

**INSTRUCTIONS FOR ACCESSING THE
FISCAL YEAR 2003 PROGRAM CERTIFICATION FORMS**

A downloadable Excel file will be used to facilitate the collection of certification forms for several incentive-based programs for fiscal year 2003. 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.

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" and then click on "Finance," then on "Budget Office," and then on "Current Data Collections."

If You Are Using Internet Explorer:

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the "Excel Template" link for the 2003 certification forms.
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.

If You Are Using Netscape:

To download the Excel file using Netscape, click on the "Excel Template" cell located next to the heading labeled "2003 Certification Forms."

After the File has been Downloaded:

After you have opened the Excel template, a message 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. The certifications must be signed by the division superintendent and returned to the budget office by December 20, 2002, if you wish to participate in these incentive-based programs. Please mail the signed certifications to:

Virginia Department of Education
Attn: Budget Office
P.O. Box 2120
Richmond, Virginia 23218-2120

Please also e-mail the completed Excel template to K12Budget@mail.vak12ed.edu. If you have any questions concerning this certification process, please contact budget office staff at (804) 225-2025.