

ANNUAL SCHOOL REPORT STATISTICAL SECTION 1999-2000 SCHOOL YEAR

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1999-2000 ASCII FILE LAYOUT24

SCHEDULE OF EVENTS FOR THE 1999-2000 ANNUAL SCHOOL REPORT - STATISTICAL SECTION

<u>Date</u>	<u>Event</u>
5/26/00	1999-2000 Annual School Report - Statistical Section mailed to Division Superintendents
9/15/00	1999-2000 Annual School Report - Statistical Section due to Department of Education
10/3/00	Late Notices sent to Division Superintendents for reports not received as of <u>10/2/00</u>
10/10/00	Late calls made to Division Superintendents on status of reports not received as of <u>10/9/00</u>
10/23/00	Target date for completion of all necessary error correction/data entry and sending of verification forms
11/1/00	Verification forms due
11/15/00	ASR - Statistical data will be complete for release to certain stakeholders

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REPORT MODIFICATIONS

The statistical section of the 1999-2000 Annual School Report includes the following modifications:

- Division Level Summary Report of Truancy Counts has been included. The number of students with whom a conference was scheduled after the student had accumulated six absences is requested at the school division (LEA) level.
- Division Level Report of Summer School Average Daily Attendance has been included. The aggregate days attendance (days present) and the average daily attendance (ADA) are requested at the school division (LEA) level.
- Reporting of Ungraded Students for the Promotions/Retentions (End-of-Year Membership) data. Beginning with the September 30 fall membership reporting for the 1999-2000 school year, school divisions were requested to report students with disabilities and students in alternative education programs by grade level. (refer to Admin. Supts. Memo No. 77 dated September 3, 1999). **Students reported by grade level on the 1999 fall membership report should also be reported by the same grade level for the promotions/retentions (end-of-year membership) data.**

INSTRUCTIONS FOR PREPARING ANNUAL SCHOOL REPORT - STATISTICAL DATA

Division Level Summary of Average Daily Attendance (ADA), Average Daily Membership (ADM) and ADA/ADM Adjustments

Attendance data are reported for the following grade groups:

- Elementary (K-7) - Include attendance data for kindergarten programs under elementary (regular/developmental kindergarten, junior kindergarten and transitional first grade). **Do not include prekindergarten attendance.** For special education pupils, include only attendance data for pupils who are 5 years of age or older as of *September 30, 1999*.
- Secondary (8-12) - Postgraduate students are reported as secondary.

Days in Session

Report the actual number of days that school was in session for each level. The number of days school was in session is used as the divisor with actual aggregate days of attendance or membership to compute the applicable ADA or ADM.

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Only days on which the pupils were under the guidance and direction of teachers in the teaching process during the regular school year should be considered as days in session.

Average Daily Attendance (ADA) and Average Daily Membership (ADM) Computations

Data to compute the ADA and ADM can be obtained from the Principal's Term Report (Form S-2 Supplement). The Principal's Term Report summarizes attendance information for all K-12 and ungraded pupils educated in division schools.

Elementary homebound pupils who receive a minimum of five hours per week of instruction or twenty hours of instruction per month are considered to be educated in division schools. **Secondary homebound** pupils who receive a minimum of five hours per week for two credit subjects, or ten hours per week for three or four subjects are also considered to be educated in division schools.

Students who are either (1) enrolled in a **nonpublic school** or (2) receiving **home instruction** pursuant to § 22.1-254.1 and who are enrolled in a public school on less than a full-time basis in any mathematics, science, English, history, social science, vocational education, fine arts or foreign language course shall be counted in the ADA and ADM of the relevant school division. Each student shall be counted as 0.25 for each enrolled course, up to a cap of 0.5 of a student.

Unadjusted Average Daily Attendance (ADA) and Average Daily Membership (ADM) Calculations

To calculate **ADA**, take the Aggregate Days Attendance (the sum of days actually attended of all pupils when school was in session during the school year) and divide by the actual days in session. Calculate to the nearest whole number. Examples follow:

Elementary	$866,475 / 180 = 4813.75$	Enter 4814
Secondary	$464,290 / 180 = 2579.38$	Enter 2579

To calculate **ADM**, take the Aggregate Days Membership (the sum of days actually attended and missed of all pupils when school was in session during the school year) and divide by the actual days in session. Calculate to the nearest whole number. Examples follow:

Elementary	$936,685 / 180 = 5203.80$	Enter 5204
Secondary	$517,215 / 180 = 2873.41$	Enter 2873

Adjustments to Average Daily Attendance (ADA) and Membership (ADM)

The total Adjusted ADA of resident pupils (the total unadjusted ADA for the LEA plus the Adjustments to ADA) is used to calculate the Federal per-pupil expenditures. The resulting state-level per-pupil expenditure is used to determine allocations of federal funds to Virginia for programs, including Title1 and Impact Aid. The ADA adjustments are calculated like the ADA for the LEA (aggregate days attendance divided by the number of days school was in session). Accuracy in the reporting of these data are important, as they are used in

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allocating federal funds and are subject to audit.

