

Fall Membership Data Collection
2000 - 2001 School Year

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SCHEDULE OF EVENTS FOR THE 2000-2001 FALL MEMBERSHIP REPORT

Date	Event
9/8/00	2000-2001 Fall Membership Reports mailed to Division Superintendents
9/29/00	Membership Count Taken
10/16/00	2000-2001 Fall Membership Reports are due to the Department
11/3/00	2000-2001 Fall Membership Reports that break out membership counts for contracted, consolidated and merged school divisions due to the Department
10/18/00	Late calls made to Division Superintendents on status of reports not received as of <u>noon, 10/18/00</u>
10/30/00	Deadline for Superintendent's verification of fall membership data
11/3/00	Department of Education's Budget Office receives appropriate fall membership data
11/15/00	Fall Membership Summary Reports are available on the WEB

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REPORT MODIFICATIONS

THE FALL MEMBERSHIP REPORT FOR 2000-2001 INCLUDES THE FOLLOWING MODIFICATIONS:

- The school-level September 30 membership counts should be reported by grade, by ethnicity, and by gender.
- Reporting students with disabilities and students in alternative education programs by grade. Students who were in self-contained special education and alternative education classes were reported as ungraded students in previous fall membership reporting. These students must be reported by grade level beginning in the 2000-2001 school year. Local school divisions may use their own procedures for assigning grade levels to students. Local procedures should be based on students' age and their progression from grade to grade, similar to the local procedures used for students without disabilities. The grade assignment for all students must be within the range of the lowest and highest grades taught in the school.
- The school-level September 30 membership counts should be reported by grade for each affiliated school division that is a part of a consolidation or contract. This breakdown by grade is needed for budgeting and should be reported by November 3, 2000 for only Clifton Forge City (Div. 105), Bedford City (Div. 140), Emporia City (Div. 138), Fairfax City (Div. 134), and James City County (Div. 047). These data are requested in addition to the consolidated counts that school divisions report by school, by grade, by ethnicity, and by gender.
- Division-level pupil/teacher ratios recommended in the Standards of Quality have changed for grade kindergarten and grades two and three.

INSTRUCTIONS FOR PREPARING FALL MEMBERSHIP REPORTS

Contact Information

The contact information is for the person who is responsible for coordinating all data for the Fall Membership reports and can answer any questions regarding the data submitted for your school division. Information on the contact person for the 1999-2000 fall membership reporting is included in the Excel spreadsheet. The information should be updated for the 2000-2001 reporting. For those submitting an ASCII flat file, contact information is requested on the header (A) record.

Fall Membership School Checklist

In the Excel spreadsheet, the School Checklist sheet provides a listing of all schools in your division with their school number, school type, operation status, and high and low grades. Specifically, note that low and high grades are correct before you begin entering any data. These

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grade levels control the range of grades for which cells in the spreadsheet are available to enter individual school data. This information was reported on the School Administration (School ID) data collection report (Administrative Supts. Memo. No. 37, dated June 30, 2000). If there are any inconsistencies, please contact Data Administration at (804) 225-2099 or by e-mail at fallmemb@pen.k12.va.us before entering school membership.

Division-Level Projection of March 31 ADM, K-12 for School Years 2000-2001, 2001-2002, 2002-2003 and 2003-2004

Projection data for March 31 ADM and half-day kindergarten program can only be reported in the Excel spreadsheet.

In the spreadsheet, listed on the sheet, FM_Div_Data are the current Department of Education projections of unadjusted March 31 ADM, K-12 and adjusted March 31 half-day kindergarten for school years 2000-2001 and 2001-2002. The actual 1999-2000 Unadjusted March 31 ADM is listed as a reference. If your division maintains separate projections for the projected years, please enter your projections in the spreadsheet.

Please note the following when reviewing these projections:

- Regulations governing state reimbursement to school divisions for special education categorical programs state, in part, that state tuition reimbursement for regional programs and Comprehensive Services Act payments or reimbursements for private school costs shall be in lieu of Basic Aid and other per pupil payments (such as remedial and gifted education aid). Thus, students placed in private school or public school regional programs for whom tuition reimbursement is requested may not be included in the March 31 ADM report. Please be aware of these restrictions when making your ADM projections and completing the spreadsheet.
- If you will be entering projections of the March 31 ADM for kindergarten pupils, please refer to Section 22.1-199, Code of Virginia, which establishes the entrance age for kindergarten. Children who have reached their 5th birthday by September 30 can be included.
- Include under "Kindergarten" any pupils enrolled in any of the three programs of junior kindergarten, developmental kindergarten, or transitional first grade.

Division-Level Projection of Half-Day Kindergarten Program 2000-2001, 2001-2002, 2002-2003 and 2003-2004

For the purpose of Basic School Aid calculations, kindergarten programs operating less than 5½ hours per day, and having a pupil/teacher ratio greater than 30 to 1 are considered half-day programs. Where kindergarten programs operate less than 5½ hours per day, and it is anticipated that the 30 to 1 ratio will be exceeded, please enter in the spreadsheet the projected adjusted ADM for the years indicated.

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Division-Level Home Instruction / Religious Exemptions

Home instruction and religious exemptions data can only be reported in the Excel spreadsheet on the FM_DIV_Data sheet.

Background:

The 1990 General Assembly amended Section 22.1-254 of the Code of Virginia to provide home instruction as an alternative to compulsory school attendance and enacted Section 22.1-254.1 governing the conditions under which home instruction may be conducted.

Home Instruction:

Under paragraph B of Section 22.1-254, the division superintendent is required to report the number of students in the school division receiving home instruction. Enter on the spreadsheet the number of children receiving home instruction by kindergarten through fifth grade, grades six through eight and grades nine through twelve. If the number of students is not available by the specified grade ranges, report the total number under the other category.

Religious Exemptions:

It is important that we attempt to identify the number of children who are excused from compulsory attendance by reason of a religious exemption, according to Section 22.1-257, Code of Virginia. Enter on the spreadsheet the number of children receiving religious exemptions by kindergarten through fifth grade, grades six through eight and grades nine through twelve. If the number of students is not available by the specified grade ranges, report the total number under the other category.

Inquiries concerning home instruction or religious exemptions should be directed to [Charles Finley](#), Division of Accountability Services, at (804) 786-9421 or by e-mail at cfinley@pen.k12.va.us.

Division-Level Pupil/Teacher Ratio Standards of Quality No. 1-G

Pupil/Teacher Ratio Standards of Quality Data can only be reported in the Excel spreadsheet on the P_T_Ratio sheet.

Standard Number 1-G, Instructional Personnel, of the Standards of Quality (SOQ), requires that certified instructional personnel be assigned in a manner that results in division-wide ratios of pupils in average daily membership to full-time equivalent teaching positions in the following manner:

In grade kindergarten, a ratio that is not greater than twenty-four to one.

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In grade one, a ratio that is not greater than twenty-four to one.

In grades two and three, a ratio not greater than twenty-four to one.

In grades four through six, a ratio not greater than twenty-five to one.

In English classes, grades six through twelve, a ratio of not greater than twenty-four to one. This only applies to students and teachers in departmentalized school organizations typically found in middle and secondary schools; not to self-contained situations typically found in elementary schools.

Kindergarten Full Day/Half-Day Membership

Report the membership of pupils in kindergarten on the spreadsheet as full day or half-day. Please remember the adjustment for half-day kindergarten pupils where applicable. This would be dividing the membership in classes of less than 5 ½ hours by the number of sessions (usually 1 or 2).

Grades K-6 Number of Full-Time Equivalent (FTE) Teaching Positions

Prorate accordingly any positions whose assignments include other than grades kindergarten through six. Any such prorations should be on the basis of the most accurate representation of such positions (e.g., grade levels, number of pupils, time spent, etc.) Report positions to the nearest TENTH.

Grade One Number of Full-time Equivalent (FTE) Teaching Positions

Prorate accordingly any positions whose assignments include other than grades kindergarten through six. Any such prorations should be on the basis of the most accurate representation of such positions (e.g., grade levels, number of pupils, time spent, etc.) Report positions to the nearest TENTH.

English Class, Grades 6-12 Membership

The pupil/teacher ratio for grades six through twelve English classes only applies to students and teachers in departmentalized school organizations typically found in middle and secondary schools. It does not apply to self-contained situations typically found in elementary schools. English classes taught exclusively to special education students should not be included. Membership data reported in the spreadsheet should be the sum of the membership in English classes, grades six through twelve inclusive.

