

Pre-Accreditation Eligibility (PACE) Report 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.

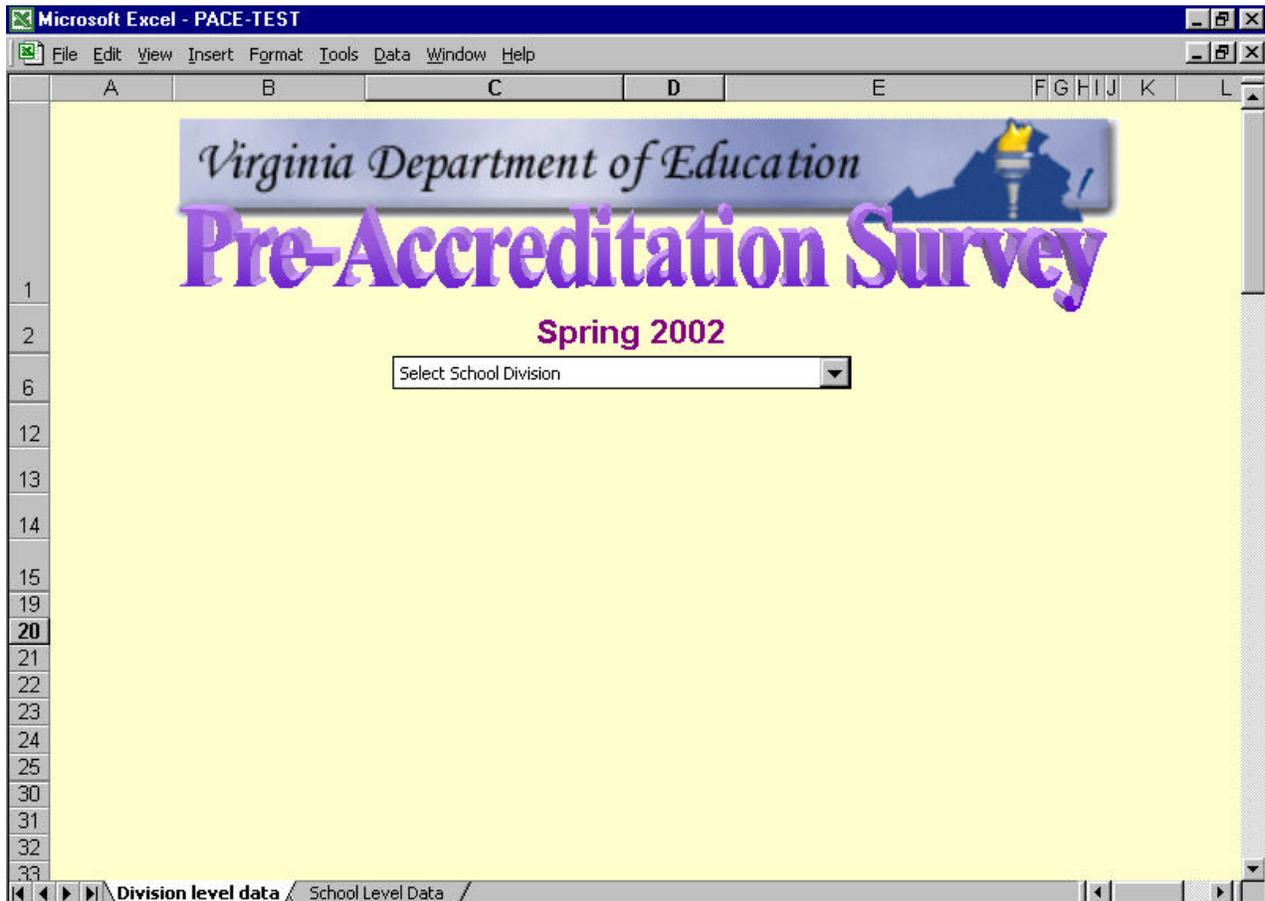
Internet Explorer

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

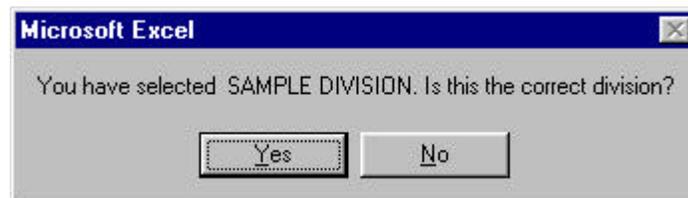
Open the Excel application. Open the **PACE** spreadsheet file (**PACE.xls**) that you downloaded from the web site. Since this file contains macros to design the spreadsheet specific to your school division, you will need to choose **Enable Macros** when you see the warning message.

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 names and numbers 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 division name.

After you have selected the 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 **Yes**. If the school division listed in the message box is not the correct school division name, click **No**. Return to the drop-down listing of school divisions, and repeat the selection process.

Selecting an Option for Entering Data

After selecting the correct division, you will see the screen shown at the bottom of this page with three options for entering and reading data.