The total Adjusted ADM (the total unadjusted ADM for the LEA plus the Adjustments to ADM) is used to calculate the State per-pupil expenditures. When LEA per-pupil expenditures are calculated (by dividing the sum of appropriate operation and tuition expenditures by the ADM of regular day school pupils educated with these expenditures), it is necessary, in some cases, for two LEAs to count the same pupil in ADM. One LEA has operational expenditures for the pupil and the other has tuition expenditures. The ADM adjustments are calculated like the ADM for the LEA (aggregate days membership divided by the number of days school was in session).

Adjustments:

- Another LEA - record the ADA and ADM of pupils for whom the reporting LEA pays tuition to another LEA as a result of a written contract for the total per capita cost of education. See Section 22.1-5.C., Code of Virginia, as amended.
- Regional Special Education Center or Private School - record the ADA and ADM of pupils who are enrolled in regional special education programs or private schools and for whom the LEA pays tuition and is reimbursed based on the local composite index.
- State-Supported Institutions - record the ADA and ADM of pupils for whom the LEA pays tuition or expends operational funds for pupils placed in state supported institutions.
- NonResident Pupils for Whom Tuition is Received - record **only** the ADA of any non-resident pupils for whom tuition is received from another LEA. Do not include any non-resident pupils for whom no tuition was received or for whom tuition was received from a source other than another LEA, such as parents.

Regular day school ADA and ADM includes the ADA and ADM for pupils in kindergarten through grade 12. Ungraded pupils and postgraduates are to be included, but prekindergarten and preschool special education pupils (ages 2, 3, and 4) are excluded. Also excluded are pupils enrolled in hospitals, clinics, and detention homes, as expenditures for these pupils are excluded from total expenditures for calculation of per-pupil expenditure.

Division Level Summary of Age/Grade Distribution for All Original Entry Pupils

The data are summarized from Table 2 of the Principal's Term Reports. Special education pupils ages 5-21 are included where applicable, but special education pupils age 2, 3, and 4 and prekindergarten pupils are excluded.

The school age of pupils is the age as of January 1, 2000.

Students in regular/developmental kindergarten, junior kindergarten and transitional first grade should be

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reported in kindergarten.

School divisions are requested to report students with disabilities and students in alternative education programs by grade level if feasible. In the Ungraded category, only students who have not successfully completed the Literacy Testing Program (LTP) by the close of grade 8 should be reported.

Included in the Excel spreadsheet format is a range of ages, by grade, outlined by a dark border. Within the border, the range indicates the age-range of pupils who are typically in each grade, and provides a check of reasonableness. Cells within the border are either shaded in yellow or not shaded. The unshaded cell represents the most prevalent age for that grade. The border and shading have been added only to aid you in the accurate placement of the information.

School Level Summary of Average Daily Attendance and Membership Data

Average Daily Attendance (ADA) and Average Daily Membership (ADM) Computation

Data to compute the ADA and ADM can be obtained from the Principal's Term Report (Form S-2 Supplement). The Principal's Term Report summarizes attendance information for all K-12 and ungraded pupils educated in division schools.

Elementary homebound pupils who receive a minimum of five hours per week of instruction or twenty hours of instruction per month are considered to be educated in division schools. **Secondary homebound** pupils who receive a minimum of five hours per week for two credit subjects, or ten hours per week for three or four subjects are also considered to be educated in division schools.

Students who are either (1) **enrolled in a nonpublic school** or (2) **receiving home instruction** pursuant to § 22.1-254.1 and who are enrolled in a public school on less than a full-time basis in any mathematics, science, English, history, social science, vocational education, fine arts or foreign language course shall be counted in the ADA and ADM of the relevant school division. A student is counted as 0.25 for each enrolled course, up to a cap of 0.5 of a student.

