

Central office staff updates may be sent via e-mail. Review the list of central office staff for your division on the DOE website at www.pen.k12.va.us. Detailed instructions for updating the information are enclosed.

School Administration Data Collection 2000-2001 School Year

Instructions for Updating the School Administration Data Collection

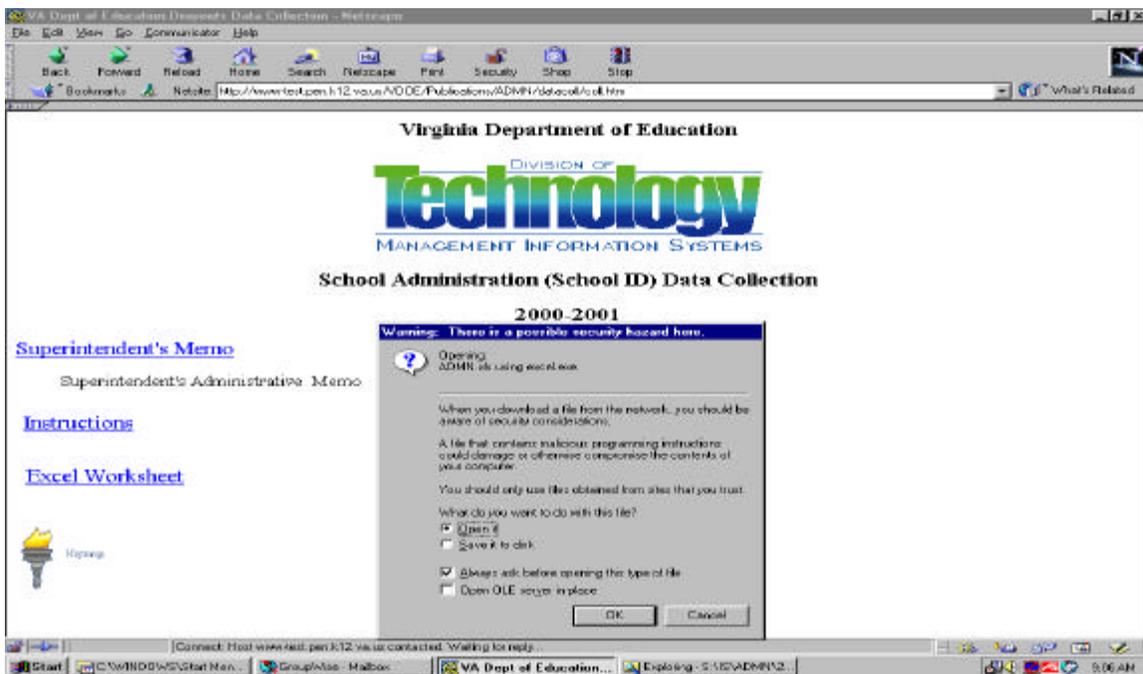
Downloading the Excel File (ADMN.XLS)

The School Administration Data Collection Excel spreadsheet can be downloaded from the Virginia Department of Education's web site at <http://www.pen.k12.va.us> by selecting "Reports" at the top of the homepage or "Data and Publications" at the bottom of the page. Then select "School Administration Data Collection." The complete address for accessing the School Administration Data Collection spreadsheet is <http://www.pen.k12.va.us/VDOE/Publications/ADMN/datacoll/coll.htm>.

Note: These instructions have been developed using Excel 97; some messages may be displayed slightly different if you are using a different version.

Netscape

When you click on Excel Worksheet you will get a message notifying you that you have chosen to download a file. Choose the "Save it to disk" option that allows you to save the file. In the "Save As" dialog box choose the directory and subdirectory (folder) where you want the School Administration Data Collection Excel file saved on your computer. Then click on the Save button to save the file to your computer. Close the web browser. **The file name is ADMN.XLS, and you should not change the file name.**

