

## Instructions for Using Excel Spreadsheet

### Downloading the PACE Report Excel File

The Annual Report on Pre-Accreditation Eligibility 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 and then selecting "Pre Accreditation Eligibility." The complete address for accessing the spreadsheet is:

<http://www.pen.k12.va.us./VDOE/Publications/PACE/datacoll/coll.htm>

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

#### Netscape

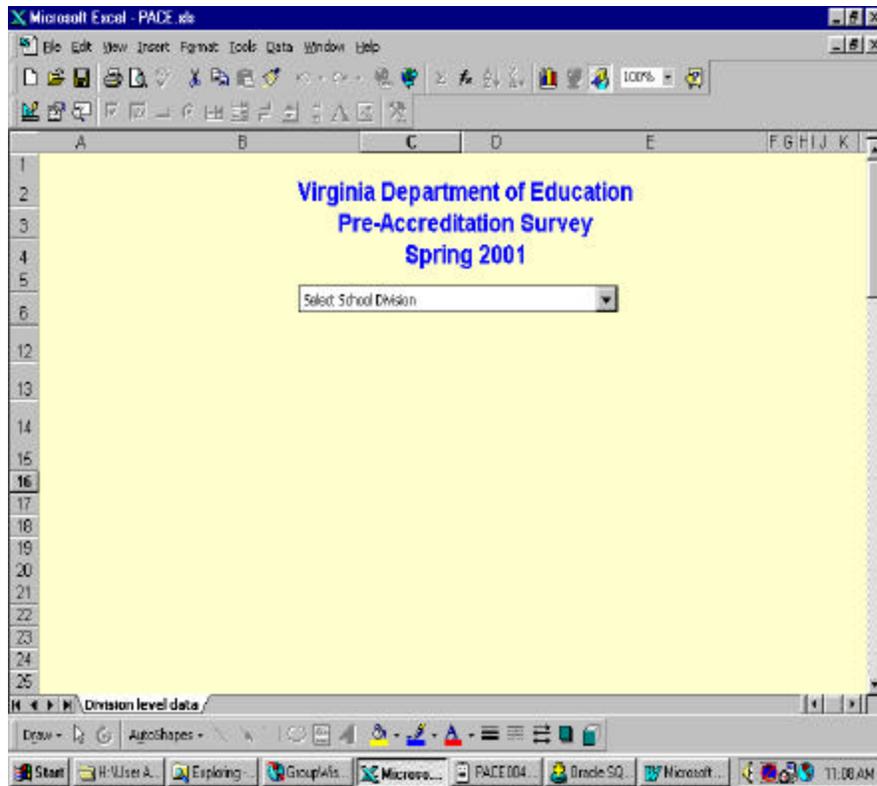
When you click on *Excel Worksheet*, you will get a message notifying you that you have chosen to download a file. Choose the option that allows you to save the file. In the **Save As** dialog box choose the directory and subdirectory (folder) where you want the PACE Excel file saved on your computer. **The file must be saved as PACE.xls**. Then click on the **Save** tab to save the file to your computer. These files will be named and saved to the appropriate drive automatically. Close the web browser.

#### 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. The file must be saved as **PACE.xls**. Then click on the Save tab to save the file to your computer. Close the Web browser.

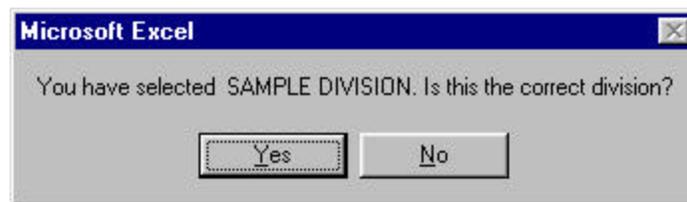
#### Opening the PACE.xls File

Open the Excel application. Open the **PACE** spreadsheet file (**PACE.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 **Enable Macros** if you get any warning about the macros. The PACE spreadsheet will open to a screen that will ask you to select a school division.