Average Daily Attendance (ADA) and Average Daily Membership (ADM) Calculations

To calculate **ADA**, take the Aggregate Days Attendance (the sum of days actually attended of all pupils when school was in session during the school year) and divide by the actual days in session. Calculate to the nearest whole number as illustrated in the following example:

001-0010 Nandua High

$464,290 / 180 = 2579.38$

Enter 2579

To calculate **ADM**, take the Aggregate Days Membership (the sum of days actually attended and missed of all pupils when school was in session during the school year) and divide by the actual days in session. Calculate to the nearest whole number as illustrated in the following example:

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001-0010 Nandua High

517,215 / 180 = 2873.41

Enter 2873

Percent of Attendance Calculation

The Percent of Attendance (Average Daily Attendance (ADA) divided by the Average Daily Membership (ADM)) is computed on the Excel spreadsheet. This is the Average Daily Percentage of Attendance that will be reported on the School Performance Report Card (SPRC).

Division Level Summary of Summer School Average Daily Attendance (ADA) data

If your school division operated a summer school, indicate "yes" on the spreadsheet or provide the data on the ASCII file and report the requested information using the definitions provided below. If your school division did not operate a summer school, indicate "no" on the spreadsheet or enter zeroes on the ASCII file.

Summer school average daily attendance (ADA) for the division is determined by: 1) calculating ADA for each class; 2) summing the ADA across all classes in each school; and 3) summing the ADA across all schools in the division. Class ADA is calculated by dividing the aggregate days attendance (total days present) by the number of days the class is in session. When a pupil is enrolled in more than one class, days present should be counted only in one class each day. Calculate as illustrated in the following example:

Division Y: School A: 50,000 / 30 = 166.67 ADA for School A = 166.67

School B: 20,000 / 30 = 666.67 ADA for School B = 666.67

Division Y: Aggregate Days Attendance total = 70,000 Total ADA = 833.34

For purposes of reporting data for summer school, refer to the definition and explanation of summer school as specified under program code 600, Summer Program, of the Financial Section of the 1989-90 Annual School Report (See Regulatory Supts. Memo. No. 9, March 15, 1989). This is as follows:

Definition: The school session for elementary and secondary students carried on during the period between the end of the regular day school term and the beginning of the next regular day school term.

Include expenditures for summer schools, both regular and remedial, elementary and secondary administered by the regular school authorities and supervised in a structured program by the principal (or other person serving in that capacity) of the school which is sponsoring the summer program.

Include attendance data only for pupils participating in a program as defined above and for which

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expenditures are made under program code 600. Include attendance data for SOL summer school programs. Do not include attendance data for pupils in program code 500, Other Programs (Co-Curricular) or program code 800, Non-Regular Day School Programs (Headstart, Preschool).

Division Level Summary Report of Truancy Counts

Report the number of students with whom a conference between the pupil, the pupil's parent, and school personnel was scheduled after the student had accumulated six absences during the school year without indication of the parent's or guardian's awareness and support of such absence. Refer to Info. Supts. Memo No. 185 dated October 8, 1999. The data should be reported by grade and by general and special education breakdowns at the division level. Students reported in special education by grade are students with disabilities who have an Individualized Education Program (IEP).

Promotions/Retentions by Grade (End-of-Year Membership)

General Information

The Promotions/Retentions for the end-of-year are reported by school, ethnic category, grade, and gender. The five racial/ethnic categories are as follows:

- American Indian/Alaskan Native - A person having origins (ancestry) in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- Asian/Pacific Islander - A person having origins (ancestry) in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. Included, for example, are peoples of China, Japan, Korea, the Philippine Islands, Samoa, and India.
- Black, not of Hispanic Origin - A person having origins (ancestry) in any of the black racial groups of Africa.
- Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (ancestry), regardless of race.
- White, not of Hispanic Origin - A person having origins (ancestry) in any of the original peoples of Europe, North Africa, or the Middle East.

The data are summarized from the Principal's Term Reports, Table 3. Special education pupils age 5-21 are included where applicable, but special education pupils age 2, 3, and 4 and prekindergarten pupils are excluded.

Students in regular/developmental kindergarten, junior kindergarten and transitional first grade should be reported in kindergarten.

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Promoted and Retained

When a pupil is in either junior kindergarten or transitional first grade, consider the pupil promoted when the pupil is placed in the next available grade (regular kindergarten or regular first grade). When a pupil is in regular or developmental kindergarten, the promotional placement may be transitional first grade or regular first grade.

