



Virginia Department of Education

K-3 Primary Class Size Reduction Program

Fall Student Record Collection

User Guide

Virginia Department of Education
K-3 Primary Class Size Reduction Program
Web Form Completion Instructions



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Introduction: K-3 Primary Class Size Reduction Program

Overview: K-3 Primary Class Size Reduction Program Participation

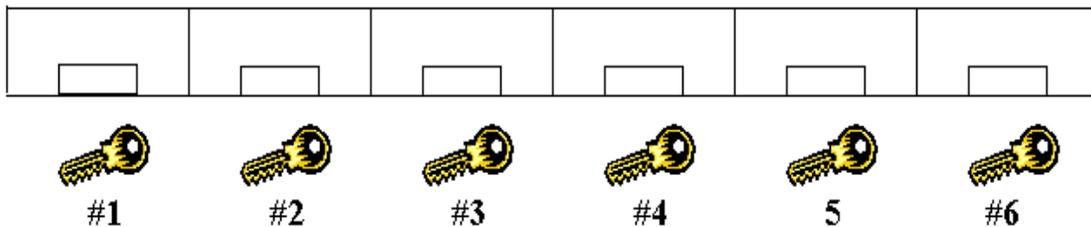
School divisions that will participate in the K-3 Primary Class Size Reduction program in FY 2017 must provide data to the Department of Education indicating that participating schools meet funding criteria. Each school that is allocated funds through the K-3 Primary Class Size Reduction program must meet the maximum class size and pupil-teacher ratio requirements as of the September 30th fall membership data collection.

To facilitate the collection of data for FY 2017 related to the pupil-teacher ratio and maximum class size requirements, the Web-based **K-3 Class Size Reduction Program** provides Web forms to report the data needed to participate in this program.

Single Sign-On for Web Systems (SSWS)

The Department of Education has deployed many Web-based applications to enable school divisions to provide data to the Department. To facilitate having many additional school division staff personnel accessing the Web site, and to simplify the process for school divisions where single individuals may have the responsibility to enter data or submit data files for separate collections, the Department has created a Web application, **Single Sign-On for Web Systems (SSWS)**. This system will allow school divisions to assign access rights to individuals and enable them to sign-on using one user id and one password.

To access any of the Department's Web-based systems, school division staff must utilize SSWS to gain access to the desired Web-based application. Conceptually, SSWS is designed to simplify entry into the Department's multiple Web-based systems. The diagrams in **Figure 1** and **Figure 2** depict a comparison using an office building or a storefront mall as a comparable example.



To access any of the doors in the model above in **Figure 1**, you may need as many as six keys, which can be difficult and confusing to remember which key opens which door.

With **Single Sign-On**, a person can be given a single key and access to more than one door (Web system) in **Figure 2** below, without the issue of remembering multiple user ids and passwords.

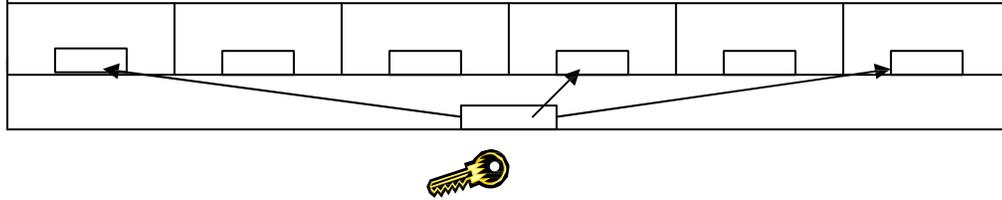


Figure 2

To manage the process of assigning access to school division staff, each school division will assign a **SSWS Account Manager** and a **SSWS Backup Account Manager**. The account and backup account managers are responsible for assigning access rights to division staff for the Web-based system.

Purpose

This manual is designed to instruct the school division staff on how to use the **K-3 Primary Class Size Reduction Program in the Single Sign-on for Web Systems (SSWS) application**.

Instructions contained in this manual include logging on to SSWS and submitting data for the K-3 program.

Software / Hardware Requirements

Standard office desktop computer equipment with an Internet connection is required, as is a browser such as Internet Explorer, Google Chrome, Netscape, or Firefox. The SSWS menu and security modules have been converted for compliance with the Virginia Information Technology Accessibility Standard (GOV 103-00), the State Web Site Standard (GOV 106-00), and the VDOE Web Standard. In the near future each managed application will also be converted to these standards.

SSWS is designed to be best viewed using the full screen at a resolution of 1024 X 768 and Medium Text Size. It will operate correctly, however, at any higher resolution and smaller text size selected by the user.

Standards

Samples of screens (“screen-shots”) are provided throughout, and any keyed instructions or keywords are printed in **bold**. Buttons are typically represented by images of the buttons found on the screens. “Screen-shots” may come from either Netscape or Internet Explorer; the functionality and steps are identical for either Netscape, Google Chrome, Firefox, or Internet Explorer.

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Updates

Updates to this manual will be annotated with version numbers, with the first version numbered as **K-3 User Manual 1.0**.

Logging in and Accessing SSWS

Enter the Web address (URL) for SSWS:

<https://p1pe.doe.virginia.gov/ssws/login.page.do>

The Web page in **Figure 3** will appear (for this manual, the browser images are based on Internet Explorer, but the functionality and steps are identical for Netscape).

