

**REMEDIAL SUMMER SCHOOL FUNDING FOR FISCAL YEAR 2009
(Summer 2008 Program)**

Instructions for Downloading the Excel Template

A downloadable Excel file is provided to facilitate the collection and certification of Remedial Summer School enrollment data used by the Department of Education. All of the required forms for reimbursement, including the superintendent's certification form, are included in this Excel template. The Remedial Summer School 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 "Remedial Summer School Data Collection" 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,"
- Then click on the "Excel Template" option for the "Remedial Summer School Data Collection."

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

1. 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.
2. 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.
3. Please note that in order for the template to operate correctly, you must click on 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" link.

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.

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 Remedial Summer School data using Excel 2007.

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 2008 remedial summer school program (see [Administrative Superintendent's Memorandum Number 2 dated February 1, 2008](#)) before final fiscal year 2009 remedial summer school entitlements can be paid. An annual report, required by Board of Education regulation 8 VAC 20-630-50, covering the 2008 remedial summer school program is due to the Department of Education by September 12, 2008 (see [Administrative Superintendent's Memorandum Number 24 dated July 25, 2008](#)).

Further, please note the following appropriation act provisions (contained in Item 140 C.11.f.1 of Chapter 879, 2008 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 the 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.

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.

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 2009 remedial summer school funding.

If you select the check box marked "Remedial Summer School program was NOT offered in Summer 2008," 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 2008.

If you select the check-box marked "Remedial Summer School program WAS offered in Summer 2008," then you will be required to provide enrollment information on the actual number of eligible elementary and secondary pupils enrolled in the summer 2008 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 2008 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 2007-2008 year-round school terms that occurred from July 2007 through June 2008 or September 2007 through August 2008 should be reported in the Excel data collection template for reimbursement from fiscal year 2009 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 2008 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 2007 remedial program is also shown in this data collection template for your information. This section compares the summer 2008 submission with the summer 2007 submission. Variances of at least 50 percent greater or 50 percent 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 October 3, 2008, 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 2009 by October 3, 2008, 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 **October 3, 2008**. Thank you for completing this data submission.