

## **INSTRUCTIONS FOR ACCESSING THE EXCEL TEMPLATE FOR THE 2009-2010 PRIVATE SCHOOL PARTICIPATION SURVEY**

### ***Instructions for Downloading the Excel Template***

A downloadable Excel file is provided to facilitate the collection of fiscal year 2010 Private School Participation data. All of the required forms for reimbursement, including the superintendent's certification form, are included in this Excel template. The Private School Participation Survey Excel template is located on the Virginia Department of Education's Budget Office "Current Data Collections" Web page and can be downloaded from the following address:

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

To download the Excel file:

- Click on the "Excel Template" cell located next to the item titled "Private School Participation Survey" under the column heading "Tool."

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 top right hand corner of the page, titled "DOE Offices."
- Click on "Finance,"
- Then click on "Budget Office,"
- Then click on "Current Data Collections,"

Please follow the steps below to access the Excel file if you use **Mozilla Firefox** or **Netscape** as your Internet browser:

1. Click on the "Excel Template" option for the "Private School Participation Survey."
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; select the "**ENABLE MACROS**" button.

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

1. **RIGHT-CLICK** on the "Excel Template" option for the "Private School Participation Survey."
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; select the "**ENABLE MACROS**" button.

The Excel template that you downloaded to your computer was written using Excel 2003. There are a number of divisions that are using Excel 2007. The procedures for accessing the Excel Template will be explained for both versions below.

For **Excel 2003 users**, please use the following instructions:

When the Excel template is opened, a box will appear with a warning 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.

If you are not prompted with the "Enable Macros" button, or if you are prompted with a Microsoft **Visual Basic** error alerting you to disabled macros please follow these steps to reset your macro security level:

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 must exit out of the spreadsheet and reopen the file for the macro security changes to take effect.

For **Excel 2007 users**, please use the following instructions:

Before opening the Excel template the following set-up needs to be done.

1. Open Excel 2007.
2. Select the "Office Button" in the upper left hand corner of the window.
3. At the bottom of the window, select the "Excel Options" button.
4. On the "Excel Options" window, select the "Trust Center" from the selections along the left of the page.
5. Then, select the "Trust Center Settings..." button near the center of the page.
6. On the "Trust Center" window, select "Macro Settings" along the left of the window.
7. Under the "Macro Settings" section select "Enable all macros".
8. Select "OK" to close the "Trust Center" window, then "OK" again to close the "Excel Options" window.
9. You can now open the Excel template and begin entering your Private School Participation data using Excel 2007.

**After the File has been downloaded:**

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 indicating if your division has private, nonprofit schools in your division.

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 School Survey") 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.

PLEASE NOTE THAT DUE TO CONTINUING PROBLEMS INVOLVING THE USE OF DIFFERENT VERSIONS OF MICROSOFT EXCEL, THE FILE WILL NO LONGER SAVE AUTOMATICALLY. PLEASE REMEMBER TO SAVE THE FILE BEFORE PROCEEDING.

If you answer "yes" to "Are there private, nonprofit schools within your school division boundary to survey for 2009-2010 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 2009-2010 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](mailto:k12budget@doe.virginia.gov) no later than October 16, 2009. The division superintendent's certification is also due to the department by October 16, 2009, 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.