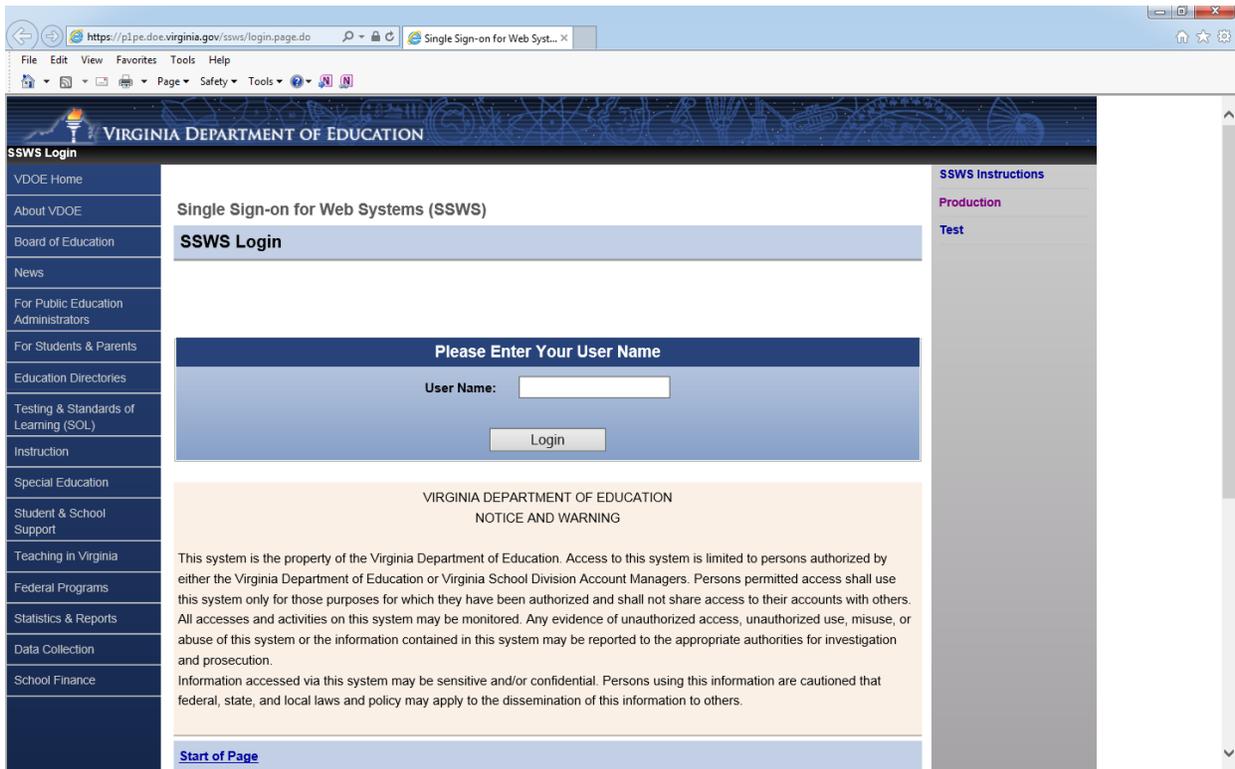


Figure 3A

Enter your assigned **User Name** (this is provided to you by your school division SSWS Account Manager). Click the **Login** button to proceed.

Virginia Department of Education K-3 Primary Class Size Reduction Program Web Form Completion Instructions

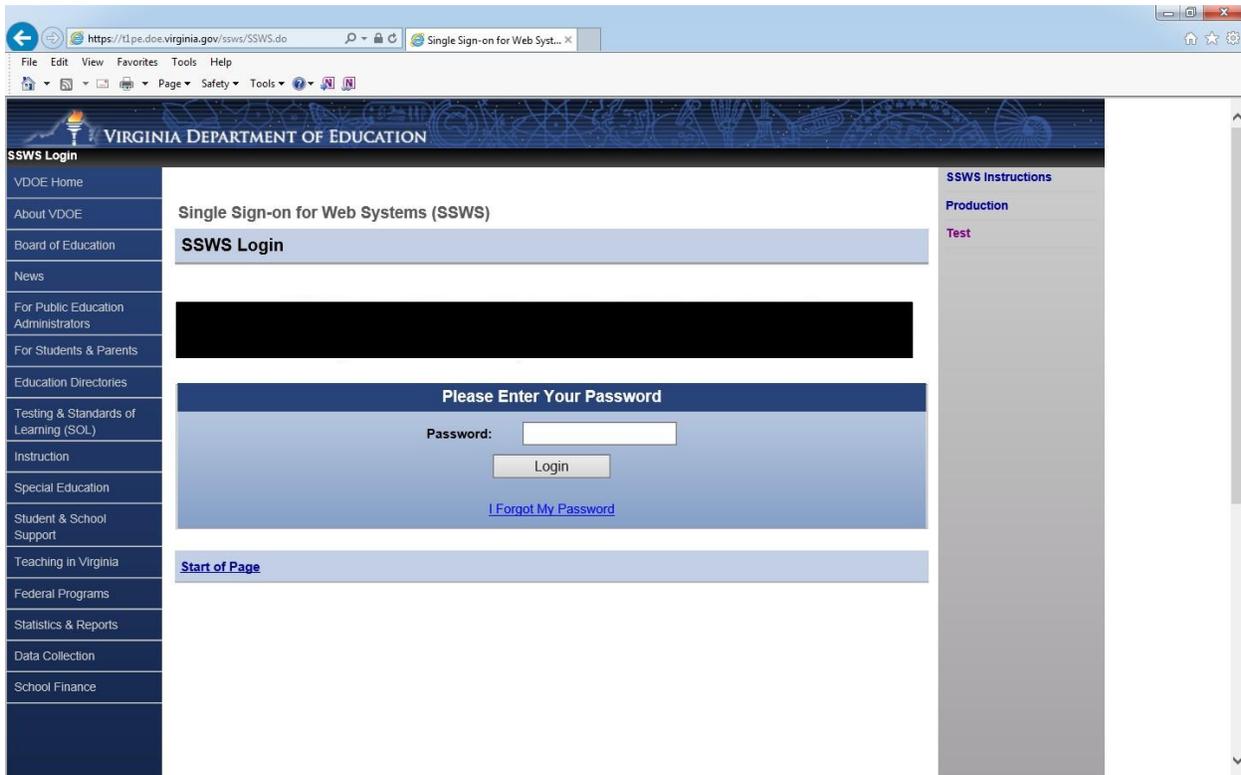


Figure 3B

Enter your **Password** Click the **Login** button to proceed.

An improper login will produce the following message, in **Figure 4**; click on the “I Forgot My Password” link if you need additional assistance in retrieving the correct log-in information:



Figure 4

After successfully logging in, the VDOE Sign-On Home Page in **Figure 5** will appear. This “menu” in the center of the page will display the systems you may access. Your screen will reflect those applications for which your Account Manager has provided you access.

Virginia Department of Education K-3 Primary Class Size Reduction Program Web Form Completion Instructions