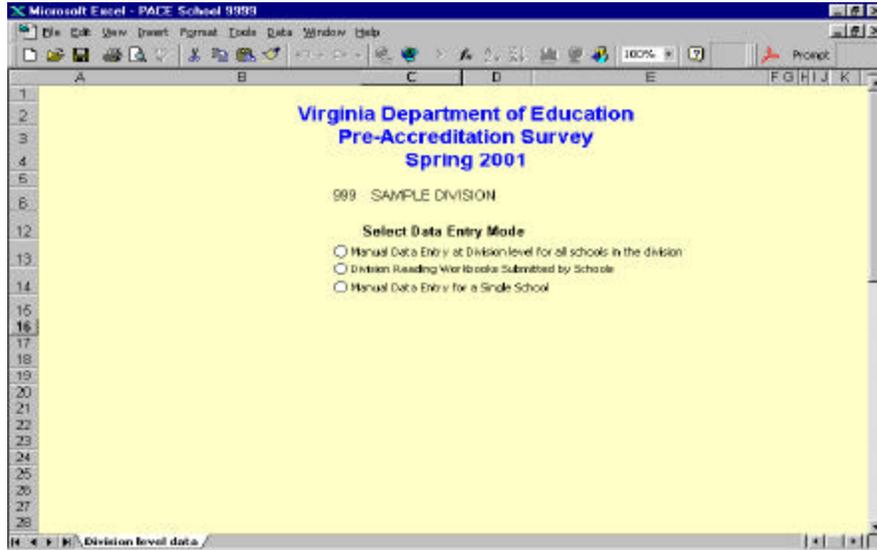
You will see a drop-down list that includes the name and number of all school divisions that are required to report PACE. Click on the down arrow and scroll down the listing to locate the name and number for your school division. When you locate your school division name, point and click on the school name.

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** tab. If the school division listed in the message box is not the correct school division name, then click on the **No** tab. Return to the drop-down listing of school divisions, and repeat the selection process.

After selecting the correct division you will then see a screen with three options. Begin this form by clicking on one of the three choices of entering data:



**Choose an option carefully, as you cannot change options later!**

- **Manual Data Entry at Division Level for All Schools in the Division.** Click here if you are the central office person who is entering data for all schools in the division. Do not select this option if you need to enter data for only a few of the schools in the division. The division file will be saved in a directory C:\DOE-Data\Pace. These files will be named and saved to the appropriate drive automatically.
  - ❖ If you are entering data for all schools in the division, when you click on **Yes** to verify that the school division you selected is correct, another dialog box will pop up to let you know where the file is being saved. Please note that the file is saved as PACExxxxyyy.xls where xxx is the three-digit division number and yyy is the four-digit school number. These files will be named and saved to the appropriate drive automatically.
  - ❖ Click on **OK** to save the file and begin customizing the workbook for your school division. These files will be named and saved to the appropriate drive automatically. **DO NOT RENAME ANY OF THESE FILES.**

#### Division Level Message



- **Division Reading Workbooks Submitted by Schools.** Click here if your schools have completed individual worksheets, and you are ready to process all the data into one workbook. Before beginning this process, all school files must be named **PACExxxxyyy.xls** where xxx is the three-digit division number and yyyy is the four-digit school number. All school worksheets will be saved in the directory \DOE-Data\Pace. These files will be named and saved to the appropriate drive automatically. **DO NOT RENAME ANY OF THESE FILES.**
  - ❖ Instructions for the division to send the completed division-report to DOE are located on page 5 of these instructions.
- **Manual Data Entry for a Single School.** Click here if you are entering data for only your school. Upon completion of your schools workbook, you will forward this data as an attachment in an email to your Division Contact Person. While you are working on your schools worksheet the school file will be named **PACExxxx.xls** where **xxxx** is your four-digit school number. All school worksheets will be saved in the directory \DOE-Data\Pace. When you have completed all of the items on your school worksheet and are ready to forward the worksheet to the division the file will be renamed **PACExxxxyyy.xls**. These files will be named and saved to the appropriate drive automatically. **DO NOT RENAME ANY OF THESE FILES.**

## DIRECTIONS FOR CENTRAL OFFICE CONTACT PERSON

If you select either of the first two options: **Manual Data Entry at Division Level for All Schools in the Division** *or* **Division Reading Workbooks Submitted by Schools** you must fill out the contact page. Upon selection of either of these options you will be shown the division contact page. This is the **contact** worksheet for your division. When the file opens make sure you are on the **contact** sheet as noted by the highlighted tab (Division level data) at the bottom of the worksheet.