Beginning with the September 30 fall membership reporting for the 1999-2000 school year, school divisions were requested to report all students with disabilities and students in alternative education programs by grade if feasible. Students reported by grade level on the 1999 fall membership report should also be reported by the same grade level for the promotions/retentions (end-of-year membership) data.

The number promoted in grade 12 includes only those students who received a standard diploma, an advanced studies diploma, a special diploma, a certificate, or a GED certificate obtained while in school. All other pupils in grade 12 should be counted as retained.

Postgraduates are counted as promoted only.

Ungraded/Literacy Passport Test Students (UG/LPT)

The UG/LPT Male and Female rows should include students classified as Ungraded because of the Literacy Testing Program (LTP). Report only students for whom the LTP is their graduation requirement.

Record on the UG/LPT Male and Female rows, the number of students classified as Ungraded solely because they did not successfully complete all three tests of the Literacy Testing Program (LTP) by the end of grade 8. Schools with grade 8 and higher grades, and ungraded schools (grade range UG-UG) should report these students here. Do not report these students on the Promoted or Retained rows.

Ungraded Students

Ungraded Column –Report Special Education and Alternative Education students enrolled in classes that are taught separately and for which a separate register is kept only if the students were reported as ungraded on the 1999 September 30 fall membership report.. Report Ungraded-Literacy Testing Program students in the column.

Report the ungraded pupils age 12 on the Ungraded Age 12 and above rows. These numbers should not exceed the cell for the UG total end-of-year membership column.

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EDIT PROCEDURES

Division Level Summary of Average Daily Attendance (ADA), Average Daily Membership (ADM) and ADA/ADM Adjustments

Days in Session

- Figure should be greater than zero (0) for both elementary and secondary.

ADA/ADM Calculations

- Calculate to the nearest whole number.
- ADA must be less than or equal to ADM. Columns B-C in Excel spreadsheet in Average Daily Attendance (ADA) (row 20) must be less than or equal to Average Daily Membership (ADM) (row 21).

ADA/ADM Adjustments

- Calculate ADA/ADM Adjustments like the LEA calculation.
- Report whole numbers only.
- ADA must be less than or equal to ADM. Columns E-G in Excel spreadsheet in Average Daily Attendance (ADA) (row 20) must be less than or equal to Average Daily Membership (ADM) (row 21).

Division Level Summary of Age/Grade Distribution for all Original Entry Pupils

- Check that the Division Summary is the sum of the original entry pupils by age and by grade for all schools.
- Be sure you have computed the students' age as of **January 1, 2000**.
- Review the placement of your numbers inside the cells. In the Excel spreadsheet format, generally, the largest number reported for any grade is placed in the unshaded cells within the area surrounded by the border.

School Level Summary of Average Daily Attendance and Membership Data

- Report numbers with one decimal.
- Average Daily Attendance (ADA) must be less than or equal to the Average Daily Membership (ADM). The ADA, Column C in the Excel spreadsheet, must be less than or equal to the ADM, Column D in the Excel spreadsheet.
- The School Sum of ADA and ADM should equal the Unadjusted total for ADA and ADM as reported for the division level summary.

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Division Level Summary of Summer School Average Daily Attendance Data

- Report Average Daily Attendance (ADA) to the nearest whole number.
- The calculated Average Days in Session should be in the range of five days to 40 days.

Promotions/Retention's by Grade (End-of-Year Membership)