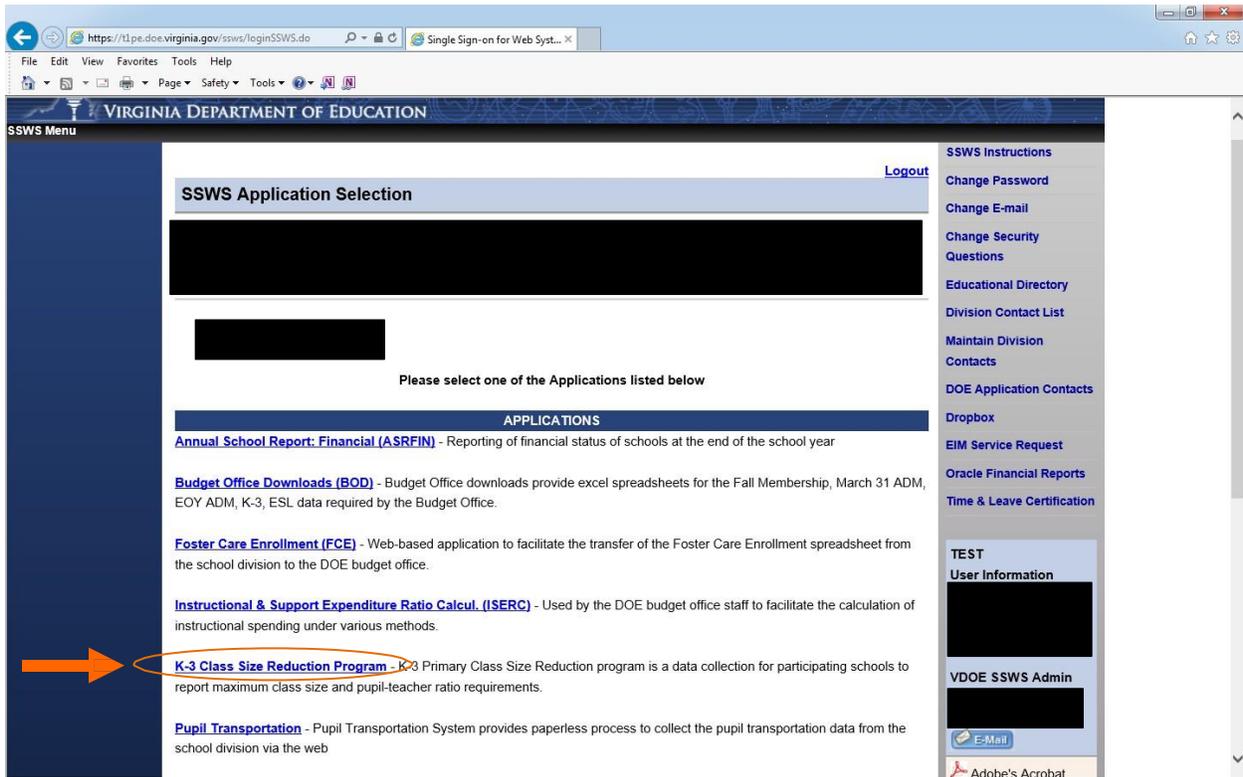


Figure 5

Using your mouse, point to the “K-3 Class Size Reduction Program” application and **single left click** your mouse.

Changing Passwords

The SSWS application will allow users to change their password. Click on the [Change Password](#) link and the page in **Figure 6** will appear.

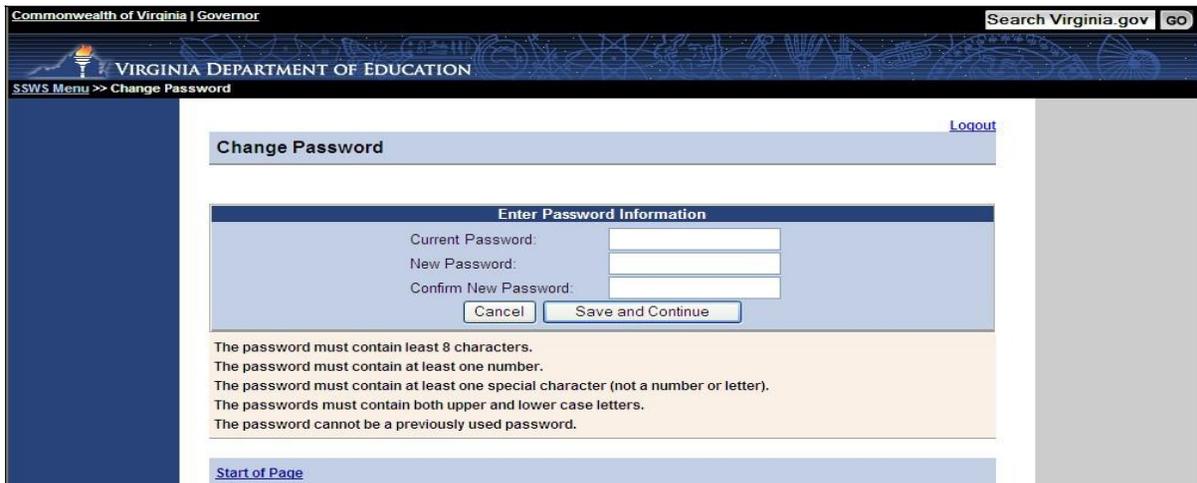


Figure 6

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Enter your user name and email address. Click on the button to store your new password. You will need this password at your next login.

If at any point you need additional instructions on how to work in SSWS, you can click on the link titled “SSWS Instructions” in the upper-right-hand corner of the application:



Figure 7

K-3 Class Size Reduction Program

Overview: The K-3 Class Size Reduction Program is designed to allow the entry of key data for each school within a school division. Following the entry of this data (“initial input”), an evaluation (“pupil-ratio test”, “maximum class size test”) based on a set of rules will be performed, and the status (“pass”, “fail”) of K-3 data submitted for each school will be displayed. Based on this status, there are up to six (6) separate actions that can be taken to help bring the school into K-3 funding compliance. The user may select an action to indicate the school division’s decision concerning K-3 funding for the specific school.

The following pages of this manual will assist the user in using the software to enter the required K-3 data and navigate through the various actions available.

Virginia Department of Education
K-3 Primary Class Size Reduction Program
Web Form Completion Instructions



Step 1: Access K-3 Class Size Reduction Program and Select a School

After reporting your Fall Membership by school, access the K-3 Class Size Reduction Program by clicking on the SSWS menu link [K-3 Class Size Reduction Program](#) from the menu that appears similar to **Figure 8A** below:

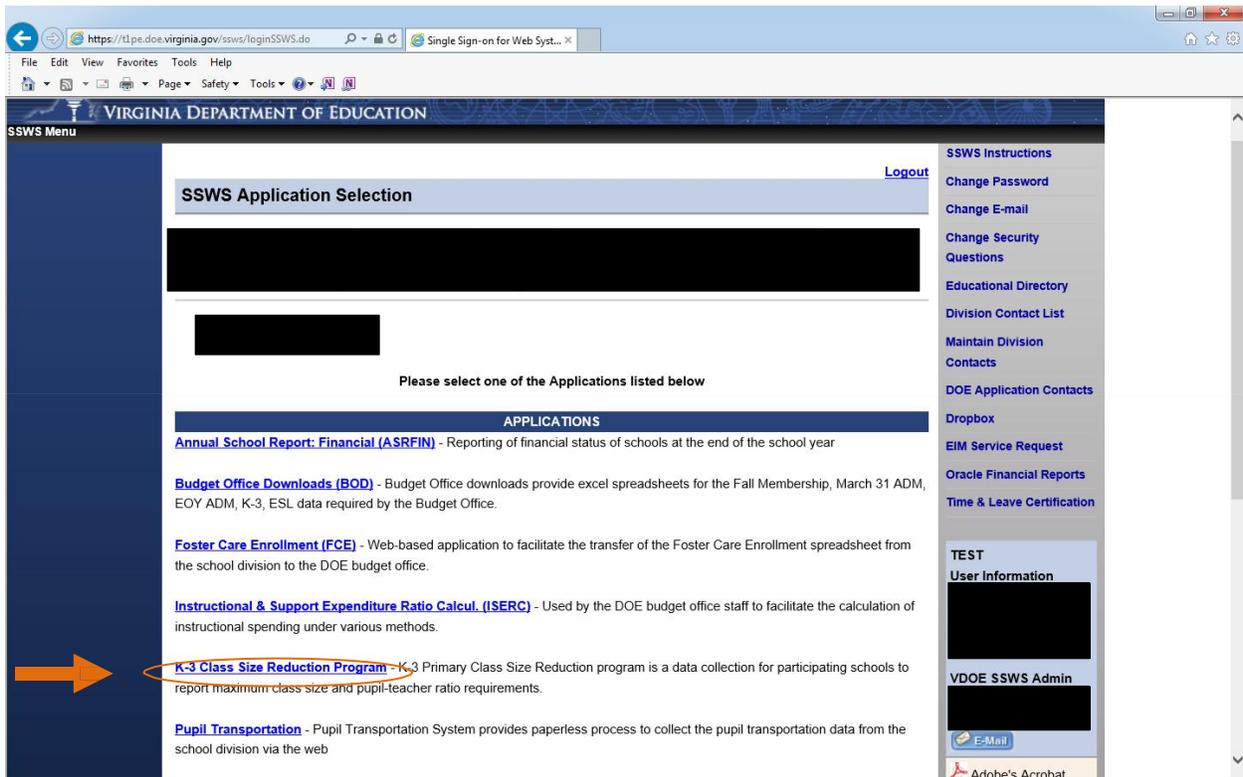


Figure 8A

Virginia Department of Education K-3 Primary Class Size Reduction Program Web Form Completion Instructions



After selecting the “K-3 Class Size Reduction Program” link, the Web page in **Figure 8B** will display. Then select one of the Educational Agencies link:

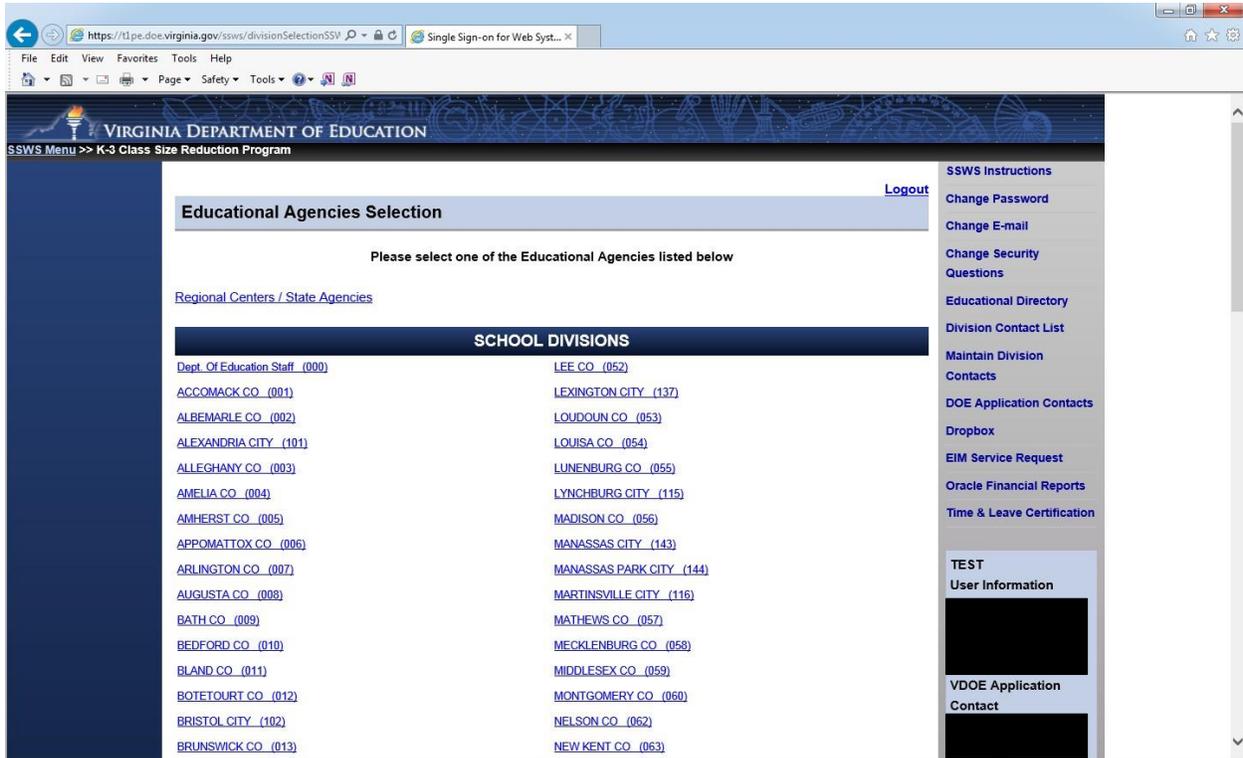


Figure 8B

After selecting your school division link, the Web page in **Figure 9** will display. Then select the “Enter/View Data” link:



Figure 9

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K-3 Primary Class Size Reduction Program
Web Form Completion Instructions



Each qualifying school (school names are blacked out in **Figure 10** below) in the division will be listed displaying an **Overall Status** from the list below (a school status will change based on actions taken in subsequent Web pages):

- Incomplete (*Initial value before data is entered*)
- Failed
- Opted Out
- Accepted Reduced Funding
- Passed
- Not Eligible For K-3 Funding Based On Free Lunch Percentage (*For schools with free lunch eligibility rates less than 30%; no data entry is required for these schools.*)