Microsoft Excel - Paca2

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Virginia Department of Education  
Pre-Accreditation Survey  
Spring 2001

998 SAMPLE DIVISION

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

First Name:

Middle Name:

Last Name:

Name Suffix (Jr., Sr., II, etc.):

Job Title:

Phone Number:

Fax Number:

E-Mail Address:

Mailing Address (1):

Mailing Address (2):

City:

Zip Code:

Create Text File

School Pairings are used when schools that do not offer SOL Tests are paired with schools that do offer SOL Tests for accreditation purposes.

If the school pairings are not correct, match the school where SOL tests are not given with a school that

Division level data School level data School Template Source Data CAPS Checklist Report

### Contact Sheet

The contact worksheet must include information for the contact person in the **central office** who can answer questions regarding the data submitted for all schools in your **division**. Please do not submit a separate contact sheet for each school.

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

Title - Mr., Mrs. (optional)

First Name - Enter your First name (**required**)

Middle Name - Enter your middle name or middle initial (optional)

Last Name - Enter your last name (**required**)

Name Suffix - i.e. Jr., Sr. (optional)

Position Title - the title of your position (**required**)

Phone Number - Include your area code and seven-digit number (required)

**PLEASE DO NOT INCLUDE SPACES, DASHES, PARENTHESES, OR ANY OTHER PUNCTUATION IN THE PHONE NUMBER--ONLY 10 NUMBERS.**

Fax Number - Include your area code and seven-digit number (required)

**PLEASE DO NOT INCLUDE SPACES, DASHES OR ANY OTHER PUNCTUATION IN THE PHONE NUMBER--ONLY 10 NUMBERS.**

E-mail address - Enter your e-mail address (**required**)

Mailing Address (1) - Enter the first line of your address

Mailing Address (2) - Enter second line if necessary

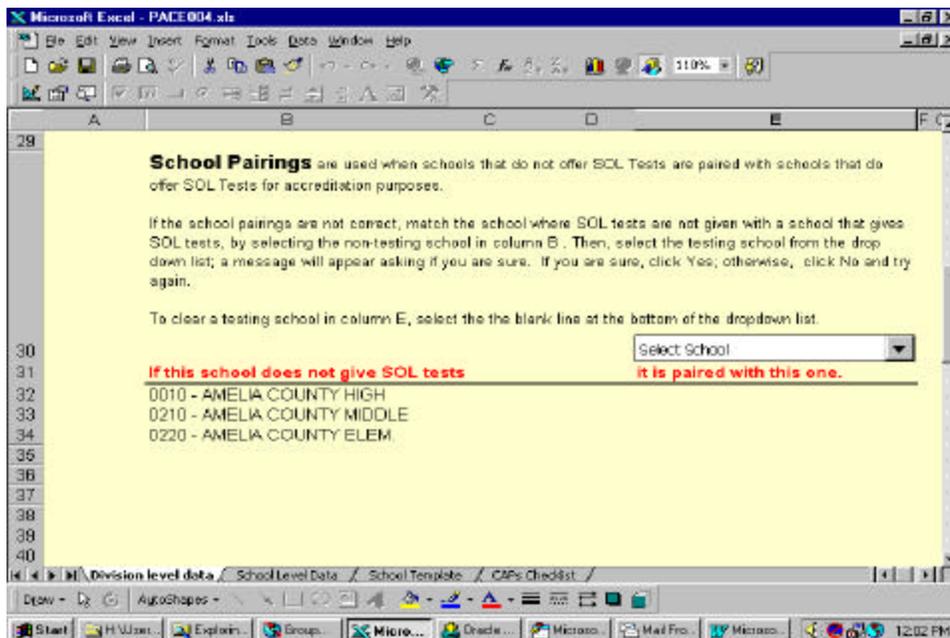
Mailing City - Enter City

Zip Code - Enter zip code by entering the five-digit zip code and then enter the four-digit zip extension (no dashes, spaces or any other punctuation).