- Check that the numbers reported fall within the printed low/high grade range. Columns R in the Excel spreadsheet for low grade (row 7) and high grade (row 8) must equal grade levels for data reported in Columns D-P for the following: American Indian/Alaskan Native (rows 16-19), Asian/Pacific Islander (rows 33-36), Black, Not of Hispanic Origin (rows 50-53), Hispanic (rows 67-70) and White, Not of Hispanic Origin (rows 84-87).
- Check that the Ungraded-Literacy Testing Program students who did not successfully complete all three tests by the close of grade 8 are reported in the "Ungraded" column. This is Column C in the Excel spreadsheet for the following: American Indian/Alaskan Native (rows 20-21), Asian/Pacific Islander (rows 37-38), Black, Not of Hispanic Origin (rows 54-55), Hispanic (rows 71-72) and White, Not of Hispanic Origin (rows 88-89).
- Check that the Number of Ungraded pupils age 12 and above by gender is less than or equal to the end-of-year membership by gender (the sum of Promoted + Retained + UG/LPT rows) for the Ungraded column, Column C in Excel spreadsheet.
- Check that the Ungraded Pupils Age 12 & Above Male must be less than or equal to the following: American Indian/Alaskan Native (sum of Promoted Male + Retained Male + UG/LPT Male, rows 16, 18, 20), Asian/Pacific Islander (sum of Promoted Male + Retained Male + UG/LPT Male, rows 33, 35, 37), Black, Not of Hispanic Origin (sum of Promoted Male + Retained Male + UG/LPT Male, rows 50, 52, 54), Hispanic (sum of Promoted Male + Retained Male + UG/LPT Male, rows 67, 69, 71) and White, Not of Hispanic Origin (sum of Promoted Male + Retained Male + UG/LPT Male, rows 84, 86, 88).
- Check that the Ungraded Pupils Age 12 & Above Female must be less than or equal to the following: American Indian/Alaskan Native (sum of Promoted Female + Retained Female + UG/LPT Female, rows 17, 19, 21), Asian/Pacific Islander (sum of Promoted Female + Retained Female + UG/LPT Female, rows 34, 36, 38), Black, Not of Hispanic Origin (sum of Promoted Female + Retained Female + UG/LPT Female, rows 51, 53, 55), Hispanic (sum of Promoted Female + Retained Female + UG/LPT Female, rows 68, 70, 72) and White, Not of Hispanic Origin (sum of Promoted Female + Retained Female + UG/LPT Female, rows 85, 87, 89).

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EXCEL SPREADSHEET INSTRUCTIONS

Downloading the Annual School Report – Statistical Section Excel File

The Annual School Report - Statistical Section (ASRSTAT) spreadsheet can be downloaded from the Virginia Department of Education's web site at <http://www.pen.k12.va.us> by selecting "Reports" at the top of the homepage or "Data and Publications" at the bottom and then selecting "Collection of 1999-2000 Annual School Report - Statistical Section." The complete address for accessing the spreadsheet is

<http://www.pen.k12.va.us/VDOE/Publications/asrstat/datacoll/coll.htm>

Note: These instructions have been developed using Excel 97; some messages may be displayed slightly different if you are using a different version.

When you click on *Excel Spreadsheet*, you will get a message notifying you that you have chosen to download a file. Choose the option that allows you to save the file. In the **Save As** dialog box choose the directory and subdirectory (folder) where you want the ASRSTAT Excel file saved on your computer. Then click on the **Save** button to save the file to your computer. Close the web browser.

If you are using the Internet Explorer web browser to download the spreadsheet, you must right click on the Excel worksheet to get a menu. Choose "Save Target As" from the menu and this will bring up the "Save As" box that allows the file to be saved (Figure 1).

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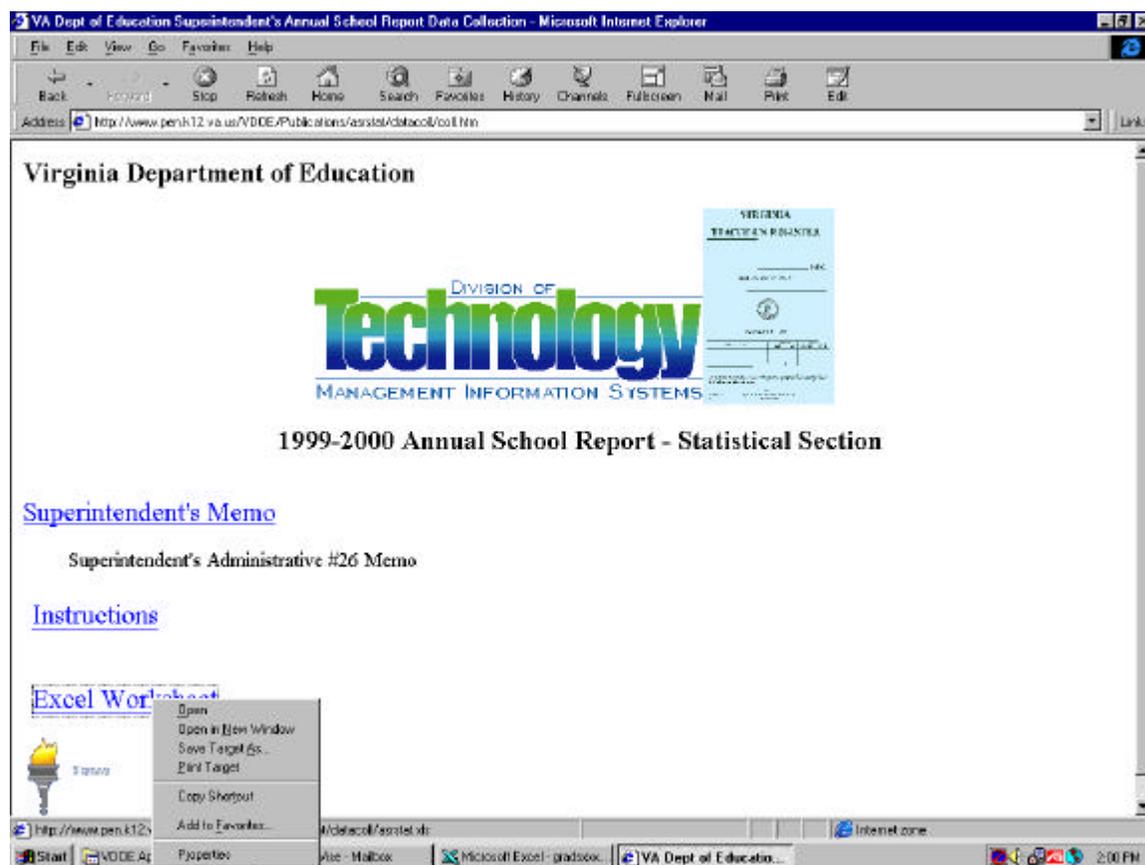