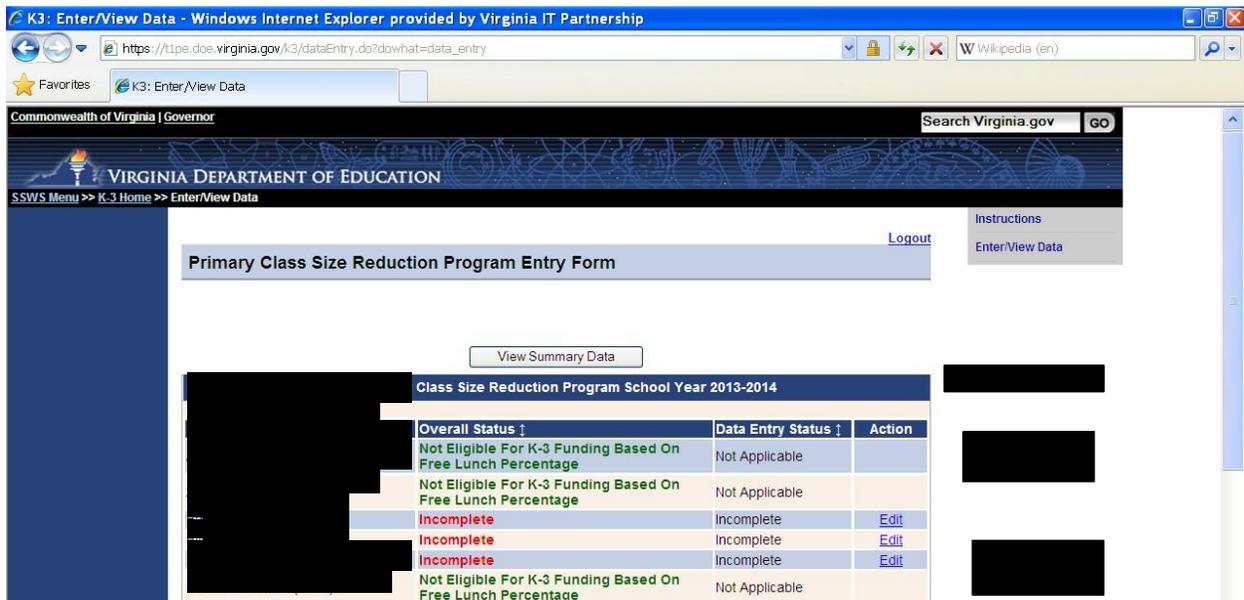


Figure 10

Click on the **hyperlinked “Edit” button** underneath the “Action” section to access the action page for each school. The following page section in **Figure 11** below will appear for each school that requires data entry to determine program compliance. The data contained in this section is from the Department of Education database:

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Web Form Completion Instructions



Figure 11

The data in Figure 11 above is computed based on the ratio table, found in Figure 12.

School wide Pupil-Teacher Ratio and Individual Class Size Requirements by Percent Free Lunch Eligibility for the FY 2017 K-3 Program

Qualifying School Percentage of Students Approved Eligible for Free Lunch	Required Grades K-3 School wide Ratio	Maximum Individual Class Size
30% but less than 45%	19 to 1	24
45% but less than 55%	18 to 1	23
55% but less than 65%	17 to 1	22
65% but less than 70%	16 to 1	21
70% but less than 75%	15 to 1	20
75% or more	14 to 1	19

Figure 12

Source: Item 139 C. 10. d. of Chapter 780, 2016 Acts of Assembly.

Based on the Completion Status for the school, variations of the following pages will display:

Step 2: Initial Data Input

Not Attempted:

If the Completion Status is **Incomplete**, the input section in **Figure 13** below will appear underneath the individual school information. Complete the three questions found on the Web page.



Figure 13

- (i) Report the number of grades K-3 licensed classroom teachers (FTEs) in the school as of September 30.

Note: *All special education teachers (self-contained and resource) and teacher aides are specifically excluded and should not be reported.*

- (ii) Report the number of grades K-3 licensed resource teachers (FTEs) in the school as of September 30.

Note: *Licensed resource teachers that may be counted include art, music, physical education, technology, math, gifted, ESL, remedial, and reading resource teachers. Resource teacher aides, librarians, guidance counselors, and special education resource teachers must be excluded.*

Note: The number of K-3 special education students in fall membership as of September 30, who spend more than 50 percent of their weekly instructional time with a special education teacher will be calculated based on data provided in the Fall Student Record Collection submission. The special education count will be subtracted from the total K-3 membership reported in fall membership when calculating the pupil-teacher ratio to determine eligibility for participation in the K-3 Primary Class Size Reduction program.

- (iii) Report the largest individual K-3 class size in each school. (Do not include the number of K-3 students in each class who spend more than 50 percent of their weekly instructional time with a special education teacher.) The count reported in the Largest Individual K-3 Class Size will be used to determine whether the school meets the maximum class size requirements of the K-3 Primary Class Size Reduction program.

Click on the **“Assess the Eligibility”** button to proceed and evaluate the responses provided.

Step 3: Test Results

Once initial data input is complete, a Web page section, similar in content to the sample in **Figure 14** will be displayed (Note: the only exception to this process is when the initial input data is complete and both tests have passed, the software will automatically navigate back to the summary page found in **Figure 10**, and your “Overall Status” will be shown as “Passed” for this school).