**Please note that the Division Contact Person must answer the “School Pairings” question. Individual schools should not answer the “School Pairings” question or change the data.**

“School Pairings” is the section identifying schools that do not offer SOL tests that are paired with schools that do offer SOL tests for accreditation purposes. The information on school pairings listed on this PACE are imported from data your division reported on Form UG.001 (2000-01). If the school pairings are correct, you may go on to the next section.

If the school pairings are not correct, match the school where no SOL tests are given with a school that gives SOL tests. First, click on the school in the left-hand column not giving the SOL tests. Then, select a school to pair it with from the drop down box on the right. Click on the desired school, a message will appear asking if you are sure. If sure, click **Yes**, if you want another school click **No** and repeat the process.

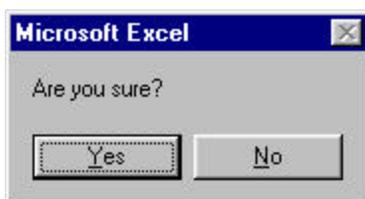


**If you are the Division Contact Person and you are also going to enter data for all of the schools in your division:**

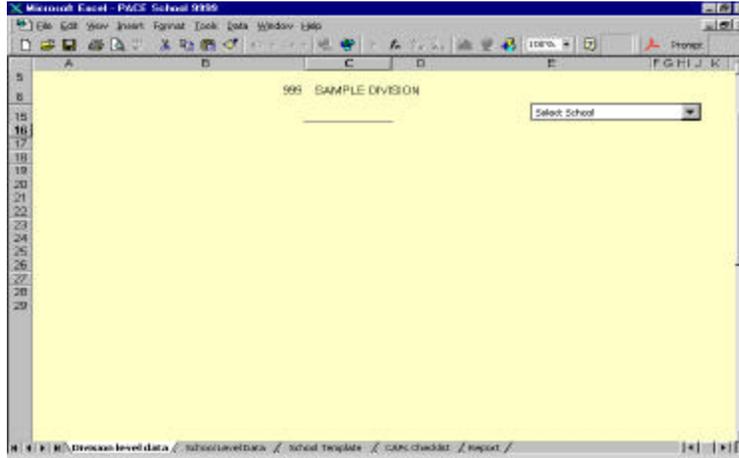
- After you have completed the contact information and the school pairings information, click on the “School Level Data” tab at the bottom of your screen. Select a school from the drop down menu. You are now ready to manually enter data for individual schools. Follow the instructions under DIRECTIONS FOR INDIVIDUAL SCHOOLS – School Level Data Entry.
- **Division Contact Person:** Once you record data for a school, you will be able to reopen and edit the information by using the “recall/edit” option. You may also edit workbooks sent to you by individual schools by using the “recall/edit” option. You will find this tab located in the upper right corner of the “School Level Data” screen. This feature is available only for the Division Contact Person.
- **Division Contact Person:** To get a printed report, select the “School Level Data” tab at the bottom of the screen. Select the school from the drop down list. Select “Print Page” tab.
- **Division Contact Person:** When you have completed all of the worksheets for your division and you are ready to send your division’s report to the Department of Education, Division of Accountability, please e-mail your text file as an attachment to an e-mail message to: [accredit@mail.vak12ed.edu](mailto:accredit@mail.vak12ed.edu). You can convert everything to a text file by clicking on the “Create a text file” tab located on the contact sheet. This file will be saved to your C drive and will be saved automatically.
- **Division Contact Person:** As part of this reporting process, please send a copy of your division’s promotion/retention policy to the Department of Education, Division of Accountability. You may send either a hard copy or an e-mail attachment to the above mailbox.
- **After the division report has been e-mailed to the above mailbox you will receive:**
  - an e-mail verification of the receipt of the file;
  - an error report, if necessary, asking you to make corrections and resubmit the file; and
  - a verification report that is to be reviewed, signed by the division superintendent and mailed back to the Department of Education, Division of Accountability.