Figure 1. Internet Explorer

The ASRSTAT Excel spreadsheet requires a large amount of memory to run the macros that build the customized worksheets for each school, so other applications should be closed before beginning this report. Open the Excel application. Open the ASRSTAT spreadsheet file (asrstat.xls) that you downloaded from the web site. Since this file contains macros to design the spreadsheet specific to your school division, you will need to choose to **Enable Macros** if you get any warning about the macros.

The ASRSTAT spreadsheet will now open to the **contact** worksheet. When the file opens make sure you are on the **contact** sheet as noted by the highlighted tab at the bottom of the worksheet. An example of the contact worksheet is illustrated on the next page of this document. **To avoid losing any of your work on this spreadsheet, be sure to SAVE the file periodically as you work.**

Contact Worksheet

The contact worksheet includes information for the person designated as the 1998-99 Annual School Report – Statistical Section contact for your school division. Specific contact data are required as indicated in the listing below. Please update the contact information for the 1999-2000 school year (Figure 2).

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- Last Name - Enter your last name **(required)**
- First Name - Enter your First name **(required)**
- Middle Name - Enter your middle name or middle initial (optional)
- Name Suffix - (Ph.D., M.Ed., etc.)
- Prefix (Mrs., Mr., Ms., Dr., etc.)
- Job Title
- Phone Number - Include your area code and seven-digit number **(required)**
- Fax Number - Include your area code and seven-digit number **(required)**
- E-mail address – Enter your e-mail address **(required)**
- Mailing Address (1) **(required)**
- Mailing Address (2)
- City **(required)**
- Zip Code **(required)**