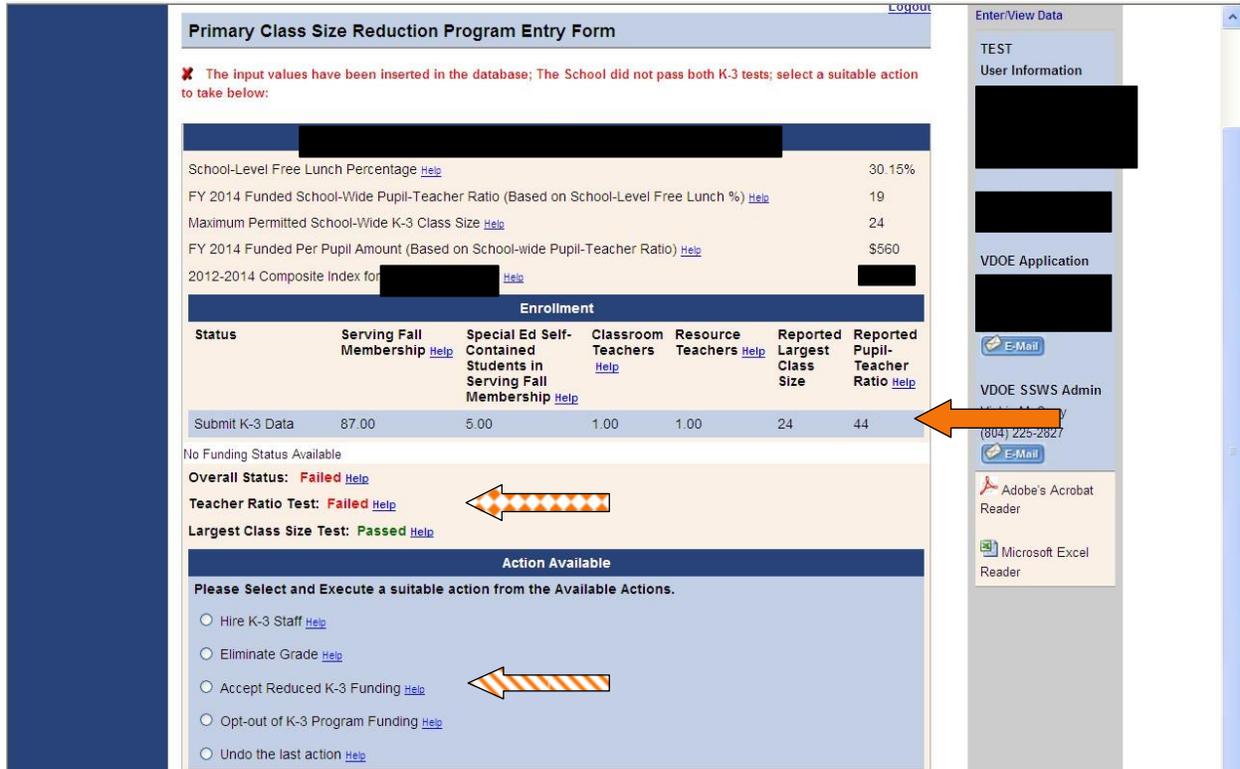


Figure 14

Information on the Web page section in the figure above includes the following icons:

-  Fall Collection membership data, the Initial Data Input, and each additional Action Step
-  The Test results are displayed in the middle section.
-  The narrative on the Web page found immediately below the Pass/Fail results directs the user to take further actions for the institution.

Terminology Boxes: The Web pages contain a number of on-line help info boxes. Clicking on the “**Help**” hyperlink similar to the one in **Figure 15** will produce the appropriate context-sensitive help info box:

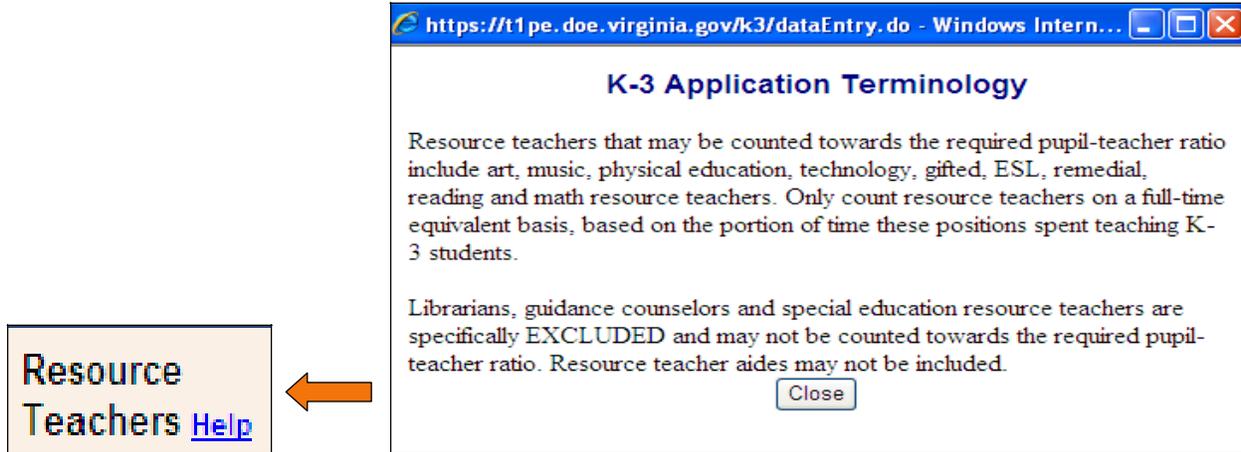


Figure 15

Step 4: Action Available

The “**Action Available**” section includes a list of permitted actions and will be displayed **if** the pupil-teacher ratio test or the maximum class size test **fails**, similar to the sample list in the Web page in **Figure 16** below:



Figure 16

When a school fails one or both tests, you must select an appropriate action as identified in the list called **Action Available**.

Each accepted action will then be displayed in the **Overall Status** list, and will be removed from the **Action Available** list. The list of possible actions, based on which test fails, can be found below:

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If the **pupil-teacher ratio test** fails, then the action list on the below left will be displayed:

If the pupil-teacher ratio test is passed, and the **maximum class size test** fails, then the action list on the below right will be displayed:

Pupil-Teacher Ratio Test Fails	Class Size Cap Test Fails
<ul style="list-style-type: none"> • Hire K-3 Staff 	<ul style="list-style-type: none"> • Hire K-3 Staff
<ul style="list-style-type: none"> • Eliminate Grade 	<ul style="list-style-type: none"> • Adjust Classes
<ul style="list-style-type: none"> • Accept Reduced Funding 	<ul style="list-style-type: none"> • Seek Waiver
<ul style="list-style-type: none"> • Opt out from K-3 funding 	<ul style="list-style-type: none"> • Accept Reduced Funding
	<ul style="list-style-type: none"> • Opt out from K-3 funding
	<ul style="list-style-type: none"> • Eliminate Grade

Each action will result in a specific **Action Form** as shown in **Figures 17-22** below. Select the appropriate action, and complete the questions on the following screens. Click on the **“Assess Eligibility”** button to proceed and evaluate the responses provided.

Undo Action Steps: An Action Step can be executed only once for each school. If an Action Step needs to be re-executed to alter the data values entered for that action step, the **Undo the Last Action** function must be used. The **Undo the Last Action** function must be done in reverse order of the actions executed (the Undo function will reverse the last action step taken). Then this Action Step can be repeated.

Hire K-3 Staff: This action step will allow the school division to indicate plans to add licensed teaching staff for this school. Additional licensed staff will change calculated ratios and test results. Additional licensed staff should be hired no later than December 1st. To access **Hire K-3 Staff**, click on the radio button in the **Action Available** list as shown in Figure 16 above. After selecting **Hire K-3 Staff**, the following **Action Form** will be generated:

Figure 17

Eliminate Grade: This action step will allow the school division to indicate plans to eliminate specific grades from the K-3 funding calculation that exceed the permitted class caps. To access **Eliminate Grade**, click on the **Eliminate Grade** radio button in the **Action Available** list.

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Eliminate Grade(s)

This action step will allow the school division to indicate plans to eliminate specific grades from the K-3 funding calculation that exceed the permitted class caps.

Select the grade(s) to be eliminated from the K-3 Program and the number of KG 01 02 03 licensed teaching positions eliminated.

Enter the number of grades K-3 licensed classroom teachers (FTEs) eliminated from the grade(s) above.

Enter the number of grades K-3 licensed resource teachers (FTEs) eliminated from the grade(s) removed above.

Enter the new K-3 largest class size for this school after the above grades are eliminated (among the remaining grades).

[Assess Eligibility after Eliminating Grades](#)

Figure 18

Adjust Classes: This action step will allow the school division to indicate plans to adjust the number of students per class within a specific grade. To access **Adjust Classes**, click on the **Adjust Classes** radio button in the **Action Available** list.