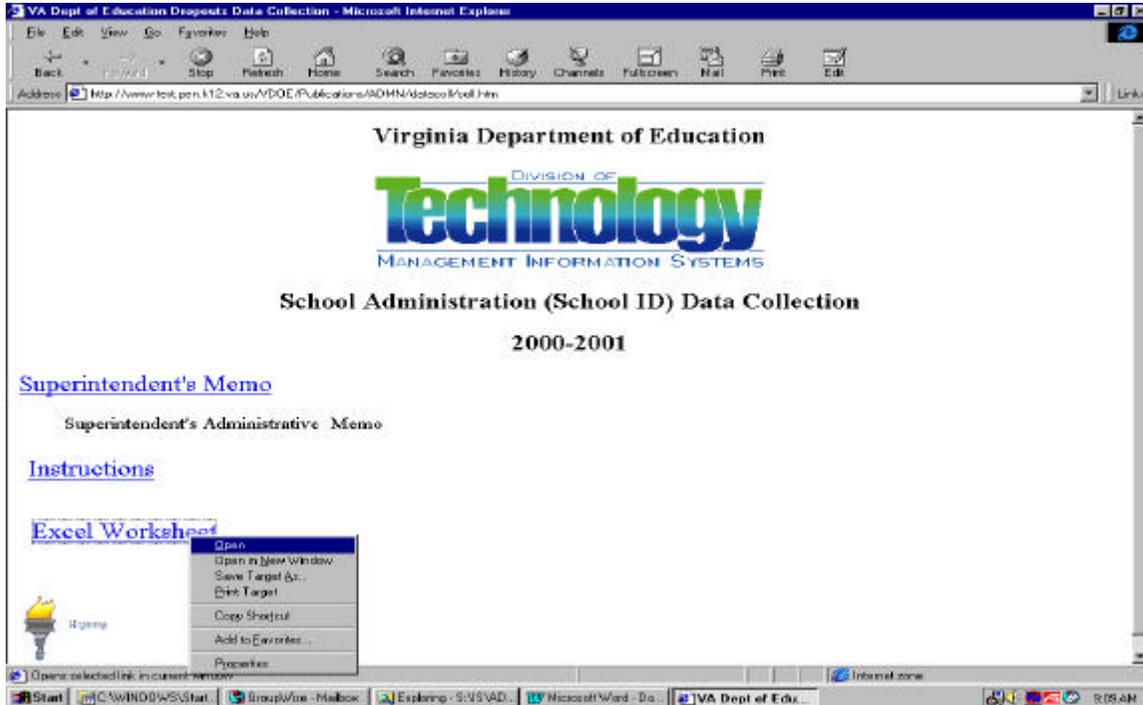


Internet Explorer

Place your mouse over the Excel Worksheet and ***RIGHT CLICK*** your mouse. A small window will open giving you several options, choose "Save target as". Follow the prompts to save the Excel

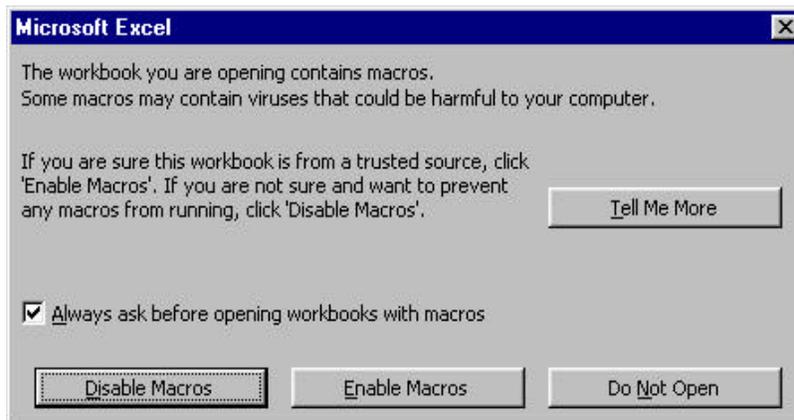
School Administration Data Collection 2000-2001 School Year

spreadsheet to the local drive of your Computer. **The file name is ADMN.XLS, and you should not change the file name.**



Opening the Excel Workbook

Once the Excel spreadsheet file is saved to your computer, open the Excel application. Open the data collection spreadsheet file (ADMN.XLS) that you downloaded from the web site. Since this file contains



macros to design the spreadsheet specific to your school division, you will need to choose to **'Enable Macros'** if you get any warning about the macros.

School Administration Data Collection

2000-2001 School Year

The data collection spreadsheet will now open to the **Division Data** worksheet. When the file opens make sure you are on the **Division Data** sheet as noted by the highlighted tab at the bottom of the worksheet. **To avoid losing any of your work on this spreadsheet, be sure to SAVE the file periodically as you work.**

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Admn". The spreadsheet is open to the "District Data" worksheet. The form is titled "VIRGINIA DEPARTMENT OF EDUCATION OFFICE OF MANAGEMENT INFORMATION SYSTEMS Division Superintendent Information Update 2000 - 2001 SCHOOL YEAR".