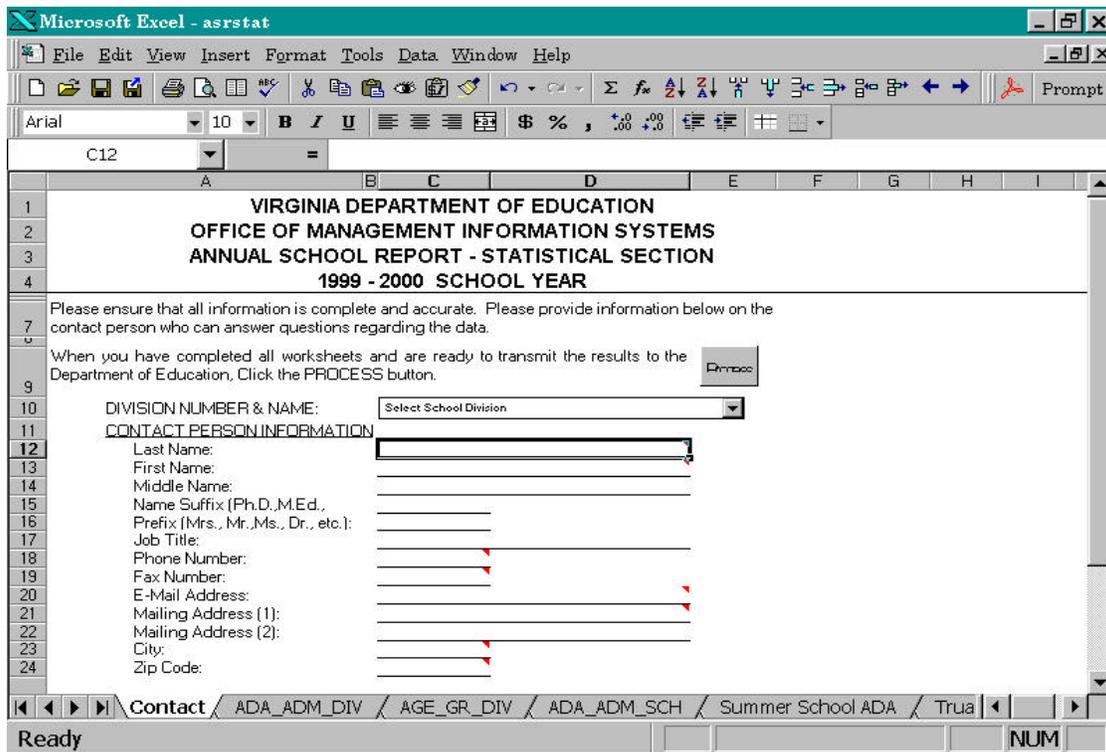


Figure 2. Contact Worksheet

Above the contact data is a drop-down list that includes the name and number of all school divisions in Virginia (see Figure 3). Click on the down arrow and scroll down the listing to locate the number and name for your school division. When you locate your school division name, click on it to highlight it.

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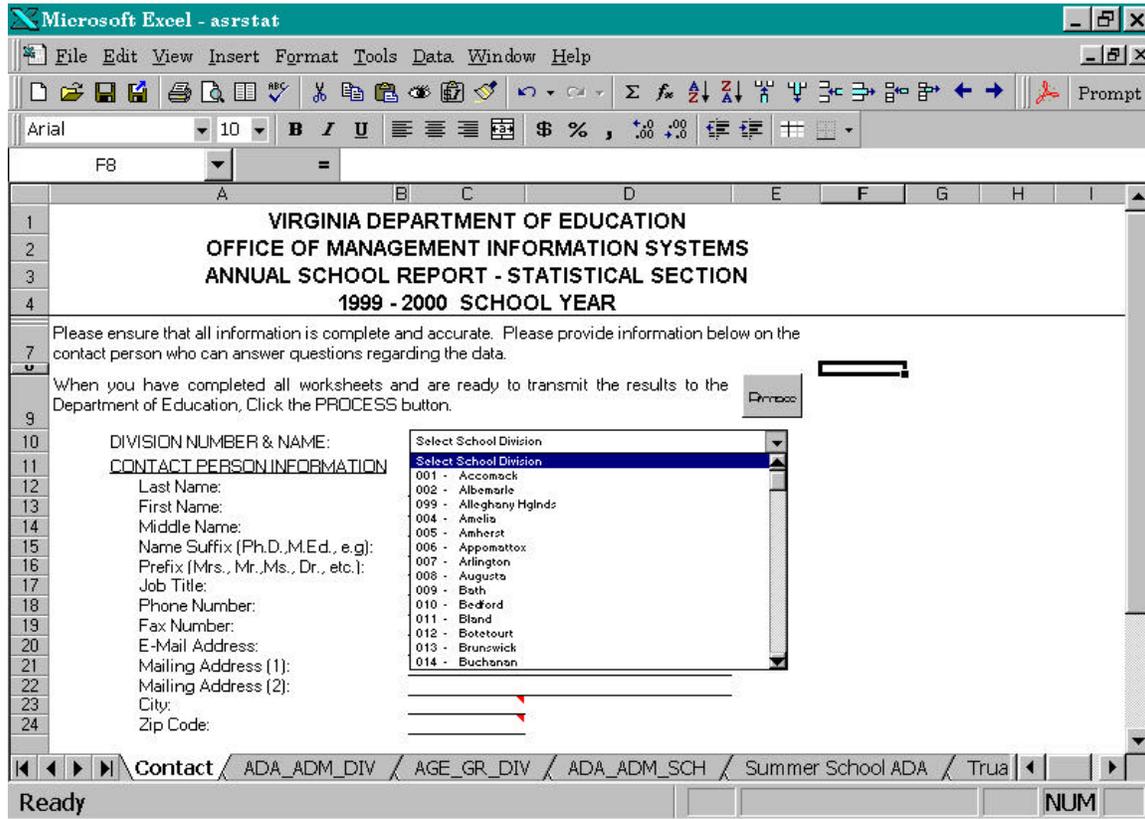


Figure 3. School Division Number and Name Drop-Down List

After you have selected your division number and name, you will see a message box asking if this is the correct school division (Figure 4). If the school division in the message box is correct, click on the **Yes** button. If the school division listed in the message box is not the correct school division name, then click on the **No** button so you will be returned to the drop-down listing of school divisions to repeat the selection process.