Read the following descriptions of the three options to ensure you select the correct option, and then click on that option. Choose the option carefully, as you cannot change options later!

NOTE: School principals may select only the THIRD option.

- **Manual Data Entry at Division level for all schools in division. (Central office only.)**
 - Enter/edit division-level data.
 - Enter/edit data for all schools (in one or multiple sessions).
 - Create division TEXT FILE to be submitted to DOE.
 - NOT able to “read” school workbooks created with 3rd option, Manual Data Entry for a Single School.
- **Division Reading Workbooks Submitted by Schools. (Central office only.)**
 - Enter/edit division-level data.
 - “Read” and recall/edit data submitted in individual school workbooks (in one or multiple sessions) and save data into division file.
 - Enter/edit data for a single school and save in division file.
 - Create division TEXT FILE to be submitted to DOE.
- **Manual Data Entry for a Single School. (Central office or school principal.)**
 - Enter data for a single school.
 - Create school workbook to be forwarded to Division Contact Person.

Microsoft Excel - PACE-TEST

File Edit View Insert Format Tools Data Window Help

A B C D E F G H I J K L

Virginia Department of Education

Pre-Accreditation Survey

Spring 2002

999 - TEST DIVISION

Select Data Entry Mode

Manual Data Entry at Division level for all schools in the division

Division Reading Workbooks Submitted by Schools

Manual Data Entry for a Single School

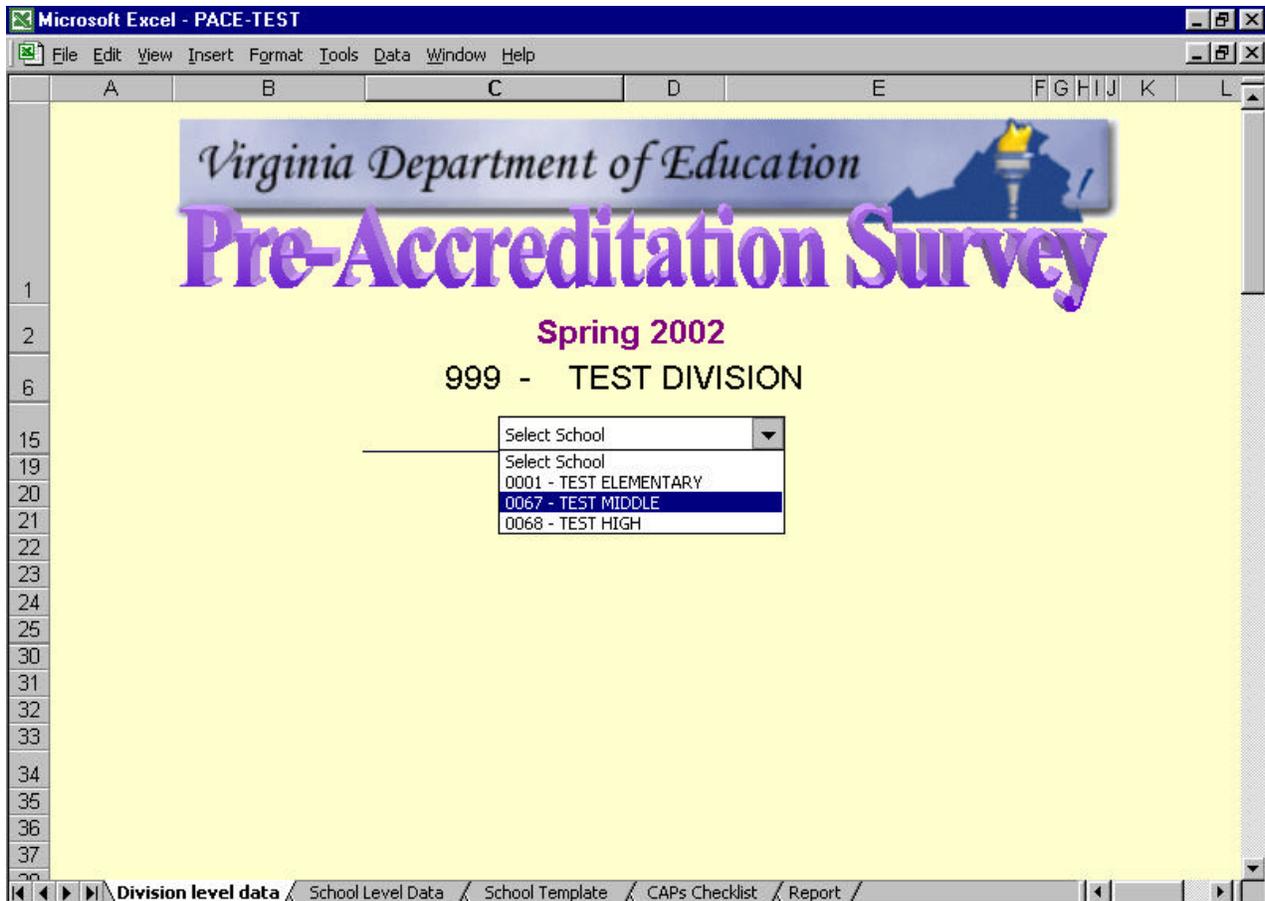
Division level data / School Level Data

After choosing an option you will be asked, “**Are you sure?**” If the option you selected is correct, click on **Yes**. If the option you selected is not correct, click on **No** and select another option.