Instructions: "Please ensure that all information is complete and accurate. Make any additions or corrections to the columns on the right."

Form fields:

- SELECT DIVISION NUMBER & NAME: << SELECT DISTRICT >> (dropdown menu)
- Add School (button)
- Process (button)
- DISTRICT OFFICE INFORMATION**
- District Phone: (text field)
- District Fax: (text field)
- District Mailing Address (1): (text field)
- District Mailing Address (2): (text field)
- District Mailing City: (text field)
- District Mailing Zip Code: (text field)
- District Delivery Address (1): (text field)
- District Delivery Address (2): (text field)
- District Delivery City: (text field)
- District Delivery Zip Code: (text field)
- SUPERINTENDENT INFORMATION**
- Superintendent Last Name: (text field)

The spreadsheet has tabs for "District Data", "Contacts", and "school". The status bar shows "Ready" and "NUM".

Division Superintendent Information

The Division Data page provides the opportunity to update information on the district office and the Superintendent. Just above the district office data is a drop-down list that includes the name and number of all school divisions in Virginia. Click on the down arrow and scroll down the listing to locate the name and number for your school division. When you locate your school division name, click on it to highlight it to begin customizing the workbook for your division.

School Administration Data Collection 2000-2001 School Year

Microsoft Excel - Admn

File Edit View Insert Format Tools Data Window Help

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VIRGINIA DEPARTMENT OF EDUCATION
OFFICE OF MANAGEMENT INFORMATION SYSTEMS
Division Superintendent Information Update
2000 - 2001 SCHOOL YEAR

Please ensure that all information is complete and accurate. Make any additions or corrections to the columns on the right.

SELECT DIVISION NUMBER & NAME: << SELECT DISTRICT >> Add School Process

9	District Phone:				
10	District Fax				
11	District Mailing Address (1):				
12	District Mailing Address (2):				
13	District Mailing City:				
14	District Mailing Zip Code:				
15	District Delivery Address (1):				
16	District Delivery Address (2):				
17	District Delivery City:				
18	District Delivery Zip Code:				

001 - ACCOMACK
002 - ALBEMARLE
004 - AMELIA
005 - AMHERST
006 - APPOMATTOX
007 - ARLINGTON
008 - AUGUSTA
009 - BATH
010 - BEDFORD
011 - BLAND
012 - BOTETOURT

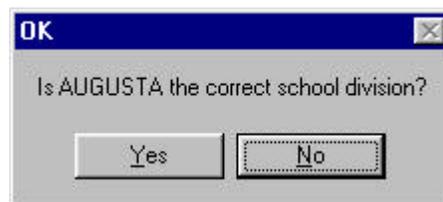
SUPERINTENDENT INFORMATION

20	Superintendent Last Name:				
----	---------------------------	--	--	--	--

District Data / Contacts / school

Ready NUM

After you have selected your division name and number, you will see a message box asking if this is the correct division. If the school division in the message box is correct, click on the **Yes** button.



If the school division listed in the message box is not the correct school division name, then click on the **No** button. Return to the drop-down listing of school divisions, and repeat the selection process. When you click on “Yes” to indicate that the division name is correct, the workbook will automatically begin the process of customizing the workbook for your school division. The first step is to create a new subdirectory called **DOE_DATA** and to save the file with a unique name to identify the report and your school division. The file will be named ADMNxxxx.XLS, where xxxx is your three-digit school division number followed by the number 1. As this process begins, a message will appear on the screen to let you know that the file is being saved. Click on **OK** to save the file and continue customizing the worksheets. You will see the names of the schools on the sheet tabs at the bottom of your screen. **If there are more**

School Administration Data Collection

2000-2001 School Year

than 44 schools in your division, multiple files will be created. After each group of worksheets has been created, a message will appear on the screen to let you know the file is being saved, and the last digit in the file name will be incremented by 1 for each additional file that is created for a division. Each time you get this message, click on OK to save the file.

When you confirm that the school division is correct, the District Office and Superintendent Information tables automatically print in **Columns C** the education agency telephone number, fax number, mailing address, street delivery address, and division superintendent information as they currently appear in our files. **Changes must be made in the following manner:**

- If any item is incorrect, type the correct information in Column E on the same row. All changes to the printed information in rows 9-18 and 20-28 must be made in the blank cells in Column E for the corresponding row. Note that a fax number for the superintendent's office is requested on this form.
- If changes are not necessary for any district data, click on the “NO CHANGE to District/Superintendent Data” box located below the Superintendent Information form.