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Courses included in calculating the pupil-teacher ratio, English classes, grades six through twelve are:

0054 Remedial Reading Grades 4-7	
1106 Reading Grade 6	1200 Journalism I
1107 Reading Grade 7	1210 Journalism II
1109 Language Arts Grade 6	1211 Journalism III
1110 Language Arts Grade 7	1212 Journalism IV
1120 English Grade 8	1213 AP Journalism
1130 English Grade 9	1215 Photojournalism I
1140 English Grade 10	1216 Photojournalism II
1150 English Grade 11	1217 Photojournalism III
1160 English Grade 12	1220 Local Journalism Elective
1160 English Grade 12	1300 Speech Fundamentals
1165 Local Literature Elective	1302 Advanced Speech
1171 Creative Writing	1395 Speech Applications
1177 Advanced Composition	1399 Local Speech Elective
1195 AP Literature & Composition	1515 Local English Elective I
1196 AP Language & Composition	1516 Local English Elective II

School Level September 30 Membership

Report the membership (Entries + Reentries – Withdrawals) as of September 30. **Because September 30, 2000, is on a Saturday, the count should be taken on Friday, September 29, 2000. Only schools maintaining the official attendance records of pupils should report membership.** The membership by school can be reported in an ASCII file or in Excel.

Report on the sheet with a tab named for each school the membership in the appropriate grade pre-kindergarten through twelve cells by each of the five racial/ethnic categories and by gender. **This year, school divisions must report students with disabilities and students in alternative education programs by grade level.** Local school divisions may use their own procedures for assigning grade levels to students. Local procedures should be based on students' age and their progression from grade to grade, similar to the local procedures used for students without disabilities. The grade assignment for all students must be within the range of the lowest and highest grades taught in the school.

Special education preschool pupils, pupils in hospitals, clinics or detention homes who have been withdrawn from attendance rolls should not be included in the membership count.

If the students are in a dual enrollment program approved by the principal (or other local school official designated by the superintendent), they should be counted in fall membership in the appropriate grade. Dual enrollment means that students are earning college credit and credit toward their high school diploma at the same time.

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In the grade pre-kindergarten (PK) cell, report only those pupils who are in programs operated as part of the regular day school.

In grade kindergarten (KG), report pupils in junior kindergarten, developmental kindergarten, and transitional first grade.

Report only students who have not successfully completed the Literacy Testing Program (LTP) as ungraded.

Report a high school graduate (GED, certificate, diploma, etc.) who is in attendance for additional academic or vocational coursework as post graduate.

Students who have been withdrawn from a school to enroll in an Individual Student Alternative Education Plan (ISAEP), and who will be counted in March 31 ADM, should be reported at the appropriate grade level. If the ISAEP program is housed in a school that reports student membership, the student's membership may be reported for that school or the student's home school; otherwise, the membership must be reported in the student's home school.

The definitions of the five racial/ethnic categories are as follows:

AMERICAN INDIAN or ALASKA NATIVE - A person having origins (ancestry) in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

ASIAN or PACIFIC ISLANDER - A person having origins (ancestry) in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. Included, for example, are peoples of China, Korea, the Philippine Islands, Samoa, and India.

BLACK, NOT OF HISPANIC ORIGIN - A person having origins (ancestry) in any of the black racial groups of Africa.

HISPANIC - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (ancestry), regardless of race.

WHITE, NOT OF HISPANIC ORIGIN - A person having origins (ancestry) in any of the original peoples of Europe, North Africa, or the Middle East.

EXCEL SPREADSHEET INSTRUCTIONS

Downloading the Fall Membership Report Excel File

The Fall Membership (FALLMEMB) 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

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of the homepage or “Data and Publications” at the bottom and then selecting “Collection of Fall Membership Report 2000-2001.” The complete address for accessing the spreadsheet is

http://www.pen.k12.va.us/VDOE/Publications/Fall_Membership/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 option that allows you to save the file. In the **Save As** dialog box choose the directory and subdirectory (folder) where you want the FALLMEMB Excel file saved on your computer. **The file must be saved as FALLMEMB.XLS**. Then click on the **Save** button to save the file to your computer (Figure 1). Close the web browser.

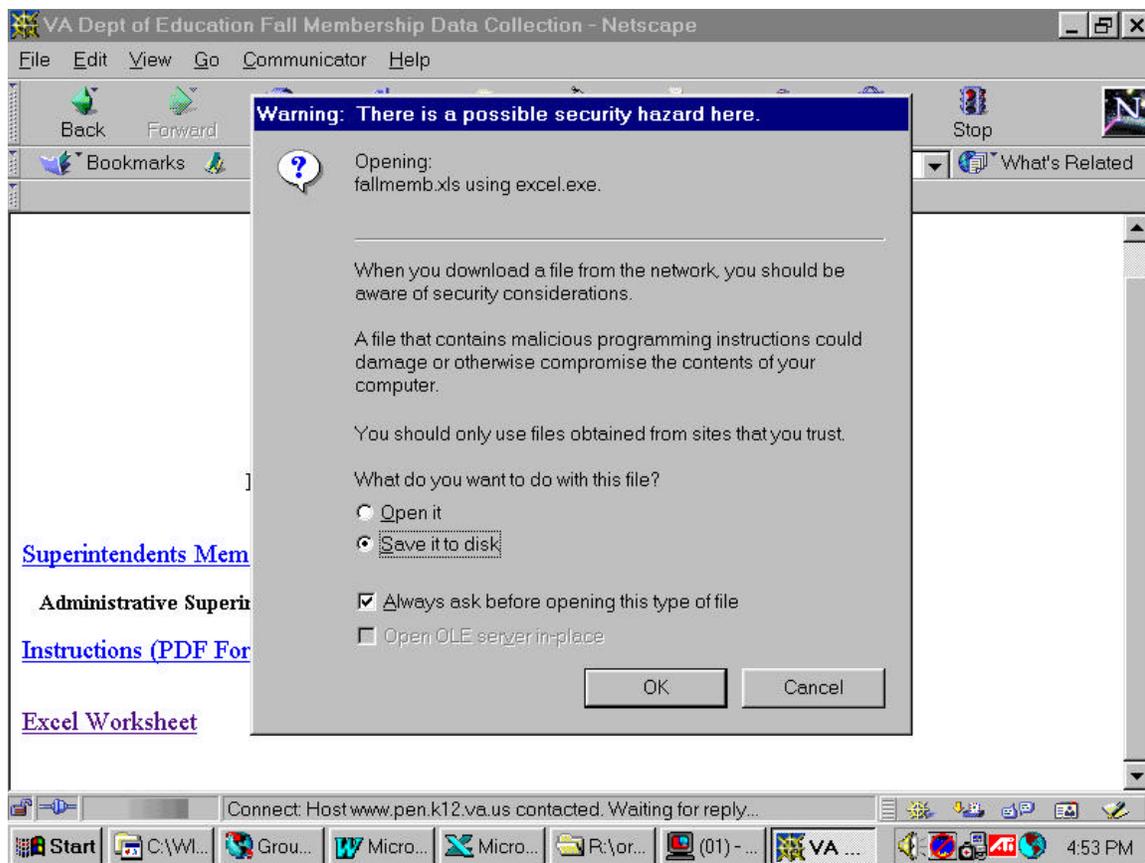


Figure 1. Save As Dialog Box

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Internet Explorer

If you are using the Internet Explorer web browser to download the spreadsheet, place your mouse over the words, Excel Worksheet and **RIGHT CLICK** your mouse. A window will open with several options. Choose the option, "Save Target As." This will bring up the "Save As" box that will allow the file to be saved (Figure 2). The file must be saved as FALLMEMB.XLS. Then click on the Save button to save the file to your computer. Close the web browser.

