

INSTRUCTIONS FOR ACCESSING THE FISCAL YEAR 2002 CERTIFICATION FORMS

A downloadable Excel file was created to facilitate the collection of certification forms for several incentive-based programs for fiscal year 2002. 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/index.html>

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 "2002 Certification Forms." 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 2002 certification forms.

Downloading Instructions for Internet Explorer Users:

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the "Excel Template" link for the 2000-2001 ASR.
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:

After you have opened the Excel template, 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 first sheet in the Excel file provides instructions for completing and returning the certification forms to the department. Please note that these certifications are due to the department no later than October 5, 2001.