

VIRGINIA DEPARTMENT OF EDUCATION
K-3 Primary Class Size Reduction Program
Data Collection Template and Certification Form Instructions
September 2000

Please Note: significant enhancements have been made to the K-3 Primary Class Size Reduction Program data collection and accompanying certification form for fiscal year 2001. Please read the following instructions carefully as they provide direction for completing the data collection template and the certification form accurately. Electronic copies of Administrative Supts. Memo No. 53, dated September 29, 2000, and all related attachments can be downloaded from the DOE Budget Office Web site at: <http://www.pen.k12.va.us/VDOE/Finance/Budget/cdc/K3.html>.

Instructions:

"K-3 Data Collection Template" Worksheet:

1. Select your division using the drop-down box located at the top of the spreadsheet. A box will appear that asks you to confirm that you have chosen the correct division. If the division name is correct, click "Yes". If you have selected the wrong division, click "No" and select the correct division using the drop-down box. Upon selecting the correct division, your division number and name will automatically be inserted in the cells indicated. In addition, the data in columns A - D of the worksheet will populate automatically for the K-3 schools projected to participate in the program for fiscal year 2001.
2. After you have confirmed your division selection, a box will appear that notifies you that the file will **automatically** be saved to the following location on your computer's hard drive:
C:\DOE_DATA\K-3_FY01\K-3 FY01[division number].xls. Please do not modify the file name or location after it has been saved to your hard drive.
3. Please enter data in shaded cells only. If you attempt to enter data in a cell that is not shaded, an error message will appear that reminds you that the cell is protected. If you encounter this error, click "OK" inside the error message box and enter the data into a shaded cell.
4. Please enter a division contact name and telephone number in the cells indicated.
5. Please enter the number of full-time equivalent (FTE) K-3 classroom teachers in the school as of September 30, 2000, in column L. Please enter the number of full-time equivalent (FTE) K-3 resource teachers in the school as of September 30, 2000, in column M. Please **prorate** the FTE resource teachers based on the percentage of the day that they provide instruction to K-3 classes in the school. The list of resource teachers which may be counted has been expanded for fiscal year 2001 to include art, music, physical education, technology, remedial, and reading resource teachers (excluding any resource teaching positions funded from other state initiatives such as SOL Remediation or Early Reading Intervention). The data to be entered in columns L and M must be in numeric format, and may contain up to two decimal places.

6. Please report the largest individual K-3 class size in the school as of September 30, 2000, in column P. The data to be entered in column P must be in numeric, whole number format.
7. The department's current list of eligible schools for your division for the K-3 program is based on 1999 Fall Membership. If you have a K-3 school that has opened since September 30, 1999, please click on the button labeled "[Click Here to Add a New School not in September 30, 1999 Fall Membership](#)". A new row will be inserted in your spreadsheet for data entry each time this button is clicked to accommodate a new school not reflected in the department's current list of eligible schools for your division. In addition to the above required information, please key in the school number and school name for the new school(s).

"Supts. Certification Form" Worksheet:

1. Type the name of the division superintendent and the date into the shaded cells provided. The contact person name and telephone number will automatically link from the "K-3 Data Collection Template" worksheet.
2. The division superintendent and contact person must sign a hardcopy of this certification form.

Returning the Completed Data to the Department:

1. The data collection template and certification form must be completed and returned to the Department of Education by **October 27, 2000**.
2. Please e-mail the completed Excel file as an attachment to k12budget@mail.vak12ed.edu. Please reference in the title or body of the return e-mail the following identifier: "[\[Division Name\] - FY 2001 K-3 Class Size Data Collection and Certification](#)."
3. Please return a hardcopy of the certification form, signed by the division superintendent and contact person, to:

Virginia Department of Education
Attention: Budget Office
P.O. Box 2120
Richmond, VA 23218-2120

Thank you for completing this data collection.