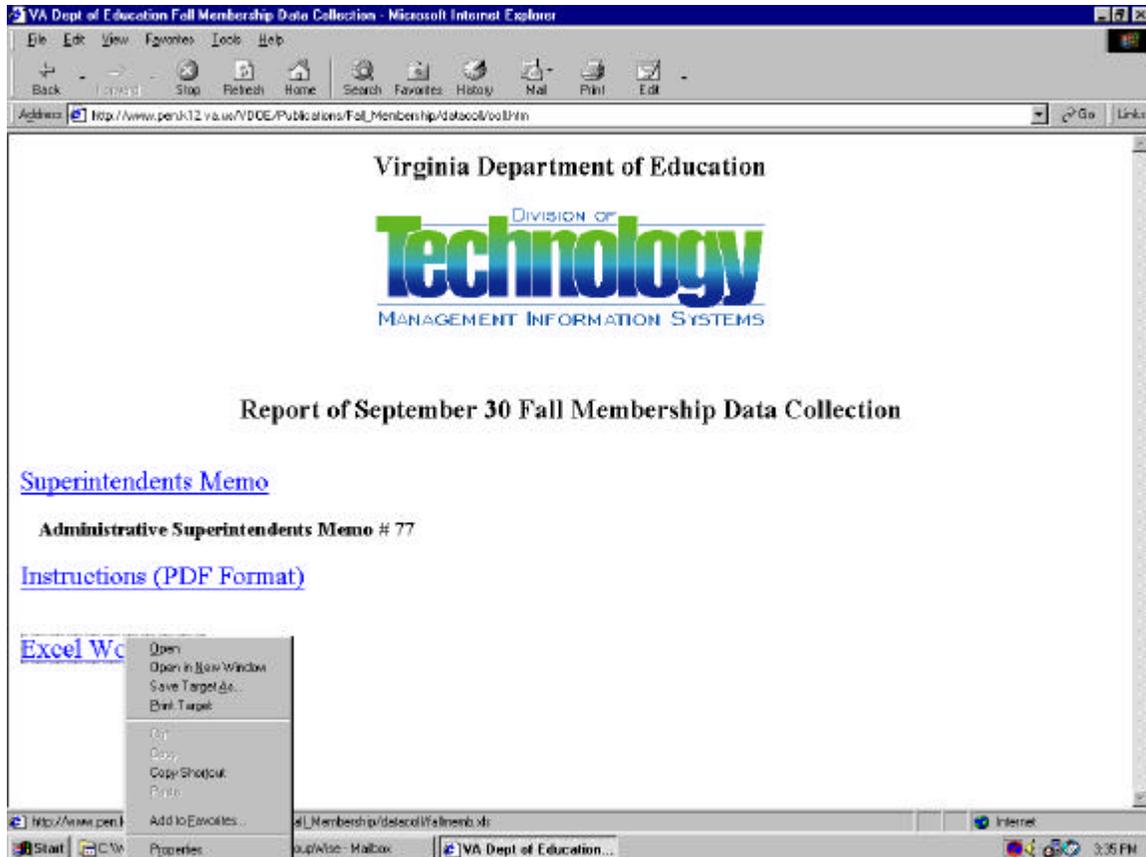


Figure 2. Save Target As Dialog Box

Opening the FALLMEMB.XLS File

Open the Excel application. Open the FALLMEMB spreadsheet file (**FALLMEMB.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. The FALLMEMB spreadsheet will open to the **contact** worksheet. When the file opens make sure you are on the **contact** sheet as noted by the highlighted tab at the bottom of the worksheet.

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Contact Sheet

On the contact sheet, **first** you must select the Method of Generating the Fall Membership School Level data. You must select either, **“This Workbook”** which means that you will be reporting the membership by school in the spreadsheet or **“District Computer”** which means that the membership by school will be reported in the ASCII file format. **Pages for the contact information, school checklist, March 31 ADM Projections, SOQ Standards of Quality data and individual school pages will be created in Excel for those divisions who select the option, “This Workbook.” Only the pages for the contact information, school checklist, March 31 ADM Projections and SOQ Standards of Quality data will be created in Excel if the option, “District Computer” is selected.**

Microsoft Excel - fallmemb

File Edit View Insert Format Tools Data Window Help

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A1 = VIRGINIA DEPARTMENT OF EDUCATION

VIRGINIA DEPARTMENT OF EDUCATION
Office of Information Technology
FALL MEMBERSHIP REPORT
2000 - 2001 SCHOOL YEAR

Please ensure that all information is complete and accurate. Please provide information below on the contact person who can answer questions regarding the data.

Method of Generating Fall Membership School Level Data: This Workbook District Computer

SELECT DIVISION NUMBER & NAME:

When you have completed all worksheets and are ready to transmit the results to the Department of Education, Click the PROCESS button.

CONTACT PERSON INFORMATION

Prefix (Mrs., Mr., Ms., Dr., etc.): _____

First Name: _____

Middle Name: _____

Last Name: _____

Name Suffix (Jr., Sr., III, etc.): _____

Job Title: _____

Contact / School Checklist / FM_Div_Data / P_T_Ratio / School List / school / NUM

Figure 3. Method of Generating Fall Membership

Above the contact data is a drop-down list that includes the name and number of all school divisions/localities in Virginia (see Figure 4). Click on the down arrow and scroll down the listing to locate the number and name for your school division. When you locate your school division name, highlight it and release the mouse button.

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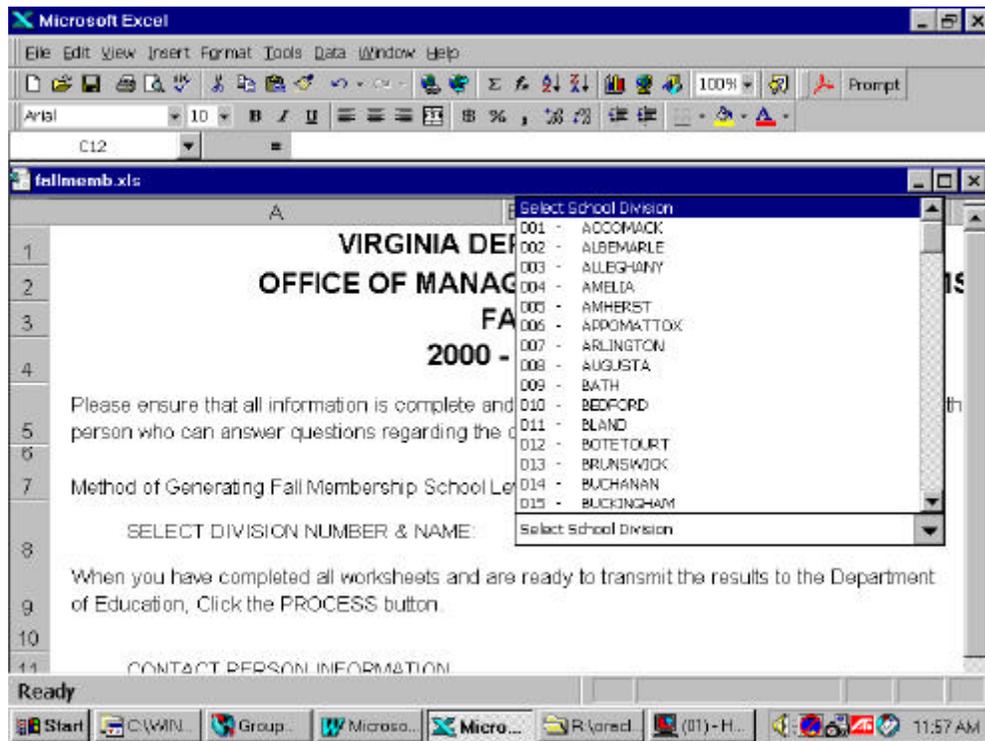


Figure 4. School Division Number and Name Dropdown List

After you have selected your division number and name, a message box will pop up that asks whether the selection is the correct school division. If the school division name appearing in the message box is correct, click on the **Yes** button (Figure 5). If the school division listed in the message box is not the correct school division, then click on the **No** button, so you will be returned to the drop-down listing of school divisions to repeat the selection process.

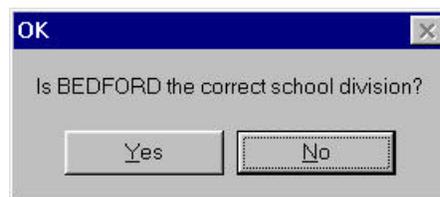


Figure 5. School Division Verification

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 (Figure 6). The file will be named FALLMxxxx.XLS where xxxx is your three-digit school division number followed by the number 1. As this process begins, a message similar to the one illustrated below for the Bedford school division (Div. 010) will appear on your screen. Click on **OK** to save the file and continue customizing the worksheets.