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Admn [Read-Only]". The spreadsheet is for the "VIRGINIA DEPARTMENT OF EDUCATION".

	A	C	D	E	F
15	District Delivery Address (1):				
16	District Delivery Address (2):				
17	District Delivery City:				
18	District Delivery Zip Code:				
19	SUPERINTENDENT INFORMATION				
20	Superintendent Last Name:				
21	Superintendent First Name:				
22	Superintendent Middle Name:				
23	Superintendent Name Suffix (Ph.D., M.Ed., e.g.):				
24	Superintendent Prefix (Mrs., Mr., Ms., Dr., etc.):				
25	Superintendent Job Title:				
26	Superintendent Phone Number:				
27	Superintendent Fax Number:				
28	Superintendent E-Mail Address:				
33	<input checked="" type="checkbox"/> NO CHANGE to District/Superintendent Data				

The spreadsheet also shows a status bar at the bottom with "Ready" and "NUM" indicators.

School Administration Data Collection 2000-2001 School Year

Contact Information

The **Contacts** worksheet must include information for the contact person who can answer questions regarding the data submitted for your school division for the School Administration Identification, Central Office Staff Update, and Technology Coordinator. The Department of Education's current information for contacts, if available, is listed in **Column C** for each of the data collection contacts. An example of the **Contacts** worksheet is shown on the next page. **Changes must be made in the following manner:**

- If any item is incorrect, type the correct information in Column E on the same row. All changes to the printed information in rows 2-14 (School Administration Contact), rows 20-32 (Technology Contact), and rows 34-46 (Central Office Staff Contact) must be made in the blank cells in Column E for the corresponding row.
- If all data are complete and correct for the contact listed, click on the 'NO CHANGE' box located at the top of each of the contact information sections.

	A	C	D	E	F	
1	SCHOOL ADMINISTRATION CONTACT PERSON INFORMATION					<input type="checkbox"/> NO CHANGE
2	Contact Last Name:					
3	Contact First Name:					
4	Contact Middle Name:					
5	Contact Name Suffix (Ph.D.,M.Ed., e.g):					
6	Contact Prefix (Mrs., Mr.,Ms., Dr., etc.):					
7	Contact Job Title:					
8	Contact Phone Number:					
9	Contact Fax Number:					
10	Contact E-Mail Address:					
11	Contact Mailing Address (1):					
12	Contact Mailing Address (2):					
13	Contact Mailing City:					
14	Contact Mailing Zip Code:					
19	TECHNOLOGY CONTACT PERSON INFORMATION					<input type="checkbox"/> NO CHANGE
20	Contact Last Name:					
21	Contact First Name:					
22	Contact Middle Name:					
23	Contact Name Suffix (Ph.D.,M.Ed., e.g):					
24	Contact Prefix (Mrs., Mr.,Ms., Dr., etc.):					
25	Contact Job Title:					
26	Contact Phone Number:					

Specific contact data are required as indicated in the listing below. Please provide all information that is available for the contact person.

School Administration Data Collection 2000-2001 School Year

- Last Name - Enter your last name **(required)**
- First Name - Enter your First name **(required)**
- Middle Name - Enter your middle name or middle initial (optional)
- Name Suffix - i.e. Jr., Sr. (Optional)
- Title - Mr., Mrs. (optional)
- Position Title - the title of your position (optional)
- Phone Number - Include your area code and seven-digit number **(required)**
- Fax Number - Include your area code and seven-digit number **(required)**
- E-mail Address - Enter your e-mail address (optional)
- Mailing Address **(required)**
- City **(required)**
- Zip Code **(required)**

School Administration Information

School Administration Information is required for all schools. Please check to be sure that a separate sheet (see example below) has been created for each school in your division. Each school page contains the Department of Education's current school administration information. **If you need to report the status of any school administration for which there is no pre-printed page, click on the "Add School" button located on the Division Data page (see example on page 6) to add a blank school page.**

Microsoft Excel - Admn [Read-Only]

File Edit View Insert Format Tools Data Window Help

FORM SA.101 (Revised 5/2000)

VIRGINIA DEPARTMENT OF EDUCATION
SCHOOL ADMINISTRATION INFORMATION
2000 - 2001 SCHOOL YEAR
Division # School #

School Data	School Name	Low Grade	High Grade	Telephone	Status	Fall Memb
Current						
Corrected						

Program Participation	Current	Corrected
Special Ed		
Voc Ed		
Title 1 -Assistance		
Title 1 - School Wide		
Alternative		
Charter		
Migrant		
GED		
Magnet		
Correction		

District Data / Contacts / school

School Administration Data Collection

2000-2001 School Year

Changes must be made in the following manner:

- All changes to the pre-printed information in the **Current** rows/columns must be made in the **Corrected** blank cells adjacent to the current information.
- If changes are not necessary for a given school, click on the “NO CHANGE in School Data” box at the bottom of the printed information for this school.