If you selected the first or second option, go to the next page and continue with the section on **Naming and Saving Files**.

If you selected the third option, **Manual Data Entry for a Single School**, you will be prompted to select a school. Click on the down arrow and scroll down the listing to locate the name and number of the school for which you will enter data. Click on the school’s name.

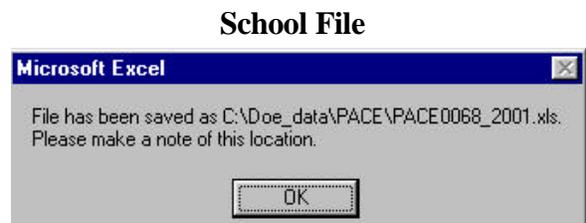


Once you have chosen the school, a message will appear asking if you are sure you have selected the correct school. (This message appears twice.) If you answer **No**, you may go back and select another option.



Naming and Saving Files

When you click on “**Yes**” to verify that the division or school you selected is correct, one of the dialog boxes shown below will appear letting you know where the file is being saved.



Files will be named as indicated in the chart below, where **xxx** is the division number, **yyyy** is the school number, and **2001** is the current school year.

File Type	Saved As
Division data file	PACExxx_2001.xls
School data file, while data are being entered/edited	PACEyyyy_2001.xls
School workbook, after all data are entered and school workbook is created	PACExxxxyyyy_2001.xls

All files will be automatically named and saved to your computer’s **C:** drive in the directory, **\Doe_data\Pace**, which the program will create. **DO NOT RENAME ANY OF THESE FILES.**

Note the location of the file. Then click on **OK** to save the file. This will allow you to begin customizing the file for the school division or school. You can save your work in the division or school data file, exit the program, and later reopen and edit your work as long as you do **NOT** create the division **TEXT FILE**, which will be submitted to DOE, or the school workbook, which will be forwarded to central office. **Do NOT attempt to create the school workbook or the division TEXT FILE at this time!**

Refer to the chart below to determine where to find the instructions you need to continue.

If you selected the...	Go to page ...	For instructions on how to...
1 st or 2 nd option (Central office staff ONLY)	6	Enter division-level data. (Instructions for entering and recalling/editing school-level data will follow.)
3 rd option	9	Enter school-level data.

Entering DIVISION LEVEL DATA (Central office staff ONLY)

CENTRAL OFFICE CONTACT PAGE

If you selected 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 will be shown the **central office contact page**. This is the contact page for your division. When the file opens, make sure you are on the contact page as noted by the highlighted “Division level data” tab at the bottom of the page. (NOTE: If you selected the first option, the button labeled **Read Workbooks** will not appear. **DO NOT** click on the **Create TEXT FILE** button at this time!)

Microsoft Excel - PACE999_2001

File Edit View Insert Format Tools Data Window Help

Virginia Department of Education
Pre-Accreditation Survey
 Spring 2002
 999 - TEST DIVISION

Contact:	YOUR NAME
Suffix:	
Job Title:	Software Tester
Responsible For:	
Phone Number:	(555)444-4444
Fax Number:	(555)444-4444
E-Mail Address:	anyone@anywhere.org

Contact information is provided for verification purposes. If the person named is not the correct contact for this report, notify the Division School ID Contact so that it may be updated with the DOE. This information CANNOT be updated on this form.

Read Workbooks
 Division Requirements
 Create Text File

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

Contact Page

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. If the information on the contact page is incorrect or is blank, close and delete this file. The identified Division Contact Person must submit the correct contact information through the appropriate web-based application. You must wait until the next business day to process PACE.

NOTE: There is only one contact person for the division regardless of the number of schools in the division.

If the contact information is correct, and you are the Division Contact Person, you will begin by responding to division-level questions regarding promotion and retention policies.

Click on the **Division Requirements** button and answer the Division Promotion and Retention Policy questions. These questions are related to the provisions of 8 VAC 20-131-30 in the *Standards of Accreditation*. (You may find that having a copy of *The Regulations Establishing Standards for Accrediting Public Schools in Virginia 8VAC 20-131-10 et. Seq., effective September 28, 2000*, on hand will be helpful in understanding the requirements related to promotion/retention policies.)