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Figure 6. Saving to File Message

Information on the contact person reported for the 1999-2000 school year is provided on the sheet. The information must be updated for the contact person for the 2000-2001 school year (Figure 7).

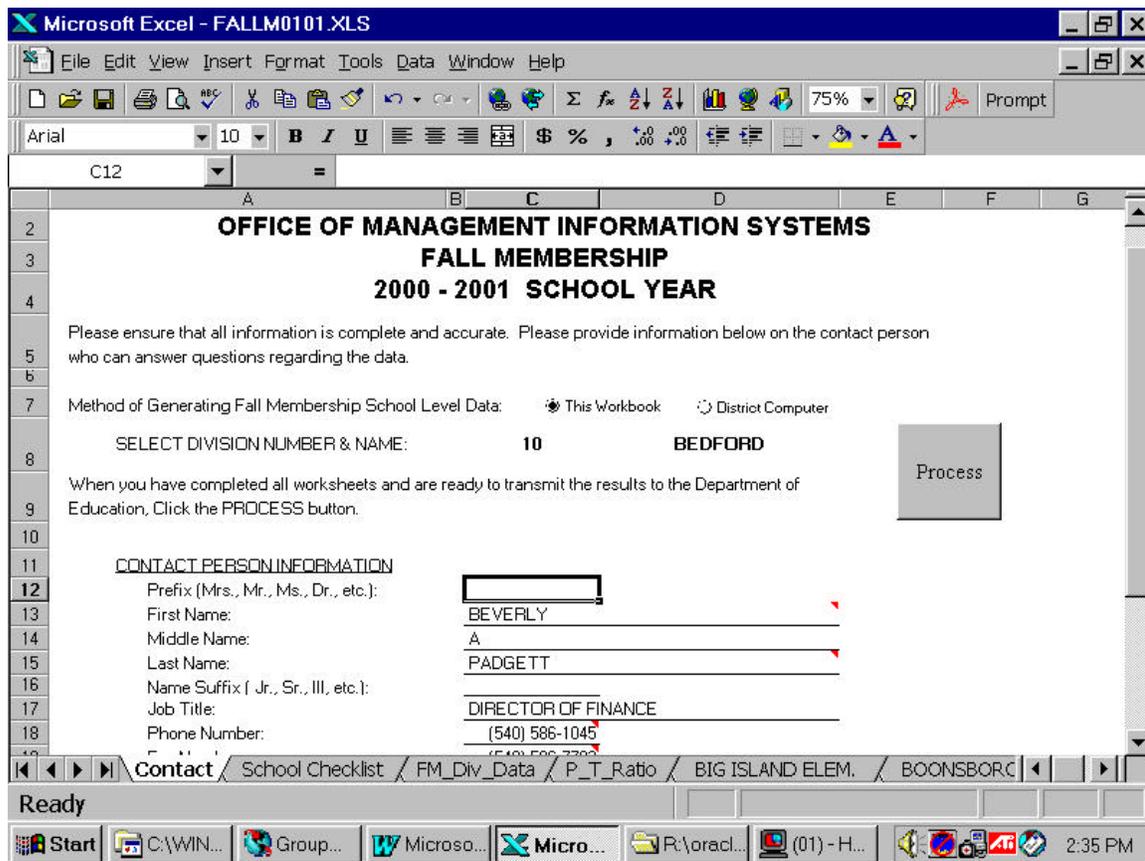


Figure 7. Contact Sheet

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March 31 ADM and Fall Membership Counts by School for Contracted, Consolidated or Merged School Divisions

School divisions whose city and county affiliations are contracts, consolidations or mergers will report March 31 Average Daily Membership (ADM) projections for each locality. Fall membership counts by school and by grade will be reported for the affiliated locality. These school divisions are Clifton Forge City (Div. 105), Bedford City (Div. 140), Emporia City (Div. 138), Fairfax City (Div. 134), and James City County (Div. 047). The spreadsheet for these localities should be submitted by November 3, 2000.

When the primary school division is selected from the school division dropdown list, workbooks will be customized for the primary school division and the affiliated school division. In Figures 8 and 9, Bedford County (Div. 010) was selected from the school division list. A workbook (FALLM0101.XLS) was customized for Bedford County and another workbook (FALLM1401.XLS) was customized for Bedford City (Div. 140).