School Information

Row 8C School Name - The name of the school administration, a separate and distinct organizational unit, identified as such by having at least a principal, a teacher, students, facility(s), and a program. The main identifier is that it is an administrative entity. Include changes in row 9, column C.

Row 8G Phone - The main telephone number, including area code, for the school. Include changes in row 9, column G.

Row 8H Status -The operational status of the School Administration for the 2000-2001 school year. Include changes in row 9, column H. Valid options are:
Open - School is in operation for the 2000-2001 school year
Closed - School is not in operation for the 2000-2001 school year
Planned - School is not in operation, but projected to open during the 2000-2001 school year or a future school year.

Row 8 E-F Grade Range - The lowest and highest grades in which regular day school membership will be reported (e.g., PK-03, K-08, or 10-12) unless all membership in the school is ungraded (i.e., UG-UG). Centers (vocational education, special education or alternative education) are organized for the instruction of a specific program for pupils whose official attendance records are maintained in schools that will report their membership. The grade ranges for centers and closed schools should be left BLANK. Indicate changes in row 9, columns E – F.

Row 8 I Pupil Attendance Maintained for Reporting Fall Membership - The attendance of pupils is recorded and the official attendance records of pupils are maintained by the school that will report the pupils in Fall Membership. The indicator "Yes" should be printed on row 8, column I. The lowest and highest grades in which regular day school membership will be reported should be reported in row 8, columns E and F, Low Grade/High Grade. Centers (vocational education, special education or alternative education) are organized for the instruction of a specific program for pupils whose official attendance records are maintained in schools that will report their membership. For Centers, the indicator “No” should be printed on row 8, column I. Indicate changes in row 9, column I.

Rows 12-22 School Type and Program Category - Designation of the school type and program category of the schools. A school can be identified by one or more categories. **Please verify the type with program coordinators, i.e. Special Education, Title I, to ensure all types are included.** Indicate changes in rows 12-22, column D for all that apply. School types of combined, elementary, high and middle will be determined by the

School Administration Data Collection

2000-2001 School Year

Department of Education according to the low and high grade range that is indicated for the school administration.

Category definitions are:

Alternative - a school or center organized for alternative programs of instruction. (NOTE: Centers do not maintain pupil attendance and do not report membership.)

Charter - a school providing free public elementary and/or secondary education to eligible students under a specific charter granted by the state legislature or other appropriate authority, and designated by such authority to be a charter school.

Correctional - a school operated by the Department of Correctional Education that provides compulsory education for K-12 instruction.

Elementary - a school with any combination of grades PK through 7.

Governor. - a school established through the organizational concept of creating a Community of Learners that serves gifted high school students who meet specific admissions criteria for advanced educational opportunities in science, mathematics, technology, social sciences, the humanities and the arts and the school is funded by the General Assembly and is supervised by a Regional Board.

High - a school with no grades below grade 8.

Magnet - a school designed to 1) attract students of different racial/ ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation; and/or 2) provide an academic or social focus on a particular theme (e.g. science/math, performing arts, gifted/talented or foreign language).

Middle - a school with grade 8 but with no grades below 6 or above 9.

Special Education - a school or center organized for the instruction and training of exceptional children. (NOTE: Centers do not maintain pupil attendance and do not report membership.)

School Administration Data Collection

2000-2001 School Year

Title I School - a school designated under appropriate state and Federal regulations as being eligible for participation in programs authorized by Title I of Public Law 103-382. The two types are:

- 1) a **school-wide program** where the school is designated as Title I because of high poverty (50% or greater) and the need to assist all students particularly, the educationally disadvantaged students in meeting high academic standards set by the State or
- 2) **target- assistance** where the school receives funding for Title I services to meet the needs of the educationally disadvantaged students only and the poverty percentages must be at least 35% or above the district wide average.

