

**INSTRUCTIONS FOR ACCESSING THE  
FISCAL YEAR 2002 AVERAGE TEACHER SALARY SURVEY**

A downloadable Excel file was created to facilitate the collection of average salary data for fiscal years 2001 and 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 Salary Survey.

**Downloading Instructions for Internet Explorer Users:**

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the "Excel Template" link for the 2002 Salary Survey.
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.

## Attachment A

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

The Excel template consists of three spreadsheets. The first spreadsheet contains instructions for completing the survey and the certification form. The second spreadsheet, labeled "Average Salary Survey," contains the survey instrument. This sheet contains descriptions of the data that is to be reported in the survey and automatically calculates average salaries for classroom teachers, principals, and assistant principals. The third spreadsheet, labeled "Certification Form," provides space to describe actions that will be taken in fiscal year 2002 to improve average teacher salaries and includes the certification that must be signed by the division superintendent.

Please note that the Excel template and certification are due to the department no later than November 9, 2001.