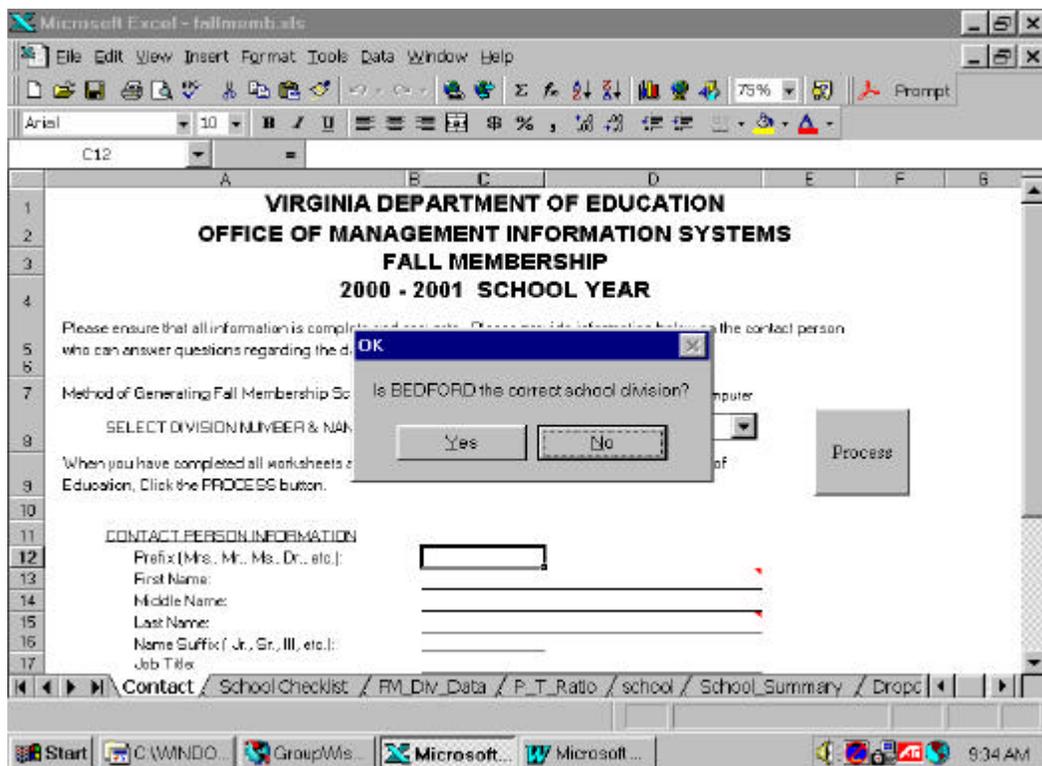


Figure 8. School Division Verification for Contracts, Consolidations or Mergers

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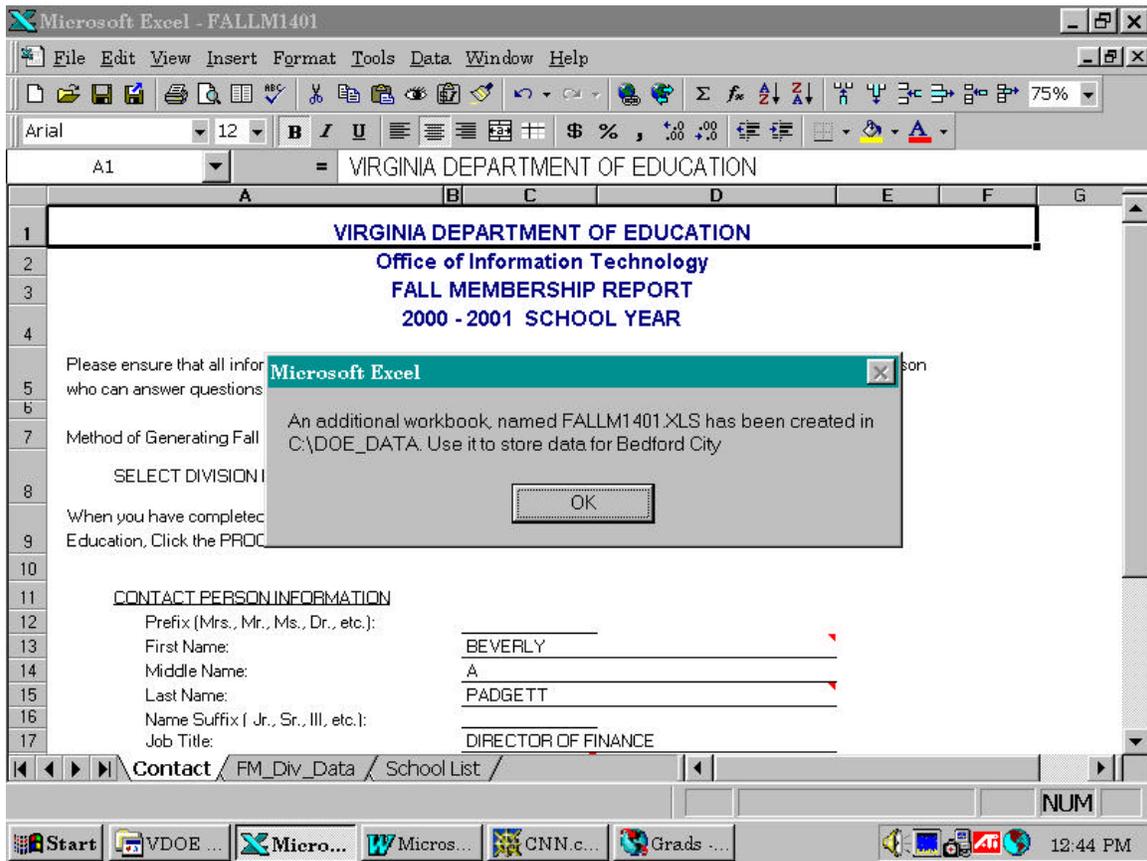


Figure 9. Automatic Workbook Generated

Workbooks customized for these affiliated school divisions will only contain the Contact sheet, the FM_DIV_Data sheet for reporting the March 31 ADM projections and the School List sheet to report the fall membership counts by school and by grade. The School List sheet contains all schools in the contracted, consolidated, or joint school division. Enter a separate breakdown by school by grade for the affiliated school.

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The screenshot shows a Microsoft Excel window with the following content:

VIRGINIA DEPARTMENT OF EDUCATION																	
Office of Information Technology																	
Report of Fall Membership as of September 30, 2000																	
0010	SCIENCE AND TECHNOLOGY CENTER	Grade															
0030	BIG ISLAND ELEM.	PK	KG	1	2	3	4	5	6	7	8	9	10	11	12	PG	UG
0160	BOONSBORO ELEM.																
0180	MONTVALE ELEM.																
0450	THAXTON ELEM.																
0480	BEDFORD ELEM.																
0490	BEDFORD MIDDLE																
0500	FOREST ELEM.																
0610	NEW LONDON ACADEMY ELEM.																
0640	STEWARTSVILLE ELEM.																
0970	MONETA ELEM.																
0980	HUDDLESTON ELEM.																
1160	BODY CAMP ELEM.																
1170	OTTER RIVER ELEM.																
1180	LIBERTY HIGH																
1190	STAUNTON RIVER HIGH																
1191	STAUNTON RIVER MIDDLE																

Figure 10. School List Sheet for Division 140

School Divisions that Report Fall Membership

If you choose to report membership in Excel, you will see the names of the schools in your division appear across the tabs on the bottom of each worksheet. **Since this process requires a large amount of memory within Excel, multiple files will be created for school divisions that report membership for more than 46 schools.** Since the file is first saved before any school sheets are created, you will need to replace the first file after the first set of sheets for individual school is created. Click on **Yes** when you get the message in Figure 11.

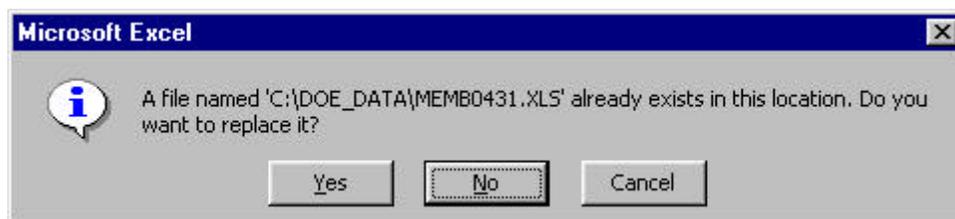


Figure 11. Saving to File Message

After each group of worksheets has been created, a messages similar to that in Figure 11 will appear, where the last digit in the file name will be incremented by one (1) for each additional file that is created for a division. Each time you get this message, click on **YES** to

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save the file. If your school division includes more than 46 schools and multiple files are created, each file will be saved after the worksheets are populated, and the first file, **MEMBxxx1.XLS**, will open to the School Checklist worksheet. If your school division includes more than 46 schools, you may click on the **Open** folder or click on **File** and then **Open...** (from the menu) to see a listing of the saved files in the **DOE_DATA** directory (see Figure 12). The files **MEMBxxx2.XLS**, **MEMBxxx3.XLS**, etc. will contain only the individual school pages.

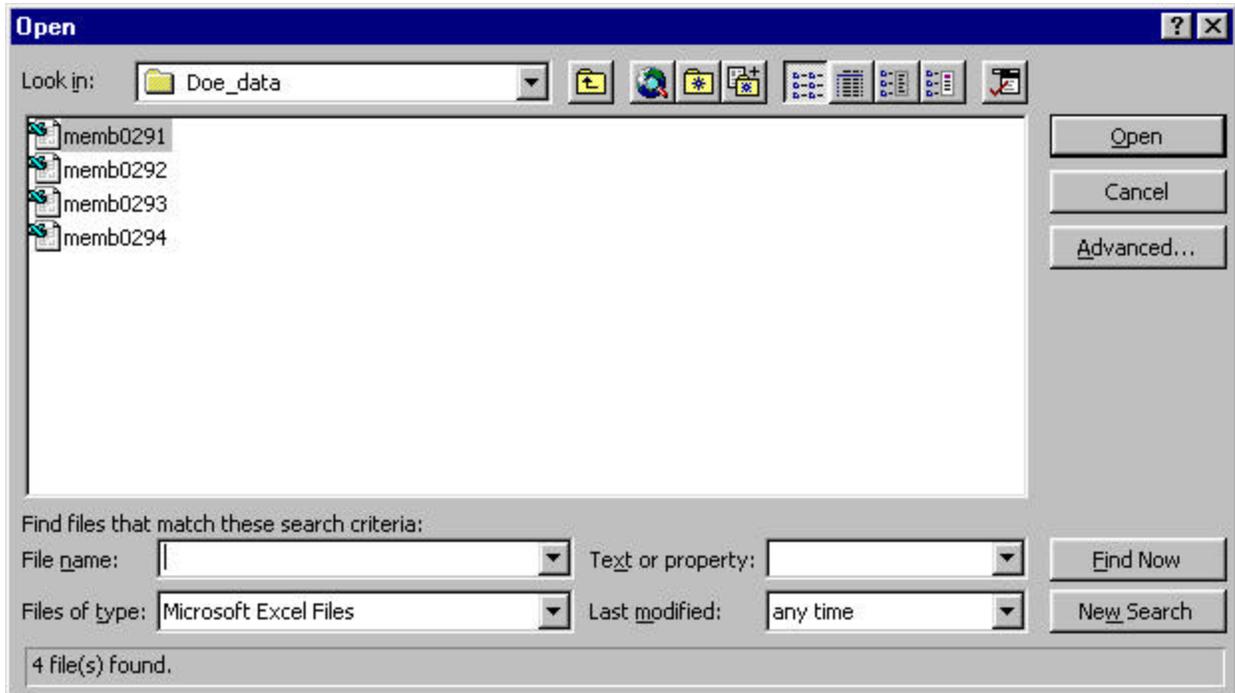


Figure 12. Example of Open Dialog Box for Division with Multiple Files

School Checklist

The **School Checklist** worksheet (see Figure 13) lists the school type, number, low and high grade, and status of all schools in your division as reported to us in the School Administration Data Collection during the summer 2000.

Please review your listing of schools on this worksheet, and call Data Administration at (804) 225-2099 to report any changes that need to be made in the school information maintained for your division. Inaccurate low or high grade may create a problem when you attempt to enter membership data for that school.

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Please check to ensure that the data below are accurate for all schools. Call (804) 225-2099 to report any corrections. Thank you.