Adjust Classes

This action step will allow the school division to indicate plans to adjust the number of students per class within a specific grade.

Select the grade(s) to be adjusted. KG 01 02 03

Enter the new largest K-3 class size after enrollment in the classes in the above grades are adjusted.

Explain the class adjustment here (required).

[View Whole Comments](#)

[Assess Eligibility after Adjusting Classes](#)

Figure 19

Seek Waiver: Allows the school division to request a waiver to exclude a class from the test calculation. To access **Seek Waiver**, click on the **Seek Waiver** radio button in the **Action Available** list. Note that a waiver cannot be requested for grades that have more than 35 students in fall membership.

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Seek Waiver

In order to meet the requirements for the Superintendent of Public Instruction to grant a waiver for the maximum K-3 class size requirement, the school must have only one class in the affected grade level. If you select to request a waiver for a grade that has more than one class, you will be required to resubmit your K-3 data and request other adjustments or opt-out of the K-3 Program.

Select the grade(s) that you are seeking a waiver for and consequently, the new largest class size

<input type="checkbox"/> Kindergarten	Enter maximum class size for Kindergarten	<input type="text"/>
	Does this kindergarten class have a licensed full-time aide?	--Select-- <input type="button" value="v"/>
<input type="checkbox"/> Grade 1	Enter maximum class size for Grade 1	<input type="text"/>
<input type="checkbox"/> Grade 2	Enter maximum class size for Grade 2	<input type="text"/>
<input type="checkbox"/> Grade 3	Enter maximum class size for Grade 3	<input type="text"/>
Enter the new largest class size after these grades are waived.		<input type="text"/>

Figure 20

Note: If you request a waiver for the K-3 class size cap requirement pursuant to Item 136 C. 10. f. of Chapter 665, 2015 Acts of Assembly, your superintendent’s certification report will include a letter requesting this waiver to the state superintendent. In order to qualify for this waiver, you must have your superintendent, or his or her designee, sign the letter and send an original copy to the Department along with your K-3 certification.

Accept Reduced K-3 Funding: Allows the school division to request reduced funding based on their qualifying calculated ratios. To access **Accept Reduced K-3 Funding**, click on the **Accept Reduce K-3 Funding** radio button in the **Action Available** list.

Accept Reduced K-3 Funding

Allows the school division to request reduced funding based on their qualifying calculated ratios.

This test verifies whether the pupil-teacher ratios for grades K-3 in the school are less than or equal to the maximum permitted pupil-teacher ratio. Schools failing the pupil-teacher ratio test will be prompted to consider potential funding alternatives to bring the school into compliance.
[Help](#)

This test verifies whether the largest K-3 class in the school is less than or equal to the maximum number of students permitted in any one class in the school. Do not include the number of K-3 students in each class who spend more than 50 percent of their weekly instructional time with a special education teacher. Schools failing the maximum class size test will be prompted to consider potential funding alternatives to bring the school into compliance.
[Help](#)

The actual per pupil amount for which the school qualifies, after the school has met all required criteria (e.g. the pupil-teacher ratio test and the maximum class size test.) The qualifying per pupil amount has been adjusted to reflect any actions taken to bring the school into compliance with the pupil-teacher ratio and maximum class size tests.
[Help](#)

Check this box to accept reduced per pupil funding as indicated in (Reduced Funding Per-Pupil Amount) above.

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Figure 21

Opt-out of K-3 Program Funding: This action allows the school division to opt out from K-3 program funding. To access **Opt-out of K-3 Program Funding**, click on the **Opt-out of K-3 Program Funding** radio button in the **Action Available** list.

Figure 22

Step 5: Proceed to the Next School

When the data collection is complete for a school, you will be directed back to the initial data entry page (as shown in **Figure 23** below), and your status for the last completed school will be updated in the “Overall Status” column. You can then proceed to the next school with an “Incomplete” entry status.

School Name ↑	Overall Status ↑	Data Entry Status ↓	Action
	Passed	Complete	Edit
	Passed	Complete	Edit
	Not Eligible For K-3 Funding Based On Free Lunch Percentage	Not Applicable	
	Incomplete	Incomplete	Edit

Figure 23

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Step 6: Submit Data

Once all schools have been completed, you will no longer see an “Overall Status” of **Incomplete** in your school listing. To review all of the data entered for your division, you can click on the



button above to access a summary report for your division, as shown below in

Figure 24.

Virginia Department of Education										
2011 - 2012 Fall Preliminary K-3 Summary										
School Name	K-3 Completion Status	Composite Index	Funded Fall Membership (With Special Education Students)	Free Lunch Percentage	Budgeted Per Pupil Amount	Budgeted Pupil Teacher Ratio	Actual Pupil-Teacher Ratio	Actual Largest Class Size	Funded Per Pupil Amount	Estimated FY 2012 K-3 State Payment
[Redacted]	Passed	[Redacted]	213.00	59.34%	\$848	17	13	22	\$848	\$132,036
[Redacted]	Passed	[Redacted]	287.00	68.22%	\$1,044	16	14	20	\$1,044	\$219,028
[Redacted]	Not Eligible For K-3 Funding Based On Free Lunch Percentage	[Redacted]		27.11%	\$0	0	N/A	N/A	\$0	\$0

Figure 24

To submit your data, click on “Submit to VDOE” on the school listing screen, as shown below in **Figure 25.**

[Redacted]	Not Eligible For K-3 Funding Based On Free Lunch Percentage	Not Applicable	
[Redacted]	Not Eligible For K-3 Funding Based On Free Lunch Percentage	Not Applicable	
[Redacted]	Passed	Complete	Edit
[Redacted]	Not Eligible For K-3 Funding Based On Free Lunch Percentage	Not Applicable	
[Redacted]	Passed	Complete	Edit
[Redacted]	Not Eligible For K-3 Funding Based On Free Lunch Percentage	Not Applicable	
[Redacted]	Not Eligible For K-3 Funding Based On Free Lunch Percentage	Not Applicable	

Clicking "Submit to VDOE" will restrict you from making any more changes for this division, and will close the collection window. Once the "Submit to VDOE" button has been clicked, a signature page for the K-3 program will be generated as part of the SRC Fall Finance Verification Report. You may also view your final K-3 program data in the SRC Fall Finance Verification Report once the "Submit to VDOE" button has been selected. If you discover an error in the K-3 program data, you must contact the DOE Budget Office at 804-225-2025 to reopen your K-3 application window.

DOE must be contacted before any additional changes to the data may be made.

Figure 25

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K-3 Reports

Once the data collection is complete for your school division, the **2016-2017 Fall Financial Verification Report** will include a page similar to **Figure 26**.