Microsoft Excel - PACE999_2001

File Edit View Insert Format Tools Data Window Help

40
41
42
43
44 Does the division have promotion and retention policies that have been approved by the local school board?
 YES NO

45
46 Are the division's promotion and retention policies in compliance with 8 VAC 20-131-30 of the Standards of Accreditation (September 28, 2000) in that ALL of the following requirements are met?
48 1. The policies do **NOT** exclude students from membership in a grade in which SOL tests are to be administered; **AND**
49 2. The policies do **NOT** exclude students from participation in a course in which SOL tests are to be administered; **AND**
50 3. The policies ensure that in grades K-8 where SOL tests are administered, schools use the SOL test results as part of a set of multiple criteria for determining the promotion or retention of students.
52 YES NO

53 If the division's policies provide that middle and high schools are to consider EOC test scores in determining students' final grades, do the policies prohibit the use of the EOC test scores as the sole criterion for awarding students standard units of credit.
55 YES NO NA

56
57
58 Return
59
60

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

If you answer **No** to either one of the first two questions, a screen will appear listing reasons that could apply. Check all reasons that apply. If none of the reasons is appropriate, select "Other", click on the white box, and explain the reason(s) in 50 characters or less. (**NOTE:** To close this or any other white box, hit the **Return key** on your keyboard.)

Click on the **Return** button at the bottom of the page to return to the question page. If you responded **No** to the second or third question, a red message will appear under the question telling you that a separate Corrective Action Plan (CAP) addressing the area of non-compliance must be submitted to DOE with the PACE report. Make note of any CAPs that must be submitted.

When you have completed answering the Promotion and Retention questions, click on the **Return** button at the bottom of the page to return to the contact page.

To continue, select one of the following steps, depending on the option you selected on the opening page:

- If you selected the first option, **Manual Data Entry at Division Level for All Schools in the Division**, you are now ready to begin entering data for the division and for all schools in the division. Data may be entered in one session or over multiple sessions. All of the data will be saved in the division data file. Once all the division-level and school-level data are entered and saved in the division data file, you will create a TEXT FILE that will be submitted to DOE.

Do NOT attempt to create the TEXT FILE until all data have been entered and checked for accuracy and you are ready to submit the division's report to DOE.

To continue, click on the "School Level Data" tab at the bottom of the page. Then go to page 9 and follow the instructions for **Entering and Recalling/Editing SCHOOL LEVEL DATA**.

- If you selected the second option, **Division Reading Workbooks Submitted by Schools**, you are now ready to begin entering division-level data and "reading", or processing, school workbooks that have been submitted to you by e-mail and saved on your computer's **C:** drive. (If you have not yet saved the submitted workbooks on your **C:** drive, do this now by following the instructions below.)

Saving School Workbooks to C: Drive

Each school will submit the school's workbook as an attachment to an e-mail message. Open the e-mail. Right click on the attached file. Click on the **Save As** option. **Do NOT open the file!** Save the workbook in the directory **C:\Doe_data\Pace**. Close the e-mail and continue.

"Reading" School Workbooks

School workbooks can be "read", or processed, in one or multiple sessions. As schools submit their completed workbooks and you save the files on your computer's **C:** drive, you will be able to "read" these workbooks, recall/edit school-level data, and save the school data into the division data file. After all school workbooks have been submitted, read, and saved into the division file, you will create a TEXT FILE that will be submitted to DOE.

Do NOT attempt to create the TEXT FILE until all data have been entered or processed and checked for accuracy and you are ready to submit the division's report to DOE.

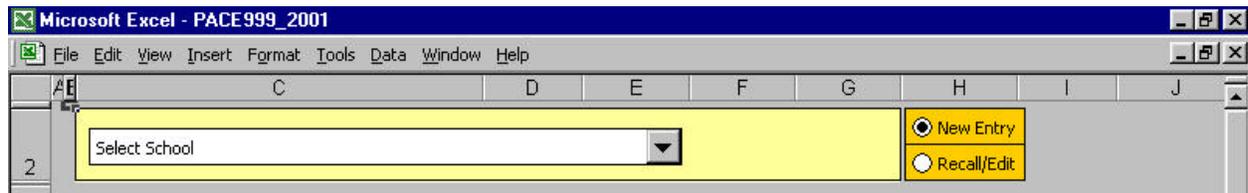
To continue, click on the **Read Workbooks** button. A message box will appear telling you the number of school files that have been "read". You will be asked if you want to save your work. Click on **Yes** to process the school data and save it into the division file. (The school workbook file will be renamed with the prefix "x" as **xPACExxxxyyy_2001.xls**.) To recall or edit school-level data, or to enter data for a school that has not yet been processed, click on the "School Level Data" tab at the bottom of the page. Then go to page 9 and follow the instructions for **Entering and Recalling/Editing SCHOOL LEVEL DATA**.

Entering and Recalling/Editing SCHOOL LEVEL DATA

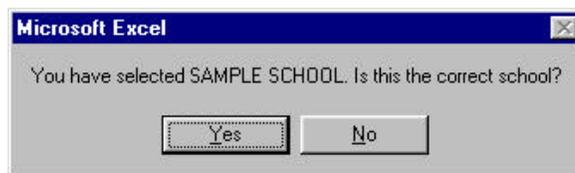
Individual school-level data can be entered using any of the three available options for data entry. School-level data entered at the division level (using the first or second option) will be saved in the division file (**PACExxx_2001.xls**) and can be recalled/edited as long as the division TEXT FILE has not yet been created. School-level data entered using the third option, **Manual Data Entry for a Single School**, are saved in a school file (**PACEyyyy_2001.xls**) until the school workbook is created. The school file can be reopened and the data edited as long as the school workbook has not yet been created. Once the school workbook has been created, the school-level data can be recalled/edited only by the central office person who will “read”, or process, the workbooks submitted by schools. Continue by following the instructions that begin below or on the next page, depending on the option you selected for entering data.

