**INSTRUCTIONS FOR ACCESSING THE EXCEL TEMPLATE USED TO
REPORT AVERAGE DAILY MEMBERSHIP AS OF MARCH 31, 2002**

A downloadable Excel file was created to facilitate the
collection of average daily membership (ADM) as of March
31, 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
"March 31, 2002, 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, 2002, 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, 2002, 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.

Description of Each Spreadsheet in the File:

The Excel file consists of eight spreadsheets that can be accessed as needed.

- "Instructions" – This spreadsheet contains basic instructions for the Excel template used to report ADM.

From the "Instructions" spreadsheet, click "Begin" to access the next two sheets.

- "ADM Calc Sheet" - Enter numeric values in the shaded cells for Kindergarten and Grades 1 through 12 Unadjusted ADM. (As your last step in the process, 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 provided at the top of the "ADM Calc Sheet" to produce the Superintendent's Certification.)

- "Kindergarten Adjustment" - Enter numeric values in the shaded cells for half-day and/or full-day Kindergarten programs operated in fiscal year 2002.

The next four sheets can be accessed from the buttons on the "ADM Calc Sheet" if necessary. Data entered on any of these sheets will be automatically linked to the "ADM Calc Sheet." After you have entered the data for each of these items, click "Return to 'ADM Calc Sheet.'"

- "ADM Additions-Tuition" - List each school division to which your division made tuition payments in fiscal year 2002, 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" - Enter and explain your responses to question 2f. - "Other" additions to ADM.

- "ADM Deductions-Tuition" - List each school division from which your division received tuition payments in fiscal year 2002, 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" - Enter and explain your responses to question 4h. - "Other" deductions from ADM.

Please note that the certification sheet will only appear in the file after you have run the error check located on the "ADM Calc Sheet" and no errors are detected.

- "ADM Certification" - The superintendent's certification form must be signed by the division superintendent, as well as the person who prepared the report. As prompted, 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.

  Please 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. If you need assistance locating the correct file to e-mail, please contact budget office staff at (804) 225-2025.

Please complete the Excel template and e-mail it to the department at (mailto: k12budget@mail.vak12ed.edu). A hard copy of the certification form, signed by the division superintendent and the person who prepared the report, must be mailed to: Virginia Department of Education, Attention: Budget Office, P.O. Box 2120, Richmond, Virginia 23218-2120. Both submissions (hardcopy certification form and electronic file) are due no later than April 19, 2002.

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