Vocational Education - a school or center organized primarily for the instruction of pupils in semiskilled, skilled or technical occupations. A department of a high school offering courses or programs in vocational, technical areas is not considered to be a separately organized vocational technical school. (NOTE: Centers do not maintain pupil attendance and do not report membership.)

Rows 26 Mailing Address - The primary address to which mail is delivered. The address may be a post office box address or a street address. Include changes in row 32. **SPECIAL NOTE: If your county, city, or town participates in the 911 emergency system you MUST provide a valid STREET NUMBER and STREET NAME for your mailing address.**

Rows 27 Delivery Address - The address that is used for the delivery of goods (e.g. UPS deliveries). The address must be a street address, not a post office box address. Include changes in row 33.

Annex Facility Information

Some schools comprise more than one site for the administration of its program. The additional site(s) is an annex. Form SA.101 provides the pre-printed information for each of these sites. Space is included for up to two annexes for each school. Include changes in corresponding columns, rows 34-35.

Rows 28-29 Name - The name(s) of the annex site.
Column H

School Administration Data Collection

2000-2001 School Year

Rows 28-29 Status - The operational status of the annex site(s) for the 2000-2001 school year.

Column J Valid options are:

Open - Annex site is open

Closed - Annex site is not open

Planned - Annex site has contract approval, but is not open

Rows 28-29 Annex Street Address - The street address(s) of the annex site(s).

Columns C-G

Principal Information

Row 43 Prefix - Title (Mr., Ms., Mrs., Dr.) or any abbreviation up to four characters, including punctuation.

Rows 39-41 Principal's Name - First name, middle name or initial, last name. If a principal has not been appointed, enter "vacant" on row 40 for the first name.

Row 42 Suffix - Appropriate title (Jr., Sr., III, IV) after the name.

Row 44 E-mail Addr - The electronic mail address. Example: <jsmith@pen.k12.va.us>

Processing the Workbook

When you have finished entering data for all schools in your division, return to the **Division Data sheet** to process the workbook. Click on the **Process** button located near the top of the sheet beside the division name and number. Processing includes functions to write out a file (ADMNxxxD.XLS, where xxx is your three-digit division number) that includes all changes/corrections you have made.

Submitting the School Administration Data Collection Report

E-mail the School Administration Data Collection file (ADMNxxxD.XLS) which can be found in the directory C:\DOE_DATA on your local drive, to schadmid@pen.k12.va.us after you have completed and reviewed all information. Retain the complete Excel file (ADMNxxxx.XLS) at your site for future reference if needed.

Central Office Staff Information

Central office staff updates may be sent via e-mail. Review the list of central office staff for your division on the DOE Web site. You can access the list by doing the following:

School Administration Data Collection

2000-2001 School Year

- Go the DOE homepage at www.pen.k12.va.us,
- Click on “**Educational Directory**,”
- Click on “**Public School Divisions**,”
- Locate your school division, and
- Click on “**Division Staff**.”

To make corrections, follow these steps:

- (1) Send only additions, changes, or deletions: **DO NOT SEND THE ENTIRE STAFF LISTING** (Additions, changes or deletions should be clearly **PRINTED** or **TYPED**)
- (2) E-mail updates only to Patricia Hicks at pwhicks@pen.k12.va.us
- (3) The additions, changes, and deletions of the staff information must include the following:
 - (a) Full Name - prefix (i.e., Mr., Mrs., Ms., Dr.), first name, middle initial, last name, suffix (i.e., Jr., III)
 - (b) Telephone number to include the area code. **THIS MUST BE INCLUDED.**
 - (c) Position Title (i.e., Assistant Superintendent, Coordinator, Director, Specialist, Supervisor, Visiting Teacher)
 - (d) Area of Responsibility Title (i.e., Administrative Services, Budget and Finance, Buildings/Grounds/Custodial, Food Service, Gifted and Talented, Human Resources, Special Education, Transportation)
- (4) Indicate in the left margin the type of the central staff update:
 - .A. for an addition,
 - .C. for a change and
 - .D. for a deletion.
- (5) Indicate the division contact person who is providing the central office staff update information and their telephone number. This person will be contacted upon completion of the update for review and verification of the division information before it is published.

Please forward all central office staff updates to:

Virginia Department of Education
Division of Policy and Public Affairs/Communications
P. O. Box 2120
Richmond, VA 23218
ATTN: Patricia Hicks

Phone: (804) 225-2400
Fax: (804) 225-4514
E-mail: pwhicks@pen.k12.va.us