2	Division Number:	010				
3	Division Name:	BEDFORD				
5	Type of School	School Number	School Name	Low Grade	High Grade	Status
6	VOCED-CTR	0010	SCIENCE AND TECHNOLOGY CENTER			OPEN
7	ELEM-SCH	0030	BIG ISLAND ELEM.	KG	06	OPEN
8	ELEM-SCH	0160	BOONSBORO ELEM.	KG	05	OPEN
9	ELEM-SCH	0180	MONTVALE ELEM.	KG	06	OPEN
10	ELEM-SCH	0450	THAXTON ELEM.	KG	06	OPEN
11	ELEM-SCH	0480	BEDFORD ELEM.	02	06	OPEN
12	MID-SCH	0490	BEDFORD MIDDLE	07	08	OPEN
13	ELEM-SCH	0500	FOREST ELEM.	KG	05	OPEN
14	ELEM-SCH	0610	NEW LONDON ACADEMY ELEM.	KG	05	OPEN
15	ELEM-SCH	0640	STE WARTSVILLE ELEM.	KG	05	OPEN
16	ELEM-SCH	0970	MONETA ELEM.	KG	05	OPEN
17	ELEM-SCH	0980	HUDDLESTON ELEM.	KG	05	OPEN
18	ELEM-SCH	1160	BODY CAMP ELEM.	KG	05	OPEN

Figure 13. School Checklist Worksheet

Projection of March 31 ADM

The March 31 ADM table is located at the top of the FM_Div_Data worksheet (see Figure 14). This table lists for your reference the actual March 31, 2000 ADM that your school division reported last spring. Also listed are the current Department of Education (DOE) projections of unadjusted March 31 ADM for K-12 and adjusted half-day kindergarten for school years 2000-2001 and 2001-2002 (unadjusted for half-day kindergarten). If you disagree with the DOE ADM projections, please provide your revisions in the “Division” column.

For the purpose of Basic School Aid calculations, kindergarten programs operating less than 5 ½ hours per day, and having a pupil/teacher ratio greater than 30 to 1 are considered half-day programs. If it is anticipated that this ratio will be exceeded, please enter the adjusted ADM projections for kindergarten in the last column in the projection table.

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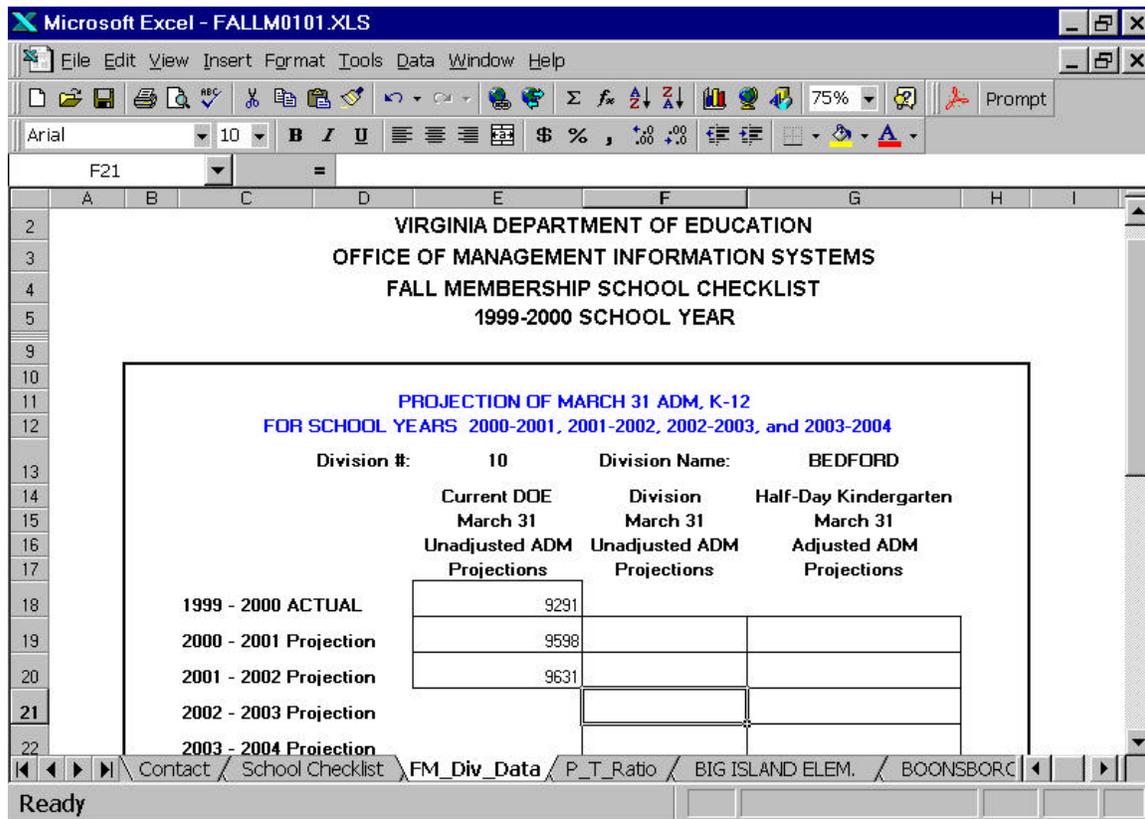


Figure 14. March 31 ADM Projections

Report of the Number of Children Receiving Home Instruction

Home Instruction

Each division superintendent is required to report the number of students in the school division who are receiving home instruction. Please provide in column G, rows 29, 30, 31 and 32, of the FM_Div_Data worksheet the number of children in your school division who are receiving home instruction.

Religious Exemptions

To assist us in identifying the number of children who are excused from compulsory attendance by reason of a religious exemption, please provide in column G, rows 35, 36, 37 and 38 of the FM_Div_Data worksheet the number of children in your school division who have religious exemptions.

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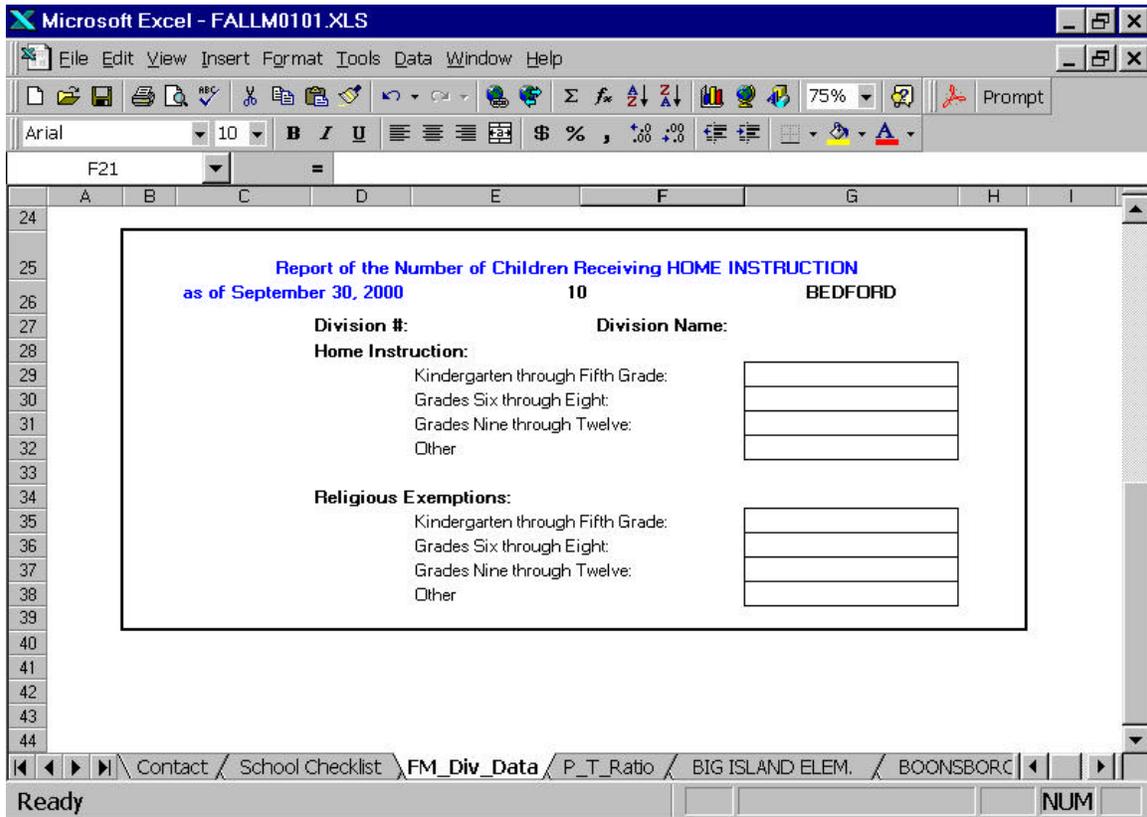


Figure 15. Report of the Number of Children Receiving Home Instruction

Pupil-Teacher Ratios

Kindergarten

In column H, row 14 and row 16 on the P_T_Ratio worksheet, please provide the number of kindergarten students in the appropriate cell for either full day (in class for 5 ½ hours or more) or half day (in classes of less than 5 ½ hours by number of sessions).