PLEASE NOTE THAT THE PROJECTED K-3 STATE PAYMENT FOR FY 2017 IS PROVIDED IN THE REPORT FOR INFORMATION PURPOSES ONLY AND IS SUBJECT TO CHANGE BASED ON CORRECTIONS DETERMINED SUBSEQUENT TO THIS REPORT, AND THE AVAILABILITY OF STATE FUNDS FOR THIS PROGRAM.

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**Virginia Department of Education - Educational Information Management
2011-2012 Fall Financial Verification Report**

	K-3 Students who spend >50% of Instructional Time with a Special Ed Teacher	FY 2012 Funded School-wide Pupil Teacher Ratio	Composite Index	Free Lunch Eligibility Percentage	Sept. 30th 2011 K-3 Funded Fall Membership including Special Ed. Students	Number of K-3 Classroom Teachers	Number of K-3 Resource Teachers	FY 2012 Actual School-wide Pupil Teacher Ratio	FY 2012 Actual Largest Class Size in school	FY 2012 Qualified Per Pupil Amount	Projected FY 2012 K-3 State Entitlement ¹
COMBINED											
(PK-08)		N/A		23.61					N/A	N/A	0
(PK-08)	9.00	17		58.77	450.00	21.00	4.75	17	22	848	278,950
ELEMENTARY											
(PK-05)	11.00	17		59.34	213.00	11.00	2.25	15	20	848	132,036
(PK-05)	17.00	16		68.22	287.00	16.00	1.50	15	21	1044	219,028
(KG-05)		N/A		27.11					N/A	N/A	0
(KG-05)	2.00	19		31.62	222.00	9.00	2.33	19	24	522	84,711
(PK-05)	1.00	19		31.93	255.00	12.00	3.73	16	23	522	97,303
(KG-05)	7.00	19		33.68	245.00	12.00	3.50	15	22	522	93,488
(PK-05)	16.00	18		47.99	241.00	17.00	2.10	12	23	672	118,387
(PK-05)	17.00	15		70.26	238.00	13.00	3.84	13	20	1269	220,778
(KG-05)	5.00	19		30.87	232.00	11.00	3.17	16	24	522	88,527
(KG-05)		N/A		19.16					N/A	N/A	0
(PK-05)	17.00	16		67.95	272.00	13.00	3.96	15	21	1044	207,581
(PK-05)	9.00	17		61.5	165.00	8.00	3.29	14	22	848	102,282
(PK-05)	18.00	17		62.01	335.00	18.00	5.10	14	22	848	207,662
(PK-05)	15.00	19		42.91	333.00	16.00	3.08	17	23	522	127,067
(PK-05)	8.00	17		58.41	277.00	14.00	1.50	17	22	848	171,709
(KG-05)	15.00	19		41.39	290.00	13.00	3.75	16	24	522	110,659
(KG-05)		N/A		29.12					N/A	N/A	0
(KG-05)	12.00	19		30.85	288.00	18.00	3.95	13	22	522	109,896
(PK-05)		N/A		17.72					N/A	N/A	0
(PK-05)	1.00	19		38	276.00	13.00	4.52	16	24	522	105,317

1. Projected K-3 State Entitlement for FY 2012 is provided here for informational purposes only and is subject to change based on corrections determined subsequent to this report, and the availability of state funds for this program.
Note: Fall membership count includes JK students if applicable.

Figure 26

Additional Information Regarding the K-3 Primary Class Size Reduction Program

Item 136 C. 10. of Chapter 665, 2015 Acts of Assembly, contains the following provisions regarding participation in the optional K-3 Primary Class Size Reduction program:

- d. By October 15 of each year school divisions must provide data to the Department of Education that each participating school has a September 30 pupil/teacher ratio in grades K through 3 that meets the K-3 Primary Class Size Reduction program criteria.

Virginia Department of Education
K-3 Primary Class Size Reduction Program
Web Form Completion Instructions



- e. School divisions may elect to have eligible schools participate at a higher ratio, or only in a portion of grades kindergarten through three, with a commensurate reduction of state and required local funds, if local conditions do not permit participation at the established ratio and/or maximum individual class size. In the event that a school division requires additional actions to ensure participation at the established ratio and/or maximum individual class size. Such actions must be completed by December 1 of the impacted school year. Special education teachers and instructional aides shall not be counted towards meeting these required pupil/teacher ratios in grades kindergarten through three.
- f. The Superintendent of Public Instruction may grant waivers to school divisions for the class size requirement in eligible schools that have only one class in an affected grade level in the school.

After division data is submitted to the Department, the actual school wide pupil-to-teacher ratios and largest class size for participating schools based on September 30 fall membership will be reviewed. The data will be analyzed to ensure that participating schools comply with the required ratios and maximum class sizes. Schools not meeting these requirements based on the instructional personnel data submitted and data from fall membership will be prompted by the K-3 system to consider any potential funding alternatives to bring an institution into compliance. The following list of alternatives may be considered for schools not in compliance:

Compliance with required pupil-teacher ratios:

- Hire additional qualifying K-3 instructional personnel
- Reduce per pupil funding to the qualifying pupil-teacher ratio
- Eliminate the grade(s) not meeting the pupil-teacher ratio
- Opt out of the program

Compliance with required maximum class size caps:

- Hire additional qualifying K-3 instructional personnel
- Reduce funding to the qualifying pupil-teacher ratio and corresponding class size cap
- Make adjustments to the classrooms not in compliance by moving students to classes with fewer students
- Meet the requirements for the Superintendent of Public Instruction to grant a waiver for the maximum class size requirement in schools that have only one class in an affected grade level in a qualifying school. Request for this waiver must be provided in writing to the Superintendent of Public Instruction.
- Eliminate the grade(s) not meeting the class size cap
- Opt out of the program

For fall membership, enrollment is being collected separately for the six localities comprising the three jointly operated school divisions. Compliance with the required schoolwide pupil-to-teacher ratios and maximum individual class sizes will be determined with the school enrollment and teacher data aggregated for the two localities. However, state payments will be made to each locality separately based on each locality's portion of students reported in fall membership for each

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participating school. The composite index for each locality also will be applied in calculating the separate payment for each division.

Inquiries concerning the K-3 Primary Class Size Reduction program should be directed to the budget office staff at (804) 225-2025.

Logging Out

If no other activity is needed, click on the [Logout](#) link (see **Figure 27** below) that is present on all individual SSWS Web pages to sign-off, or shutdown your browser.

[Logout](#)

Primary Class Size Reduction Program Entry Form

K-3 Primary Class Size Reduction Program School Year 2011-2012			
School Name ↓	Overall Status ↓	Data Entry Status ↓	Action
	Passed	Complete	Edit
	Passed	Complete	Edit
	Not Eligible For K-3 Funding Based On Free Lunch Percentage	Not Applicable	

Figure 27