## DIRECTIONS FOR INDIVIDUAL SCHOOLS

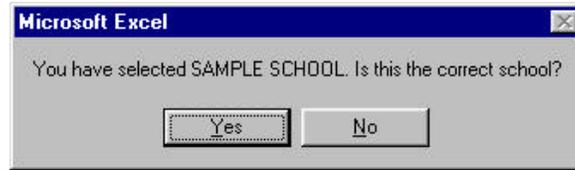
If you select **Manual Data Entry for a Single School** you are completing the report for only your school. You will see a box that asks if you are sure.



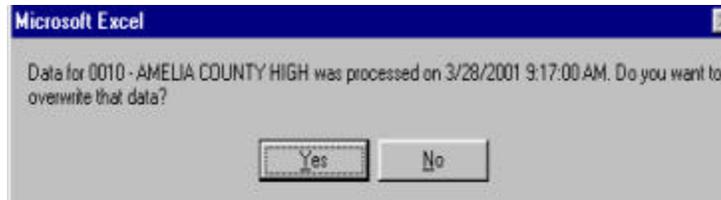
If you click on **Yes**, and the file is being accessed for the first time, you will need to select your school from a drop-down list of schools.



Once you have chosen your school, a message will appear on the screen asking you if you are sure you have selected the correct school.



If you have already processed that school (This screen will only appear if you have previously processed information for this school) you will see the following message:



If the school in the message box is correct and you want to overwrite the previous data, click on the **Yes** tab. **NOTE:** An overwrite command deletes all previous data entries. If the school listed in the message box is not the correct school, then click on the **No** tab. Return to the drop-down listing of school divisions, and repeat the selection process.

After selecting the correct school you will then see a screen that will tell you where the file is being saved. After you make note of the location click on "OK".



Please note that the file is saved to the **DOE\_DATA** subdirectory (folder) with the name **PACEXXXX.xls** where **XXXX** is your four-digit school number. Click on **OK** to save the file and begin customizing the workbook for your school. These files will be named and saved to the appropriate drive automatically. **DO NOT RENAME ANY OF THESE FILES.**

## School Level Data Entry

### Entering Data into the Pre Accreditation Eligibility PACE Form:

**Be sure to save (Ctrl S) your file frequently as you enter data on the form.**

**The PACE entry form will be available when clicking on the “School Level Data” worksheet tab.**

9999 - SAMPLE SCHOOL		Low Grade: KG	High Grade: 12	<input type="radio"/> New Entry <input type="radio"/> Paced/Edit
Part I: Pre-Accreditation Eligibility Requirements	Code	In Compliance		
Promotion/Retention Policies	(8VAC 20-131-310)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Detail
Does this school have a Promotion/Retention Policy that is different from the school division's?				
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Graduation Requirements	(8VAC 20-131-510)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Detail
Program of Instruction and Learning Objectives	(8VAC 20-131-710)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Detail
Instructional Program in Elementary Schools	(8VAC 20-131-810)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	Detail
Instructional Program in Middle Schools	(8VAC 20-131-910)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	Detail
Instructional Program in Secondary Schools	(8VAC 20-131-1000)	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A	Detail
Role of the Principal	(8VAC 20-131-2110)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Detail
Role of Professional Teaching Staff	(8VAC 20-131-2210)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Detail
Role of Support Staff	(8VAC 20-131-2310)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Detail
Administrative and Support Staff Required	(8VAC 20-131-2410)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Detail
School Facilities and Safety	(8VAC 20-131-2510)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Detail

### Directions for completing Part I: Pre-Accreditation Requirements:

- ❑ You may find that having a copy of *The Regulations Establishing Standards for Accrediting Public Schools in Virginia 8VAC 20-131-10 et. Seq. adopted by the Board of Education July 28, 2000* on hand will prove to be helpful in understanding the requirements of sections 30 through 310 of the *Standards*.
- ❑ You will be prompted to review 9 to 12 questions that ask if your school is in compliance with certain sections of the *Standards*. For most questions that require a **Yes** or **No** answer, **Yes** has been pre-selected. If you have a question about the item

you can click on the “DETAIL” tab to see possible areas of noncompliance. You may also refer to the *Standards*.