Grades KG-6

Please report the number (rounded to tenths) of full-time equivalent kindergarten through grade six teachers in column H, rows 21-24. Prorate accordingly any positions whose assignments include grades other than kindergarten through grade six.

Grade 1

Please report in column H, rows 28-30 the number (rounded to tenths) of full-time equivalent grade one teachers for each of the breakdowns. Prorate any positions whose assignments include grades other than grade one.

Fall Membership Data Collection 2000 - 2001 School Year

English Class, Grades 6-12 Membership and Number of Sections Taught

In column H, row 34, please report the sum of the membership in English classes for grades six through twelve. In column H, row 35, please report the number of sections taught for English classes. For your reference, the pupil-teacher ratio for English classes will be calculated automatically in the spreadsheet. A list of English classes to be used in calculating membership and sections is provided on page 5.

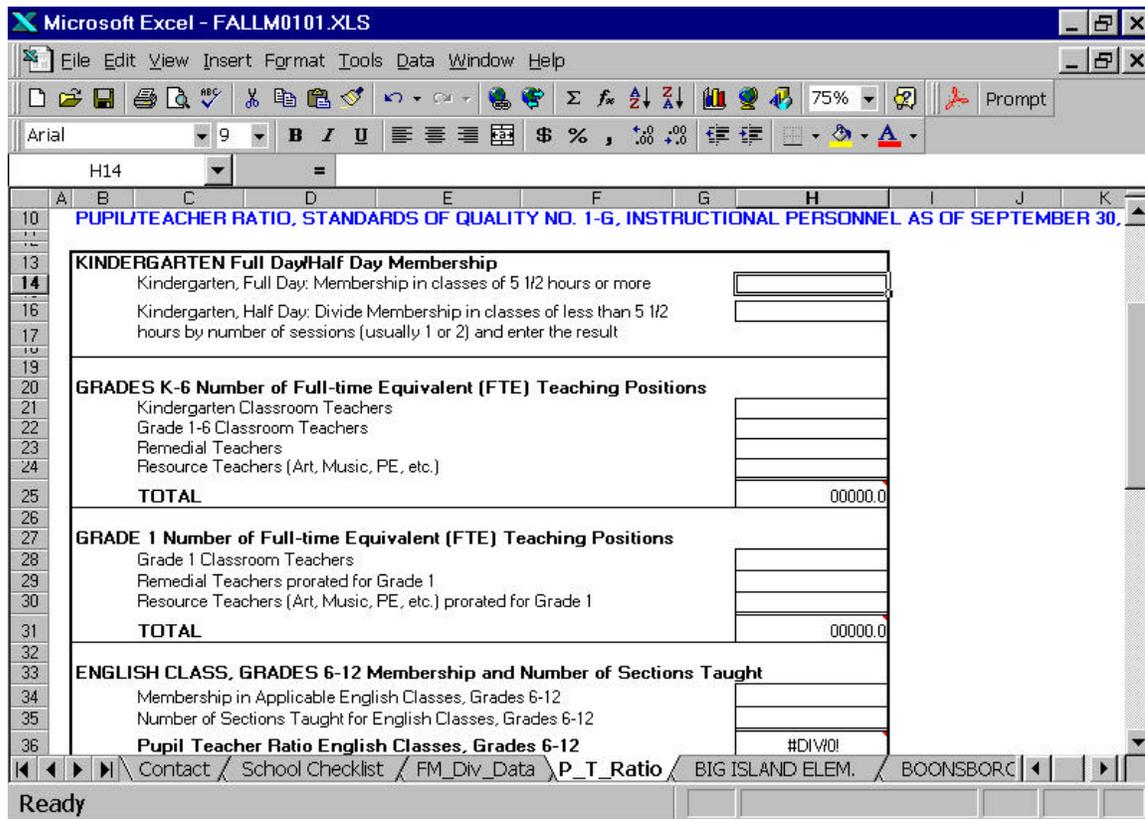


Figure 16. Pupil-Teacher Ratios

School Level September 30 Membership

If you indicated that you were planning to report the September 30 student membership in the Excel spreadsheet, you should have a separate sheet with the name of each school in your division listed on the tabs at the bottom of the worksheet as illustrated in Figure 17. Each school worksheet will include school identification data near the top and space for you to report the membership in the appropriate grade pre-kindergarten through twelve columns for each of the five racial/ethnic categories and by gender.

Fall Membership Data Collection 2000 - 2001 School Year

2000 - 2001 SCHOOL YEAR

Division Number: 10 Division Name: BEDFORD Low Grade: KG
School Number: 30 School Name: BIG ISLAND ELEM. High Grade: 6

STUDENT COUNT

Grade	American Indian/Alaska Native		Asian/Pacific Islander		of Hispanic Origin		Hispanic		of Hispanic Origin		Total	
	M	F	M	F	M	F	M	F	M	F	M	F
PK											0	0
KG											0	0
1											0	0
2											0	0
3											0	0
4											0	0
5											0	0
6											0	0
7											0	0
8											0	0
9											0	0
10											0	0
11											0	0
12											0	0
UG											0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

Figure 17. Report of Fall Membership as of September 30, 2000

When all data has been entered for all the schools in your division, go to the School_Summary sheet and click on the UPDATE TOTALS button (Figure 18). A division summary of the student counts will be generated for your review.

Fall Membership Data Collection 2000 - 2001 School Year

VIRGINIA DEPARTMENT OF EDUCATION
Office of Information Technology
REPORT OF FALL MEMBERSHIP AS OF SEPTEMBER 30, 2000
2000 - 2001 SCHOOL YEAR
DISTRICT SUMMARY OF STUDENT COUNT

Division Number: Division Name:

Grade	American Indian/Alaska Native		Asian/Pacific Islander		Black/Not of Hispanic Origin		Hispanic		White/Not of Hispanic Origin		Total	
	M	F	M	F	M	F	M	F	M	F	M	F
PK											0	0
KG											0	0
1											0	0
2											0	0
3											0	0
4											0	0
5											0	0
6											0	0
7											0	0
8											0	0

Figure 18. School_Summary Sheet

Processing the Workbook

When you have finished entering all data for your division, return to the Contact Sheet to process the workbook. Click on the **PROCESS** button located above the contact person information. Processing includes functions to check for errors and to write out an ASCII file once all errors have been corrected.

Macros have been incorporated into the spreadsheet to edit cells that must contain numeric data and to check for data reasonability. If any errors are found, an **Errors** worksheet is created. This worksheet will include a listing of the errors found, including the name of the worksheet where the error was found, the cell location, and a message to assist you in identifying the error. Review the errors and make corrections as indicated and then go back and process the workbook again.

When correcting data in an individual cell in the fall membership spreadsheet, **do not use the backspace key**. To clear the data in a cell, you must highlight the cell, then right click on the mouse on the cell. A menu will appear and you will select the option, "Clear Contents" (Figure 19). You can then insert the corrected data.

