

**INSTRUCTIONS FOR ACCESSING THE EXCEL TEMPLATE FOR THE
2007-2008 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/index.html>

This address brings you to the budget office's "Current Data Collections" Web page.

Please follow the steps below to access the Excel file if you use **Internet Explorer** as your Internet browser:

1. RIGHT-CLICK on the link for the FY 2008 Private School Participation Survey "Excel Template."
2. Select "Save Target As" and save the file to your local drive.
3. Once the file is saved, close Internet Explorer and open the file using Excel.
4. 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. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.

If you are prompted with a Microsoft Visual Basic error, please see the instructions below on adjusting macro security levels in Excel.

If you are using Mozilla Firefox or Netscape as your Internet browser:

To download the Excel file using Mozilla Firefox or Netscape:

1. Click on the link for the FY 2008 Private School Participation Survey "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.

* If you are prompted with a Microsoft Visual Basic error, please see the instructions below on adjusting macro security levels in Excel.

Please follow the steps below if you are prompted with a **Microsoft Visual Basic** error in Excel 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 at "Medium." This will give you the option to disable or enable macros.
4. You may have to exit out of the spreadsheet and reopen the file for the macro security changes to take effect.
5. When accessing the calculation templates from the Department of Education, you must click on the "ENABLE MACROS" button before using the spreadsheets.

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." To begin this survey, you must answer the question in the green-shaded box at the bottom of the "Instructions" sheet.

If there are no private, nonprofit schools within your division's boundary to be surveyed, you will be directed to a certification form to be signed by the division superintendent.

If there are private, nonprofit schools within your division to be surveyed, then you will be directed to a worksheet ("Private Nonprofit School Participation Summary") where you will provide additional information.

Select your division using the drop-down box located at the top of either 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.

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\PSP FY 2008 [division number].xls. Please do not change the name of the file after you select your division.

If you answer "yes" to "Are there private, nonprofit schools within your school division boundary to survey for 2007-2008 enrollment?" on the "Instructions" worksheet, then:

1. Please report the total number of private, nonprofit schools and the total number of schools returning forms in Section A of the "Private School Survey" worksheet.
2. Please report the total number of private, nonprofit schools and the total number of students in these schools during school year 2007-2008 who are eligible to participate in each of the four federal programs in Section B of the "Private School Survey" worksheet.

Please complete the Excel template and e-mail it to the Department of Education at k12budget@doe.virginia.gov no later than December 7, 2007. The division superintendent's certification is also due to the department by December 7, 2007, 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.