- ❑ If you are in compliance with the *Standards* make sure the box is checked yes. Go on to the next item.
- ❑ If your school is not in compliance you should click on the **No** box. When you click **No**, you will be taken to a screen that will show you possible areas of non-compliance. Click in the open box to see areas of non-compliance and check all that apply. If you click on the “return” tab at the top of the page without selecting an area of non-compliance you will be returned to the school screen and the box marked **Yes** will again be checked.

Microsoft Excel - Pace9959

File Edit View Insert Format Tools Data Window Help

Return

Please scroll down to see all the reasons for this requirement

**Check areas of non-compliance re: Administrative and Support Staff Required (Secondary)**

Staffing requirements of the SOQ are not met

**Check Corrective Action(s) that will be taken:**

Staff without proper licensure or endorsements are currently enrolled in courses to meet the requirements and will have the proper credentials by the beginning of the next school year.

Principal staffing requirements will be met by the end of the current school year

Assistant Principal staffing requirements will be met by the end of the current school year

Librarian staffing requirements will be met by the end of the current school year

Clerical staffing requirements will be met by the end of the current school year

Counselor staffing requirements will be met by the end of the current school year

Other

Staffing requirements of the BOA are not met

Division level data / School Level Data / School Template / CAPs Checklist / Report

- ❑ When you click on an area of non-compliance you will be shown a screen with a list of possible Corrective Actions (CA). If one or more of the CAs is the course of action your school has undertaken, please identify the appropriate action by placing a check in the box(es) next to the action(s). If you choose one or more of the corrective actions listed, you will **NOT** have to send a CA to your Division Contact Person. After choosing the appropriate CA you can click the return tab and return to the school screen.
- ❑ If the appropriate CA is not listed you can select “Other”. You may enter your plan (space is available for 300 characters) in the white box next to “Other”. **Note:** In this box or any white box where you enter data, you must hit the return key on your keyboard after you have entered new or additional data.
- ❑ If you do not have enough room in the “Other” box, you must send your Division Contact Person your plan by fax, mail or email, and this person will forward it to the DOE Division of Accountability. If you choose this option you must check the box labeled “Corrective Action Plan will be sent separately.”

- ❑ **Note: Red triangles** in corners of boxes indicate that comments are available to describe more specific instructions or an additional requirement depending on the response selected. You may access these comments by passing the mouse over the red triangle.
- ❑ Does your school have a promotion /retention policy that is different from the school division's? **Yes** is not pre-selected for this item. If your school's policy differs from the division's policy select **Yes** and submit a copy of your policy to your Division Contact Person for forwarding to the Department of Education.
- ❑ **Please note:** There are three questions asking if your school meets the instructional program requirements for elementary, middle and high schools. Since there are a number of schools with varied grade configurations all three areas have been listed and have **not** been pre-selected with **Yes**, **No**, or **N/A** checked. If any of these requirements do not apply to your school and your grade configurations, please check the box labeled **N/A**.