Using the First or Second Option to Enter School Data

After responding to the Promotion and Retention Policy questions, you selected the “School Level data” tab at the bottom of the page. The following screen should now be displayed:

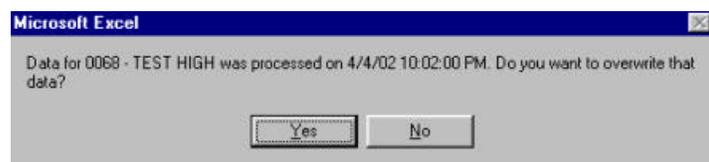


Note that the **New Entry** option is selected in the upper right hand corner of the page. If you want to enter data for a school that has not yet been processed, this option is correct. If you want to recall or edit data for a school that was previously processed, either at the division or school level, select the **Recall/Edit** option. Then, from the drop-down menu, select the school for which you want to enter, recall, or edit data. A message will appear asking if the school selected is the correct school.



If you answer **Yes**, the PACE data entry worksheet (shown on page 10) will be displayed with the school name at the top. If you answer **No**, you may go back and select another option.

If you selected **New Entry**, but the school has already been entered or processed, you will see the following message asking if you want to overwrite the data. (**NOTE:** To *overwrite data* means that all previously entered data will be deleted.)



If the school in the message box is correct and you want to overwrite the previous data, click on **Yes**. If the school listed in the message box is NOT the correct school OR you do NOT want to overwrite the data, click on **No**. Return to the drop-down listing of schools and repeat the selection process.

Once you have selected the correct school, you are ready to enter, recall, or edit data for that school. Refer to the instructions below for **Entering Data for a Single School**.

Using the Third Option to Enter School Data

If you selected the third option, **Manual Data Entry for a Single School**, you will complete the report for only one school. If you are a principal/designee, you will enter the data for your school. If you are a central office person using the third option, you will enter data for one school at a time. After you have entered the data for the school, you will “record” the data and “create a workbook” that you will forward to the Division Contact Person.

Entering Data for a Single School into the PACE Data Entry Form

The following Pre-Accreditation Eligibility (PACE) data entry form will be displayed when you select the school and click **OK**, or you click on the “School Level Data” worksheet tab located at the bottom of the screen. Follow the directions that begin on the next page to complete the worksheet.

0067 - TEST MIDDLE			<input checked="" type="radio"/> New Entry <input type="radio"/> Recall/Edit
Part I: Pre-Accreditation Eligibility Requirements	Code	In Compliance	
Does this school utilize a Promotion /Retention Policy that is the same as the school division's?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Requirements for Graduation	(8 VAC 20-131-50)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Detail
Program of Instruction and Learning Objectives	(8 VAC 20-131-70)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Detail
Instructional Program in Elementary Schools	(8 VAC 20-131-80)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Detail
Instructional Program in Middle Schools	(8 VAC 20-131-90)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Detail
Instructional Program in Secondary Schools	(8 VAC 20-131-100)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Detail
Role of the Principal	(8 VAC 20-131-210)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Detail
Role of Professional Teaching Staff	(8 VAC 20-131-220)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Detail
Role of Support Staff	(8 VAC 20-131-230)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Detail
Administrative and Support Staff Required	(8 VAC 20-131-240)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Detail
School Facilities and Safety	(8 VAC 20-131-260)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Detail

Page Down

Division level data | **School Level Data** | School Template | CAPs Checklist | Report

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

Part I: Pre-Accreditation Requirements:

NOTE: You may find that having a copy of *The Regulations Establishing Standards for Accrediting Public Schools in Virginia 8VAC 20-131-10 et. Seq., effective September 28, 2000*, on hand will be helpful in understanding the requirements of sections 30 through 310 of the *Standards*.

Promotion/Retention Policy Question:

The first question asks if the school's promotion/retention policy is the same as the school division's policy. If the school's policy is different from the division's policy, select "No" and submit a copy of the policy to the Division Contact Person to be reviewed for compliance and forwarded to the Department of Education.

General Instructions for Compliance Items:

You will now be prompted to report if the school is in compliance with certain sections of the *Standards*. For most items that require a Yes or No answer, "Yes" has been pre-selected. If you have a question about an item, you can click on the **DETAIL** button next to the item to see possible areas of non-compliance. You may also refer to the *Standards*.

If the school is in compliance with the cited section of the *Standards*, make sure the "Yes" box is checked. Go on to the next item. If the school is not in compliance, check the "No" box. A screen listing areas of non-compliance will appear. Click in the open box next to each area of non-compliance that applies. If you click on the **Return** button 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.