Fall Membership Data Collection 2000 - 2001 School Year

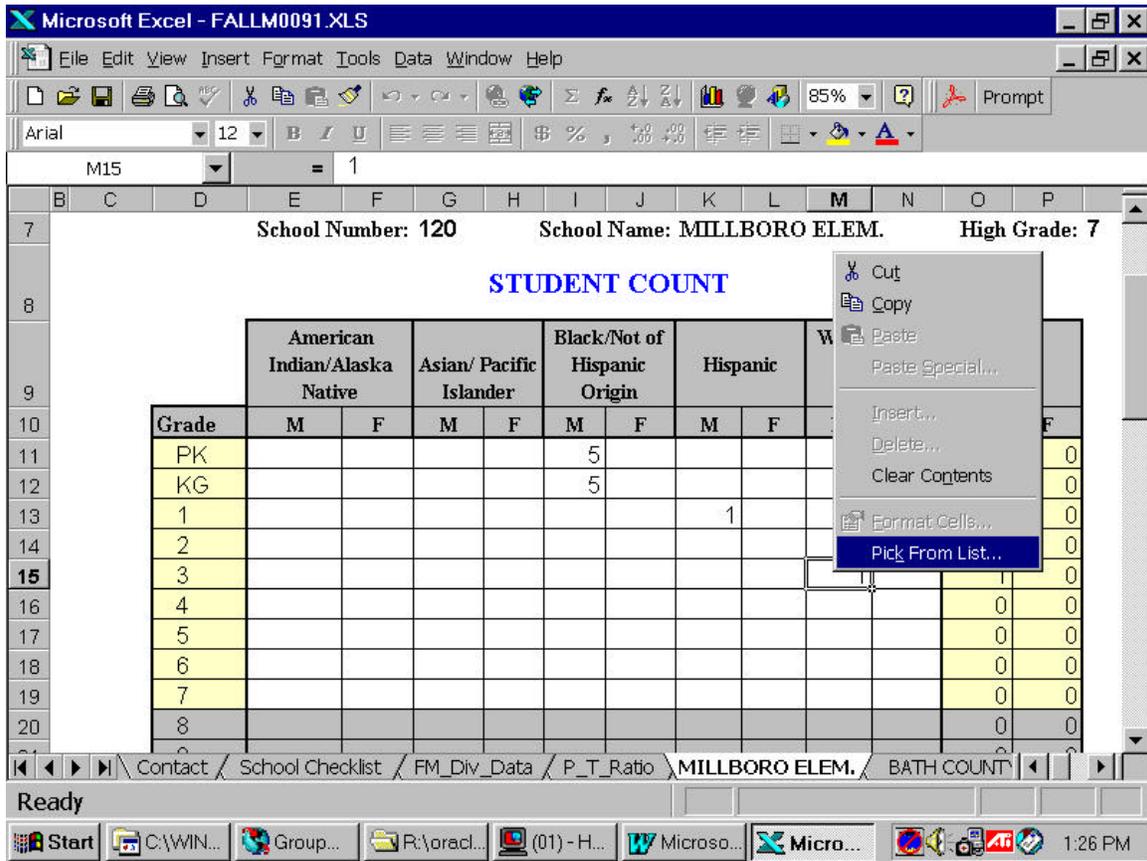


Figure 19. Clearing Cell Contents

Once you have completed all corrections, click on the **PROCESS** button again. If there are no more errors, the worksheet will generate an ASCII text file that will need to be sent to the department. A window will appear (Figure 20) asking you if this is a "TEST," "ACTUAL," or "RESUBMISSION." Enter the appropriate letter for your data.

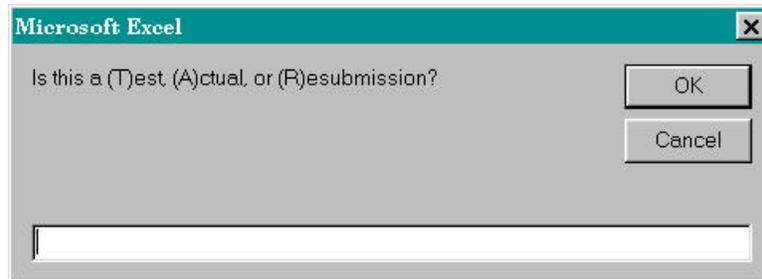


Figure 20. Test, Actual, or Resubmission

If all fall membership data is completed in the Excel spreadsheet, two ASCII text files (FALLMXXX.TXT and FMOTHXXX.TXT, where XXX is your school division number) will be generated. If only March 31 projections, home instruction, religious exemptions and SOQ pupil

Fall Membership Data Collection 2000 - 2001 School Year

teacher ratio data is completed in the Excel spreadsheet, one text file (FMOTHXXX.XLS) will be generated. The ASCII text files will be saved in the same directory as the original Excel file. The directory should be C:\DOE_DATA.

Submitting the Fall Membership Report

After all information has been entered and reviewed, please e-mail the fall membership text file to fallmemb@pen.k12.va.us.

ELECTRONIC FILE LAYOUT

ASCII File Characteristics

The data in the file must be represented in the standard 7-bit ASCII character set. Each record type must be a fixed length, with an asterisk (" * ") marking the end of the record; followed by a carriage return (ASCII 0D hexadecimal) and line feed (ASCII 0A hexadecimal) as record separators. (Most languages or software applications handle the hexadecimal characters automatically.)

File Name

The name of the file must include the Locality / Division number, including leading zeros.

Resubmission

In instances of severe errors, the entire school membership file should be resubmitted.

Description of the File

The file contains three different record types. The last position of each record always contains an asterisk (" * "), and is delimited from other records with a carriage return and a new line. All fields are MANDATORY, unless otherwise indicated.

Fall Membership Data Collection 2000 - 2001 School Year

"A" Record Header Record			
1-1	1	Record Type	Constant = A
2-2	1	Report Type	T= Test, A = Actual, R = Resubmission
3-17	15	Data Collection Name	Uppercase, constant = FALL MEMBERSHIP
18-21	4	Beginning School Year	Four-digit year for beginning of school year, i.e., 2000
22-24	3	Division Number	leading zeroes must be included, i.e. 003
25-44	20	Division Name	upper case; i.e., ACCOMACK
45-64	20	Division Contact Last Name	Last name of division contact for FALL MEMBERSHIP
65-84	20	Division Contact First Name	First name of division contact for FALL MEMBERSHIP
85-104	20	Division Contact Middle Name	Middle Name of division contact for FALL MEMBERSHIP
105-109	5	Division Contact Name Suffix	Name suffix, i.e., Jr., Sr., III
110-114	5	Division Contact Name Title	Name title, i.e., Dr., Mr., Mrs., Ms.
115-164	50	Division Contact Position Title	Name title, i.e., Director, Coordinator, etc.
165-174	10	Division Contact Phone Number	Area code plus 7-digit number, i.e. 8042252099
175-184	10	Division Contact Fax Number	Area code plus 7-digit number, i.e. 8043718978
185-224	40	Division Contact E-mail Address	<i>E-mail address of division contact for FALL MEMBERSHIP (i.e., jchristo@mail.vak12ed.edu)</i>
225-254	30	Division Contact Mail Address Line 1	First line of division contact mailing address for FALL MEMBERSHIP
255-284	30	Division Contact Mail Address Line 2	Second line of division contact mailing address for FALL MEMBERSHIP
285-309	25	Division Contact City	Division Contact city location, i.e., Richmond
310-311	2	Division Contact State	Division Contact state location, i.e., VA
312-316	5	Division Contact Zip Code1	Division contact five-digit zip code, i.e., 23219
317-320	4	Division Contact Zip Code2	Division contact four-digit zip code, i.e., 2217

**Fall Membership Data Collection
2000 - 2001 School Year**

"B" Record School Level Summary of September 30 Membership			
1-1	1	Record Type	Constant = B
2-5	4	School Number	leading zeroes must be included, i.e. 0070
6-6	1	Racial / Ethnicity Group	1 = American Indian or Alaska Native 2 = Asian or Pacific Islander 3 = Black, not of Hispanic origin 4 = Hispanic 5 = White, not of Hispanic origin
7-8	2	Grade Level	<p>Note: Students who have not successfully completed the Literacy Testing Program should be counted as Ungraded (UG). Report students with disabilities and students in alternative education programs by grade level.</p> <p>PK = Prekindergarten KG = Kindergarten 01 = First grade 02 = Second grade 03 = Third grade 04 = Fourth grade 05 = Fifth grade 06 = Sixth grade 07 = Seventh grade 08 = Eighth grade 09 = Ninth grade 10 = Tenth grade 11 = Eleventh grade 12 = Twelfth grade PG = Post Graduate UG = Ungraded</p>
9-9	1	Gender	M = Male F = Female
10-14	5	Enrollment	Actual number of students; include leading zeroes. i.e. 00034

"Z" Record Trailer Record			
1-5	5	Record Type	Constant = ZZZZZ