### Directions for completing Part II: BOE Requirements

Row	Question	Response	Detail
20	Part II: Board of Education Requirements		
21	Number of Instructional Staff Members as reported in the Teacher Count Data Collection	37.5	
22	Number of Instructional Staff Teaching Outside Their Area of Endorsement	3.0	Detail
23	How many of these staff have reported as unemployed in the previous two years?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
24	This school operates a child care program for (check those which apply):	<input type="checkbox"/> N/A <input type="checkbox"/> Preschool Children <input type="checkbox"/> School Age Children	
25	The school has provided required documents/informational items to students' parents or guardians (2 FAC 20-131-270)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Detail
26	SOL have been fully incorporated into the curriculum and SOL material is being taught to all students eligible to take SOL tests (2FAC 20-131-290)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Detail
27	Have actions been taken to correct any noncompliance issues cited in the previous year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
28	English was an area of warning for this school. Has the school adopted an instructional method with a proven track record of success at raising student achievement? (2FAC 20-131-310 B & C)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Detail
29	Mathematics was an area of warning for this school. Has the school adopted an instructional method with a proven track record of success at raising student achievement? (2FAC 20-131-310 B & C)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Detail
30	Does this school operate on a year-round schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
31	Click "Detail" to include the scheduling configuration that best describes the schedule in your school.	<input type="checkbox"/> Traditional Elementary <input type="checkbox"/> Period, Block, Other	
32			Page Up
34	Print Page		Record School Data

- ❑ In section II of the PACE report there are 9 items. For schools Accredited with Warning in English and/or mathematics there are additional questions.
- ❑ Number of Instructional Staff. You will be shown the number of FTE (full-time equivalent) instructional staff as reported by you in the **Teacher Count Data Collection** for your school. Only those teachers who actually provide instruction should be counted. Counselors, librarians, administrators, and support staff should not be counted. If you have teachers that provide instruction in your school on less than a full time basis, they should be counted as a fraction/decimal. If this number is not

correct please enter the correct number. When you click on the box containing the number of staff you may enter the correct number. **Note:** In this box or any white box where you enter data, you must hit the return key on your keyboard after you have entered new or additional data.

- ❑ You will be shown the number of instructional staff you reported as teaching outside their area of endorsement in the **Teacher Count Data Collection**. Please do not confuse endorsement with license. This number should reflect teachers teaching outside of their area of endorsement for the majority (more than 50%) of the school day regardless of the type of license they hold (provisional, full, local). If this number is correct, do nothing. If this number is not correct click on the box and enter the correct number. **Note:** In this box or any white box where you enter data, you must hit the return key on your keyboard after you have entered new or additional data.
- ❑ If your school has staff teaching outside their area of endorsement you will have to check an appropriate CA by clicking on the “Detail” tab next to the white box. If one or more of the CA is the course of action your school has undertaken please identify the appropriate action(s) by placing a check in the box(es) next to the action(s). If you choose one of the corrective actions listed, you will **NOT** have to send a CA to your Division Contact Person. After choosing the appropriate CA you can click the return tab and return to the school screen.
- ❑ If the CA taken is not one of the choices provided, check “other” and describe in 300 characters or less your CA. If there is not enough space available check the box that indicates you will send a separate CA to your Division Contact Person, who will forward this to DOE.
- ❑ If you have teachers who are teaching outside of their area of endorsement, you will be asked if any of these teachers have been reported in the same category for the last two years.
- ❑ You will be asked if your school operates a child day care program. If your school houses a child day care program that is operated or administered by an organization outside of your school and school staff, you do not need to report this program. Check the box labeled **N/A**.
- ❑ If your school does operate or administer a child day care program you will be asked if the program is for preschool or school age children. Check the appropriate box. You will be asked if the program is operated in compliance with regulations. If the answer is **No**, a separate CA citing the reasons for noncompliance, corrective actions, seven digit school number, and school name must be sent to your Division Contact Person, who will forward this to the Department of Education, Division of Accountability.
- ❑ You will be asked if your school has met all the requirements for school and community communications. See 8VAC 20-131-270 of The Standards if you have any questions regarding the requirements. If you check **No** you will have to select a CA. If you click on the return tab before selecting the areas of non-compliance you will be returned to the school page. Note that the box marked **Yes** will again be checked. If you click **No** you will be returned to the non-compliance screen.
- ❑ You will be asked if your school meets the requirements of 8VAC 20-131-290 B.2 of The Standards regarding the incorporation of the SOL into the curriculum and the teaching of SOL to students eligible for SOL testing. If you check **No** you will have

to choose a CA. If you click on the return tab before selecting the areas of non-compliance you will be returned to the school page. Note that the box marked **Yes** will again be checked. If you click **No** you will be returned to the non-compliance screen. When you click on an area of non-compliance you will be shown a screen with a list of possible Corrective Actions (CA). If one or more of these reflect the course of action your school has undertaken please identify the appropriate action by placing a check in the box next to the action. If you choose one of the corrective actions listed, you will **NOT** have to send a CA to your Division Contact Person. After choosing the appropriate CA you can click the return tab and return to the school screen.

