

**INSTRUCTIONS FOR ACCESSING THE
EXCEL TEMPLATE FOR THE 2003-2004
PRIVATE SCHOOL PARTICIPATION SURVEY**

Please submit the data electronically on the Excel template located on the department's Web site. Please download the template from the following address:

<http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/psp.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 "2003-2004 Private School Participation Survey." You may also access the template by logging onto the department's Web site at <http://www.doe.virginia.gov/>. 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 2003-2004 Private School 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 2003-2004 Private School Survey.
2. Select "Save Target As" and save the file to your local drive. Please note the location where the file is saved.
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 template is labeled "Instructions." After reviewing the instructions provided on this sheet, click

on the sheet labeled "Private School Participation" to view and complete this form.

Completing the "Private School Participation" worksheet:

1. Select your division using the drop-down box located at the top of the spreadsheet. A box will appear that asks you to confirm that you have chosen the correct division. If the division name is correct, click "Yes." If you have selected the wrong division, click "No" and select the correct division using the drop-down box.
2. After you have confirmed your division selection, a box will appear that notifies you that the file will automatically be saved to the following location on your computer's hard drive: C:\DOE_DATA\PSP2005 [division number].xls. Please do not change the name of the file after you select your division.
3. You will be asked if your division has private, nonprofit schools that operate within its boundary. If there are no private, nonprofit schools operating within your division's boundary, select that option and follow the directions to complete the survey. If you do have private, nonprofit schools that operate within your division boundary, select that option when prompted and complete the required information in sections A, B, and C of the form. Use the form in Attachment B to collect the required information from each private, nonprofit school located within your division's boundary.
4. Please report the total number of private, nonprofit schools and the total number of schools returning forms in Section A of the Excel template.
5. Please report the total number of private, nonprofit schools and the total number of students participating in each of the three federal programs in Section B of the Excel template.
6. Please complete the Excel template and e-mail it to the department at <mailto:k12budget@doe.virginia.gov> no later than December 17, 2004. The division superintendent's certification is also due to the department by December 17, 2004, and should be mailed to the Virginia Department of Education, Budget Office, P.O. Box 2120, Richmond, Virginia 23218-2120, or faxed to (804) 225-2300.