Technical Assistance: Downloading, Completing, and Submitting the 2004-2005 NCLB Applications

This document will cover the following topics:

- How to download an application from the Web and save it to the appropriate location with the proper document name;
- How to fill out the electronic Word application;
- How to submit the application via e-mail; and
- How to download, complete, and submit an amendment form and a revised electronic application.

How to download an application from the Web and save it to the appropriate location:

1. Open Internet Explorer or Netscape.
2. Go to Web site: http://www.pen.k12.va.us/VDOE/Instruction/OCP/nclb-applications.html
3. Click on the name of the application or supplementary materials to download.
4. You may get a message regarding macros. Click "Yes" to allow macros to run.
5. Click "File" – "Save As." Save the document in the appropriate location on your computer. Replace the "XXX" with the 3-digit LEA/payee code; save the file. Note the location to which you have saved the file (i.e., desktop, external disk, etc.).
6. Close Internet Explorer or Netscape.

How to fill out the electronic Word application:

1. Open the downloaded Word file. If you get a message regarding macros, choose to "Enable Macros."
2. The downloaded file is protected. You will be able to type only into areas of the application that are marked by a shaded box where the cursor appears.
3. Begin filling in requested information in the shaded gray boxes (fields). You must press **TAB** after each entry to move your cursor to the next field (or point and click on the next field you wish to enter). **DO NOT PRESS ENTER.** This will not move your cursor to the next field and may create more lines than the form is designed to accommodate.
4. Some fields are limited to a certain size. Once they reach that size, no more text will appear on the screen. For those items where a two-page response is allowed, you will have to enter as much text as possible on the first page, then hit **TAB** to move to the second page.
5. Some fields will automatically copy themselves onto subsequent pages so that you do not have to type the division name and payee code, for example, on every page.

   HINT: If the security setting on your computer is set on high, it may not allow these macros to run. Contact your division's technology department for further assistance.

6. The budget pages total automatically.
7. Once the application is completed, save the file with the appropriate name.

How to submit the application via e-mail:

1. Open your e-mail program. Compose an e-mail to the appropriate e-mail address. Include the school division name and your name in the message to assure the department will know from whom the application is being sent. (See application guidelines).
2. Prior to sending the e-mail, attach the appropriate application to the e-mail.

3. Send the e-mail.
4. You will receive a message that your application has been received once the Department of Education verifies that the completed application was actually attached to the e-mail and that it could be opened and read as a Word document.

How to download, complete, and submit an amendment form and a REVISED electronic application

Once your electronic application and the signed print copy of the cover page have been submitted and received by the Department of Education, you may need to submit an amendment. These are the steps to revising and sending the amended application.

1. Open Internet Explorer or Netscape.
2. Go to Web site: http://www.pen.k12.va.us/VDOE/Instruction/OCP/nclb-applications.html
3. Click on the *Amendment Form*.
4. Click "File" – "Save As." Choose the appropriate location on your computer.
5. The file name will appear as XXXAmendMMDDYY.doc. Note the location to which you have saved the file (i.e., desktop, external disk, etc.)
6. Replace the "XXX" with the 3-digit LEA/payee code and the MMDDYY with the date of the amendment. Use two digits for the month (MM), date (DD), and year (YY). If you need to send in revisions that are made on different dates, you will always save the amendment form with the new date.
7. On the amendment form, choose the 2004-2005 box, and read the instructions carefully. You will be directed to record on the amendment form the page numbers in the electronic application where revisions have been (will be) made.
8. Open your original (or latest) version of your application document. Make the needed changes to the appropriate areas. On the cover page of the application, check the "Revision" box and complete the date and number information. Save the application with a date as part of the file name (example: 123TitleIA-081504.doc).
9. Return an electronic copy of the revised application along with an electronic copy of the amendment form to the appropriate application e-mail address. This will be the same e-mail address that was used to submit the original program application. Print a copy of the amendment cover sheet for the superintendent's signature, and mail to the appropriate contact. This step in the process ensures that the superintendent is aware that revisions have been made to the application.
10. Close Internet Explorer or Netscape.