1		Return
294	Please scroll down to see all the reasons for this requirement	
295	Check areas of non-compliance re: School Facilities and Safety.	
296	<input type="checkbox"/> School building is not maintained in compliance with Virginia Uniform Statewide Building Code (13 VAC 5-61-10 et seq.).	
297		
298		
299		
300		
301	<input type="checkbox"/> School building is not maintained in compliance with Board of Education regulations.	
302		
303		
304		
305		
306	<input type="checkbox"/> All exit doors are not equipped with panic hardware.	
307		
308		
309		
310		
311	<input type="checkbox"/> School building is not accessible, barrier free, safe and clean.	
312		

[Division level data](#) /
 [School Level Data](#) /
 [School Template](#) /
 [CAPs Checklist](#) /
 [Report](#)

For each area of non-compliance that is checked, a list of possible Corrective Actions will be displayed. Place a check in the box next to each Corrective Action (CA) the school will take to ensure compliance with the requirement. If you choose one or more of the corrective actions listed, you will **NOT** need to send a separate Corrective Action Plan (CAP) to your Division Contact Person. After choosing the appropriate CA, click the **Return** button at the top of the screen to return to the school screen.

The screenshot shows a Microsoft Excel spreadsheet with a form titled "Check areas of non-compliance re: Role of the Principal." The form is displayed in a yellow background. At the top of the form, there is a red button labeled "Return". Below the button, there is a red text prompt: "Please scroll down to see all the reasons for this requirement". The form contains the following sections:

- Principal is not providing instructional leadership.
- Check Corrective Action(s) that will be taken:**
 - Instructional time will be protected.
 - A safe and secure school environment will be provided.
 - A school wide analysis of test scores will be implemented.
 - A system for analysis of classroom practices and methods will be implemented.
 - A system for maintenance of school student records will be implemented.
 - The quality of instruction will be monitored and supported.
 - A system for maintenance of drop out records will be implemented.
 - Other:
 - Corrective Action Plan will be sent separately.
- Principal does not act as an effective school manager.

The spreadsheet interface shows the following tabs: Division level data, School Level Data, School Template, CAPs Checklist, Report. The status bar at the bottom indicates the current sheet is "CAPs Checklist".

If the appropriate CA is not listed, you can select "Other". Click on the white box and enter a brief description of your plan in 50 characters or less. (**NOTE:** To close this or any other white box, hit the **Return key** on your keyboard).

If there is not have enough room in the "Other" box to describe the CA, send a separate CAP to the Division Contact Person by fax, mail, or e-mail. This person will forward the plan to the DOE, Division of Accountability. If you choose this option, check the box labeled "Corrective Action Plan will be sent separately."

NOTE: A **red triangle** in the corner of a box indicates that additional information about that item is available. The information provided explains more specific instructions or describes an additional requirement. You may access this information by passing the cursor over the red triangle.

Instructional Program Questions

There are three questions pertaining to the instructional program requirements for elementary, middle, and high schools. Since there are a number of schools with varied grade configurations, all three instructional levels have been listed, but **none** has been pre-selected with “Yes”, “No”, or “N/A” checked. Check “Yes” or “No” in response to each question that applies to the grade configuration and instructional program of the school. Check “N/A” if the instructional level does not apply to the school.

Part II: Board of Education Requirements

After completing Part I, click on the **Page Down** button or scroll down the page until *Part II, Board of Education Requirements*, appears on the screen. Part II of the PACE report contains items related to requirements of the State Board of Education (BOE). Only items that pertain to the school you selected will appear on the screen. Disregard the following instructions for any items that do not appear on the screen.

AE	C	D	E	F	G	H	I	J	
20	Part II: Board of Education Requirements								
22	This school reported having at least one teacher teaching outside his/her area of endorsement for at least part of his/her teaching assignment. Click on the "Detail" button and select at least one of the corrective actions.				2.0	Detail			
23	Have any of these staff been reported as unendorsed in the previous two years?				<input type="checkbox"/> Yes	<input type="checkbox"/> No			
24	This school operates a child care program for (check those which apply):				<input checked="" type="checkbox"/> N/A				
26	The school has provided required documents/informational items to students' parents or guardians (8 VAC 20-131-270)				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		Detail	
27	SOL have been fully incorporated into the curriculum and SOL material is being taught to all students eligible to take SOL tests (8VAC 20-131-290)				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		Detail	
28	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	
29	English was an area of warning for this school during the 2001-2002 school year. Has the school adopted an instructional method/model/program with a proven track record of success at raising student achievement? (8VAC 20-131-310 B,JC.)				<input type="checkbox"/> Yes	<input type="checkbox"/> No		Detail	
30									
34									
35	Mathematics was an area of warning for this school during the 2000-2001 school year. Has the school adopted an instructional method/model/program with a proven track record of success at raising student achievement?				<input type="checkbox"/> Yes	<input type="checkbox"/> No		Detail	
36	Print Page		Record School Data			Page Up			
37									
38									

Division level data | **School Level Data** | School Template | CAPs Checklist | Report

General Instructions

As with the compliance items listed in Part I, if you have a question about an item in Part II, you may click on the **DETAIL** button next to the item or refer to the *Standards* for specific information about the requirement. If you answer “No”, indicating that the school is not in

compliance with a requirement, you will taken to screens listing areas of non-compliance and/or suggested corrective actions. Place a check in the box next to each area of non-compliance that applies and each Corrective Action (CA) the school will take to ensure compliance with the requirement. If you choose one or more of the corrective actions listed, you will **NOT** have to send a separate CAP to your Division Contact Person.