- ❑ Have actions been taken to correct any non-compliance issues cited in the previous year? If **No**, an updated corrective action plan must be provided. The reasons for lack of implementation, revised anticipated plan completion date, seven-digit school number, and school name must be included. Plans are to be sent to your Division Contact Person, who will forward the plans to the Department of Education Division of Accountability. A hard copy of the plan can be sent by mail OR the plan may be e-mailed.
- ❑ If your school is Accredited with Warning in English or mathematics you will be asked if you have met the requirements for selecting an instructional model/method/program. You will have the opportunity to select from a list of such models/methods/programs. If the model/method/program your school has chosen is not shown, check other and list in 300 characters or less the model/method/program chosen. Click on the return tab to return to the school screen. If your school has not selected a model/method/program for the area warned click on **No**. You will see a screen that will list areas of non-compliance. When you click on the area of non-compliance you will be shown a list of CAs. Click on any CAs that apply. After choosing the appropriate CA you can click the return tab and return to the school screen.
- ❑ If the CA taken is not one of the choices provided, check “other” and describe in 300 characters or less your CA. If there is not enough space available check the box that indicates you will send a separate CA to your Division Contact Person, who will forward this to DOE.
- ❑ You will be asked if your school is on a year-round schedule and if so, you will be asked to give the date of Board of Education approval.
- ❑ Click on the tab that best describes your school’s scheduling configuration. If your school is an elementary school with a traditional schedule click on the tab labeled “Traditional Elementary”. If your school is not an elementary school or if your school is an elementary that does not have a traditional schedule click the tab labeled “Period, Block, Other” for a list of the scheduling configurations. If the schedule your school uses is not listed, check other and in the box provided give a description in 40 characters or less.
- ❑ Check all of the data you have entered carefully. Once you record this data, you will not be able to reopen this file at the school level. At the school level, you may reopen your school file by overwriting the entire file. The Division Contact Person will be able to edit your workbook by using the “recall/edit” option. The “recall/edit option is not available at the school level.

- ❑ When you have finished entering all data for your school click on the “Record School Data” tab. If there are any questions that have not been answered or information that is required but has not been provided, you will be prompted to provide the answer/information. After all information is provided click on the “Record School Data” tab. You will be asked if you want to print this sheet before posting the data. You may select **Yes** or **No**. We suggest that you print a copy for future reference. The next prompt will ask if you want to save your work now. If you have completed your work and are ready to end this report you should select **Yes**. Your work will be saved to your hard drive as PACExxxx.xls \). Remember that PACExxxx.xls is where xxxx is your four-digit school number.
- ❑ Before closing the worksheet and submitting it to the Division Contact Person, click on the “CAPS Checklist” tab at the bottom of the page. This will give you the opportunity to make note of any additional information you must send to the division contact.
- ❑ Clicking on the “Print Page” tab will provide you with one printed page showing the responses you have provided for the questions in Part I and Part II.

**Directions for individual schools (Manual Data Entry for a Single School) to forward completed school worksheets to the Division Contact Person.**

- ❑ When you have completed all the entries for your school and you are ready to send the completed worksheet to the Division Contact Person click on the “School Level Data” tab. On the “School Level Data” screen there is a tab at the bottom of the page labeled, “Create workbook for the division”. Click on this tab. This will create a file named PACExxxyyyy.xls, where xxx is the division number and yyyy is the school number. You should email this xls file to your Division Contact Person. The xls file should be sent as an attachment to an email message.