

**INSTRUCTIONS FOR ACCESSING THE EXCEL TEMPLATE USED TO
REPORT AVERAGE DAILY MEMBERSHIP AS OF MARCH 31, 2001**

A downloadable Excel file was created to facilitate the collection of the Average Daily Membership (ADM) as of March 31, 2001. 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>

This address brings you to the budget office's "Current Data Collections" Web page.

Downloading Instructions for Netscape Users:

To download the Excel file using Netscape, click on the "Excel Template" cell located next to the heading labeled "March 31, 2001 ADM." 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" link for the March 31, 2001 ADM.

Downloading Instructions for Internet Explorer Users:

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the "Excel Template" link for the March 31, 2001 ADM.
2. Select "Save Target As" and save the file to your local drive. (Note: The file will be renamed once you select your school division from the drop down box. Make sure you do not change the file name assigned to your file.)
3. Once the file is saved, close Internet Explorer and open the file using Excel.

After the File has been Downloaded:

Once you open the Excel file, 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. In order for the template to operate correctly, you must click on the "**ENABLE MACROS**" button.

The Excel file consists of eight spreadsheets. The following is a brief explanation of each:

- "Instructions" - This spreadsheet contains the instructions for the Excel template used to report ADM.
- "Kindergarten Adjustment" - Please enter numeric values in the shaded items for half-day and/or full-day Kindergarten programs operated in fiscal year 2001.
- "ADM Calc Sheet" - Please enter numeric values in the shaded items for Kindergarten and Grades 1 through 12 Unadjusted ADM.
- "ADM Additions-Tuition" - List each school division to which your division made tuition payments in fiscal year 2001, the number of students for which your division made tuition payments, the school division contact person with whom you verified this data, and the date the reported information was verified with the school division.
- "Notes to ADM Additions" - Provides a cell for you to explain your response to question 2f. - "Other" additions to ADM.
- "ADM Deductions-Tuition" - List each school division from which your division received tuition payments in fiscal year 2001, the number of students for which your division received tuition payments, the school division contact person with whom you verified this data, and the date the reported information was verified with the school division.
- "Notes to ADM Deductions" - Provides a cell for you to explain your response to question 4h. - "Other" deductions from ADM.
- "ADM Certification" - The superintendent's certification form must be signed by the division superintendent, as well as the person who prepared the report. This sheet will only appear in the file after you have run the error check and no errors were detected.

Note: In order to minimize duplicate or erroneous file submissions, the department has implemented a file naming process that automatically includes date and time identifiers in the names of files that are to be returned to the department via e-mail. The completion date and completion time on the superintendent's certification form must match the date and time that appear in the name of the electronic Excel file returned to the department. If the date and time listed on the superintendent's certification form do not match those contained in the name of the Excel file, the electronic file will not be processed and you will be requested to resubmit the appropriate file.

Please complete the Excel template and e-mail it to the department at (mailto:k12budget@mail.vak12ed.edu). A hardcopy of the certification form, signed by the division superintendent, must be mailed to: Virginia Department of Education, Attention: Budget Office, P.O. Box 2120, Richmond, Virginia 23218-2120. Both submissions (hardcopy and electronic) are due no later than April 13, 2001.

If you have questions regarding the Excel template or the instructions, please contact budget office staff at (804) 225-2025.

REMINDERS:

1. Completed files will be named automatically, as described above. Only files that have been named following the convention set by the department will be accepted. If you need assistance locating the correct file to e-mail, please contact budget office staff at (804) 225-2025.
2. After you have keyed in all of your required information, including the supporting explanations for questions 2a., 2f., 4f., and 4h., you must click on the macro button to produce the Superintendent's Certification provided at the top of the "ADM Calc Sheet".
3. As prompted in the Excel template, please make sure you are completely finished with your ADM report

prior to selecting the macro that indicates that you have completed your division's report. Once you select the "YES-COMPLETE" macro, you will not be allowed to make any changes to the Excel file.