If the school's CA is not one of the choices provided, check "Other", click on the white box, and describe the CA in 50 characters or less. If there is not enough space available, place a check in the box that indicates you will send a separate CAP to your Division Contact Person, who will forward this to DOE. Plans may be forwarded to DOE as a hard copy by mail or by e-mail.

Click the **Return** button to return to the school screen. If you click on the **Return** button 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.

Instructions for Specific Items

❑ *Teachers Teaching Outside Areas of Endorsement*

If this item appears on the screen, a number will be shown in the box to the right of the item. This number refers to the number of instructional staff reported previously in the **Teacher Count Data Collection** as teaching outside their areas of endorsement. Please do not confuse *area of endorsement* with *license*. This number should reflect the number of teachers teaching outside their areas of endorsement for the majority (more than 50%) of the school day, regardless of the type of licenses they hold (provisional, full, local). If the school has staff teaching outside their areas of endorsement, click on the **DETAIL** button next to the item and check or describe the appropriate CA. If the number in the box is not correct, click on the **DETAIL** button, check "Other", and type "incorrect number" in the white box.

❑ *Unendorsed staff in previous two years*

If teachers in the school are teaching outside of their areas of endorsement, you will be asked if any of these teachers have been reported in the same category for the last two years. Click on the correct response.

❑ *Child Day Care Programs*

If it was reported in the fall data collection that the school operates a child day care program, you will be asked if the program is operated in compliance with regulations. Check the appropriate box. If the answer is "No", a separate CAP citing the reasons for noncompliance, corrective actions, the seven-digit school number, and school name must be submitted to your Division Contact Person to be forwarded to the Department of Education, Division of Accountability.

❑ *School and Community Communications*

Indicate if the school meets the requirements related to school communications with parents and guardians. Refer to section 8VAC 20-131-270 of the *Standards* for specific information regarding these requirements. If you check "No", you will have to select a CA.

- Curriculum based on SOL
Indicate if the 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 indicate a CA.
- Correction of previous non-compliance issues
Choose “Yes”, “No”, or “N/A” to indicate if actions have been taken to correct any non-compliance issues cited in the previous year. If "No", an updated Corrective Action Plan must be submitted to the Division Contact Person. The CAP must include the reasons for lack of implementation, the anticipated date of completion, the seven-digit school number, and the school name.
- Instructional method/model/program in English and/or mathematics
 - If the school was rated Accredited with Warning in English or mathematics this year and/or last year, you will be asked if the school has adopted an instructional method/model/program. If you check “Yes,” you will need to select the method/model/program from the list that appears on the screen. If the method/model/program the school has adopted is not shown, select “Other” and describe the program in 50 characters or less.
 - If the school has not adopted a method/model/program for the warned area, click on “No”. Check the box in front of the area of non-compliance. Then select the CA(s) that apply.

Recording and Printing School Data

Check all of the data you have entered carefully. When all the data for the school have been entered and checked for accuracy, click the **Record School Data** button located at the bottom of the school page. 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 or necessary information. A message box will appear asking if you want to print the page before posting the data. Select “Yes” to print, or click on the **Print Page** button at the bottom of the school page. We suggest that you print a copy of this page to check your responses to Parts I and II and to keep on file for future reference.

NOTE: If this or any other page you attempt to print does not print as shown on the screen, there could be a problem with the printer’s configuration. Contact your local area network specialist for assistance.

After the data have been recorded, you will be asked if you want to save your work. If you have completed your work and you are ready to exit the program or end this report, select “Yes”.

Before closing the worksheet, click on the “CAPs Checklist” tab at the bottom of the screen. This checklist identifies the Corrective Action Plans and any other school information that must be forwarded to the Division Contact Person. To print a copy of the CAPs checklist, click on the **File menu** at the top of the screen, click on **Print**, and the **Properties**. Select the **Landscape** option, and then click **OK**.

You can also view a report of all the school’s data. The report includes the responses to all the questions and compliance items in Parts I and II, the reason(s) and Corrective Action(s) for

each area of non-compliance, and any separate Corrective Action Plans and other documents that must be submitted to the Division Contact Person. To view the report, click on the “Report” tab at the bottom of the screen. Select the school from the drop-down list. To print a copy of the report, click on the **Print** button in the upper right hand corner of the page.

