

INSTRUCTIONS FOR ACCESSING THE YEAR-ROUND SCHOOL INCENTIVE PROGRAM GRANT APPLICATION

A downloadable Excel file was created to facilitate the collection of grant proposals for the Year-round School Incentive Program. All of the required forms for the grant proposal, including the superintendent's certification form, are included in this Excel template. The Excel file is located on the department's Web site and can be downloaded from the following address:

<http://www.pen.k12.va.us/VDOE/Finance/Budget/cdc.html>

This address brings you to the Budget Office's "Current Data Collections" Web page. To download the Excel file, click on the "Excel Template" cell located next to the heading labeled "Year-round School Incentive Program." You may also access the template by logging onto the department's Web site at <http://www.pen.k12.va.us>. From this home page, select the drop-down box titled "DOE Offices," click on "Finance," click on "Budget Office," click on "Current Data Collections," and click on the "Excel Template" option for the Year-round School Incentive Program.

You must use Microsoft Excel version 97 or later to use all of the features contained in the spreadsheets. If you do not have Excel 97 or later, please contact the budget office staff at (804) 225-2025 for assistance. Please follow the steps below to access the file from the Web site:

1. After you click on the file name on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.
2. A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.

The Excel file consists of three spreadsheets. The first spreadsheet contains instructions for entering information into the template. Please review the "Instructions" spreadsheet carefully, as it provides specific guidance for entering the required information into the spreadsheets in the template.

The second spreadsheet, labeled "Contact Information," provides space for identifying a person at the division level that can answer questions regarding the information submitted to the department. This spreadsheet also contains the superintendent's certification form that must be signed by the division superintendent and returned to the department in hard copy.

The third spreadsheet, labeled "Grant Proposal – School 1," contains the data collection section of the grant. All information regarding a school's year-round program is

collected using this spreadsheet. One proposal is to be completed for each school that offers a year-round school program in fiscal year 2001. This spreadsheet contains a macro that displays a new data entry sheet for each school that is to be considered for funding under this program. The Excel template provides individual sheets for a maximum of seven schools.

The fourth spreadsheet, labeled “Year-round Calendar – School 1” is provided to collect a graphic representation of each school’s year-round calendar. One calendar is to be completed for each school that offers a year-round school program in fiscal year 2001. One calendar will be provided for each proposal that is completed, up to a maximum of seven schools. Each calendar is to be returned to the department in hard copy. A sample calendar is included in the Excel template.

All school divisions that wish to be considered must return a completed application, following the instructions provided in the Excel template, to the Department of Education by December 29, 2000.