

**REMEDIAL SUMMER SCHOOL FUNDING FOR FISCAL YEAR 2008
(Summer 2007 Program)**

Instructions for Downloading the Excel Template

A downloadable Excel file was created to facilitate the collection and certification of remedial summer school enrollment data used by the Department of Education. The Excel file is located on the department's Web site and can be downloaded from the following address:

<http://www.doe.virginia.gov/VDOE/Finance/Budget/cdc/index.html>

This address brings you to the Budget Office's "Current Data Collections" Web page. To download the Excel file, click on the "Excel Template" link located next to the heading labeled "FY 2008 Remedial Summer School Collection."

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 in the upper right hand corner titled "DOE Offices," then select "Finance," then select "Budget Office," then select "Current Data Collections," and then click on the "Excel Template" option for the remedial summer school data collection. Please follow the steps below to access the file from the Web site:

If you are using Internet Explorer as your Internet browser:

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the link for the FY 2008 remedial summer school data collection titled "Excel Template."
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.
4. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.
5. If you are prompted with a Microsoft Visual Basic error, please see the instructions below on adjusting macro security levels.

If you are using Mozilla Firefox as your Internet browser:

To download the Excel file using Netscape:

1. Click on the link for the FY 2008 remedial summer school data collection titled "Excel Template."
2. After you click on the file name on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.
3. 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.
4. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.
5. If you are prompted with a Microsoft Visual Basic error, please see the instructions below on adjusting macro security levels.

If you are prompted with a Microsoft Visual Basic error alerting you to disabled macros:

1. Select the "Tools" menu from the drop-down options at the top of the spreadsheet.
2. Select "Macro," then select "Security."
3. Set the security level to "Medium." This will give you the option to disable or enable macros.
4. You must to exit the spreadsheet and reopen the file for the macro security changes to take effect.
5. When accessing Excel files from the Department of Education, you must click on the "ENABLE MACROS" button before using the spreadsheets.

General Information Regarding Remedial Summer School Programs

Please note that the following minimum instructional hours and staffing ratios for state-funded remedial summer school programs are required by Board of Education regulation 8 VAC 20-630-60:

- 1) Each local school division implementing a state-funded remedial summer school program shall provide a minimum of

20 hours of instruction per subject, exclusive of field trips, assemblies, recreational activities, lunch or post-program testing time;

- 2) For state-funded remedial summer school programs in grades K-5 that offer an integrated curriculum, a minimum of 40 hours of instruction shall be required;
- 3) The pupil-teacher ratios for state-funded summer remedial programs shall not exceed 18:1.

As required by Section 22.1-199.2, *Code of Virginia*, and Board of Education regulation 8 VAC 20-630-20, school divisions must submit a remediation plan for the 2007 remedial summer school program (see [Administrative Superintendent's Memorandum Number 5 dated February 9, 2007](#)) before final fiscal year 2008 remedial summer school entitlements can be paid. An annual report, required by Board of Education regulation 8 VAC 20-630-50, covering the 2007 remedial summer school program is due to the Department of Education by September 14, 2007 (see [Administrative Superintendent's Memorandum Number 23 dated June 15, 2007](#)).

Further, please note the following appropriation act provisions (contained in Item 135 C.11.g.1 of Chapter 847, 2007 Virginia Acts of Assembly) that govern remedial summer school funding:

"These funds are available to school divisions for the operation of programs designed to remediate students who are required to attend such programs during a summer school session or during an intersession in the case of year-round schools. These funds may be used in conjunction with other sources of state funding for remediation or intervention. School divisions shall have maximum flexibility with respect to the use of these funds and types of remediation programs offered; however, in exercising this flexibility, students attending these programs shall not be charged tuition and no high school credit may be awarded to students who participate in this program..."

Instructions for Completing the Excel Template

The Excel file consists of one spreadsheet. The spreadsheet must be completed in full before it can be submitted to the Department of Education.

You must first select your school division from the drop-down menu. Click on the arrow (▼) to display a listing of school divisions. Scroll down the list and click on your school division. Doing this will immediately save the application to the following location on the C:\ drive of your computer:

C:\DOE_DATA\FY 2008 Remedial Summer School\
FY 2008 Remedial Summer School.xls

Please note this file location, as you will need to e-mail the saved file to the department after it is completed.

The name and division number of your school division will automatically load into the file. Next, click on the appropriate check-box to indicate whether or not your school division is requesting fiscal year 2008 remedial summer school funding.

If you select the check box marked "Remedial Summer School program was NOT offered in Summer 2007," then you may immediately proceed to the signature certification page. In selecting this check box, you are indicating that your school division served no students in a remedial summer school program during the summer of 2007.

If you select the check-box marked "Remedial Summer School program WAS offered in Summer 2007," then you will be required to provide enrollment information on the actual number of eligible elementary and secondary pupils enrolled in the summer 2006 remedial summer school program. Enter this data in the two yellow-shaded cells on rows 19 and 20 of the spreadsheet.

Remedial summer school payments reimburse school divisions based on an unduplicated headcount of all eligible students. Students must be counted only once regardless of whether they were served in one or more subject areas or in single or multiple sessions during the 2007 remedial summer school program. The funded per pupil amount is based on the average cost of 30 days of instruction per student; there may have been some students who received more instruction and some who received less but each student should be counted only once for state funding purposes.

Some school divisions operating year-round schools conduct remediation programs during the intersession periods of the year-round school term. Counts of students who were remediated during the intersession periods of year-round schools may be submitted for reimbursement from state remedial summer school funds. Students who were remediated

during the intersession periods of year-round schools should be submitted for reimbursement in the reporting cycle that occurs in the subsequent fiscal year.

For example, students who were remediated during the intersession periods of 2006-2007 year-round school terms that occurred from July 2006 through June 2007 or September 2006 through August 2007 should be reported in the Excel data collection template for reimbursement from fiscal year 2008 remedial summer school funds. Just as with summer remediation programs, a student must only be counted once for the entire school year regardless of the number of intersession periods the student attended for remediation purposes.

Non-resident, foster care children described under Section 22.1-101.1, subsections A and B, *Code of Virginia*, that were served in the summer 2007 remedial program in your division may be included in the Excel data collection template for reimbursement from state remedial summer school funds. Like other students submitted for state reimbursement, these students must be counted only once in the Excel data collection template.

The data submitted by your division for the summer 2006 remedial program is also shown in this data collection template for your information. This section compares the summer 2007 submission with the summer 2006 submission. Variances of 50 percent or greater or 50 percent or less than the prior year enrollment are flagged for your information only.

Once you have completed the spreadsheet, you must print the spreadsheet and mail a copy with original signatures to the Department of Education by September 21, 2007, at the following address:

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

All divisions must also e-mail a completed Excel template for fiscal year 2008 by September 21, 2007, to k12budget@doe.virginia.gov.

On the certification page, you may click on the blue button titled, "Click here to e-mail completed file to k12budget@doe.virginia.gov" to automatically e-mail your completed file to the Budget Office.

If you have any questions regarding the use of the Excel template, please contact the Budget Office staff at (804) 225-2025.

Both submissions (Excel file and signed certification form) are due to the department no later than September 21, 2007. Thank you for completing this data submission.