If you are entering data for the school using the third option for data entry, **Entering Data for a Single School**, your work will be saved to the computer’s **C:** drive with the file name, **PACEyyyy_2001.xls**, where **yyyy** is the four-digit school number and **2001** is the current school year. At this point, you may exit the program and still reopen the file and edit the data. However, once the “school workbook” is created, no changes can be made at the school level without overwriting the entire file. A central office person will be able to edit the data in the school’s workbook by using the “recall/edit” option that is available after the workbook has been “read”, or processed, at the division level. You are now ready to create the school’s workbook to submit to the Division Contact Person. Follow the directions below for **Creating a School Workbook for the Division**.

If you are a central office person entering school-level data using either the first or second option for data entry, this school’s data will be saved to your computer’s **C:** drive in the division file, **PACExxx_2001.xls**, where **xxx** is the division number and **2001** is the current school year. You will be able to recall and edit this data by reopening the division file as long as you do not create the TEXT FILE. Repeat the instructions for **Entering Data for a Single School** for each school in your division. When all data for all schools have been entered and checked for accuracy, refer to and follow the instructions for **Creating a TEXT FILE** that are located on the next page.

Creating a School Workbook for the Division

If you used the third option, **Manual Data Entry for A Single School**, to enter a school’s data and have completed the data entry and saved the school file, you are now ready to create the school workbook to submit to the Division Contact Person. Be sure you are on the school page before you begin. You can return to the school page by clicking on the “School Level Data” tab at the bottom of the screen.

Click on the **Page Down** button or scroll down the page until you see the **Create Workbook for Division** button. Click on this button. This will create a file named **PACExxxxyyy_2001.xls**, where **xxx** is the division number and **yyy** is the school number and **2001** is the current school year. This file is the school’s individual “workbook”. It will automatically be saved to your **C:** drive in the directory **\Doe_data\Pace**.

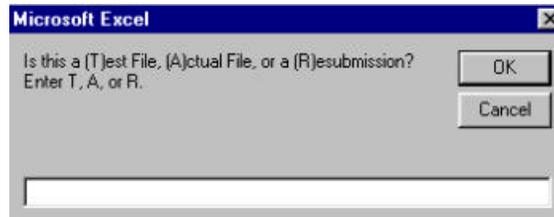
Do NOT open the school workbook once it has been created!

You will need to send the school’s workbook (**PACExxxxyyy_2001.xls**) to the Division Contact Person as an attachment to an e-mail message, along with any school documents or CAPs that must be submitted separately. The contact person will submit all information and documents to the DOE, Division of Accountability.

Creating the Division TEXT FILE (Division Contact Person ONLY.)

Before you begin, make sure you are on the division contact page. You can get to this page by clicking on the “Division Level Data” tab located at the bottom of the screen.

After all the division- and school-level data are entered and saved, and you are ready to submit your division’s PACE report to the DOE, click on the **Create TEXT FILE** button. A message box will appear, asking if the file is a Test File (T), Actual File (A), or a Resubmission (R). Type “A” in the text box. Click on **OK**.



After you click on **OK**, the following message box will appear telling you the name and location of the text file. The text file will be named **PACExxx_2001.txt**, where **xxx** is the division number and **2001** is the current school year. Note that the suffix is “.txt”. The file will automatically be saved to your **C:** drive in the directory **\Doe_data\Pace**.



DO NOT ATTEMPT TO REOPEN OR CHANGE THE TEXT FILE!

Submitting the Division PACE Report to the DOE (Division Contact Person)

To submit the division’s PACE report to the Department of Education, please send the division’s TEXT FILE (**PACExxx_2001.txt**), located in the **C:\Doe_data\Pace** directory, to the Division of Accountability as an attachment to an e-mail message. The e-mail address is accredit@mail.vak12ed.edu. (**NOTE:** The text file’s name may appear with a notebook icon in front of the name, **PACExxx_2001**, instead of the .txt suffix.)

DO NOT ATTEMPT TO OPEN THE TEXT FILE BEFORE YOU SEND IT TO DOE!

The following documents must also be forwarded to the DOE, Division of Accountability:

- A copy of the division’s promotion and retention policies, as described in 8 VAC 20-131-280.F. and 8 VAC 20-131-90.B. of the *Standards*.
- A separate Corrective Action Plan related to the division’s promotion/retention policies, if applicable.
- Copies of individual schools’ promotion and retention policies, if they differ from the division’s policies.
- Any separate Corrective Action Plans for individual schools.

Contact Information

If you have questions about these instructions, you may contact your Regional Best Practice Center or any one of the following members of the accreditation staff:

Jackie Hunter, Administrative Specialist	804-786-1062	jhunter@mail.vak12.ed.edu
Jan Callis, Accreditation Specialist	804-692-0250	jcallis@mail.vak12ed.edu
Ed Holstrom, Accreditation Specialist	804-225-3122	eholstro@mail.vak12ed.edu
Cheri Magill, Director of Accreditation	804-225-2708	cmagill@mail.vak12ed.edu