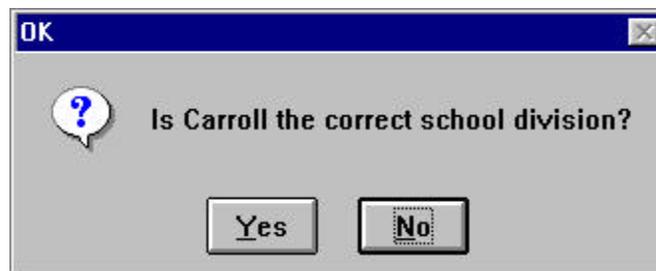


Figure 4. School Division Verification

When you click on “Yes” to indicate that the division name is correct, the workbook will automatically begin the process of customizing the workbook for your school division. The first step is to create a new subdirectory called **DOE_DATA** and to save the file with a unique name to identify

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the report and your school division. The file will be named **ASRSxxxx.XLS**, where xxxx is your three-digit school division number followed by the number 1. As this process begins, a message similar to the one illustrated in Figure 5 below for school division number 018 will appear on your screen.

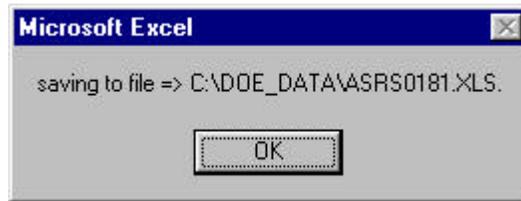


Figure 5. Saving to File Message

Click on **OK** to save the file and continue customizing the worksheets. The names and school numbers of all schools in your division will be entered on the ADA_ADM_SCH worksheet, the School Level Summary of Average Daily Attendance and Membership. In addition, a worksheet will be built for each of the schools in your division to report the promotions and retentions by grade for the five racial/ethnic categories. As the sheets are created, you will see the names of the schools in your division appear across the tabs on the bottom of each worksheet. **Since this process requires a large amount of memory within Excel, multiple files will be created for school divisions that report membership for more than 45 schools. After each group of worksheets has been created, a message similar to the message in Figure 5 above will appear, where the last digit in the file name will be incremented by 1 for each additional file that is created for a division. Each time you get this message, click on OK to save the file.**

Since the file is first saved before any school sheets are created, you will replace the file for the first group after the first group of individual school sheets are created, or after all sheets are created if your school division includes less than 45 schools. Since the file already exists, you will be asked whether you want to replace it. Click on **Yes** when you get the message in Figure 6.

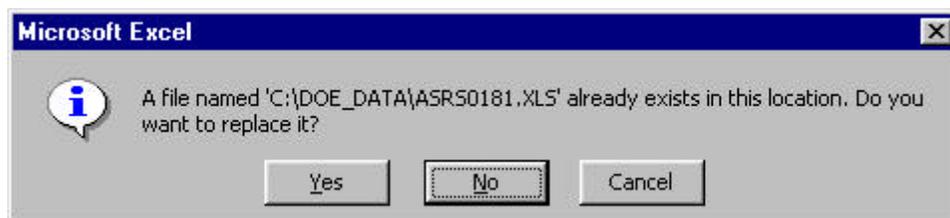


Figure 6. Replace File Message

Each file is automatically closed when you save it. Once all of the school worksheets have been built and the file(s) saved, the first file, **ASRSxxx1.XLS**, will open again to the contact page. This file will contain all of the worksheets for reporting division-wide attendance, membership, enrollment, truancy, and summer school data as well as the school-level average daily attendance and membership. This file also contains the individual school worksheets for reporting promotions/retentions by grade for a maximum of 45 schools. If your school division includes more

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than 45 schools, you may click on the **Open** folder or click on **File** and then **Open ...** (from the menu) to see a listing of the saved files in the **DOE_DATA** directory. The files **ASRSxxx2.XLS**, **ASRSxxx3.XLS**, etc. contain only the individual school pages (Figure 7).

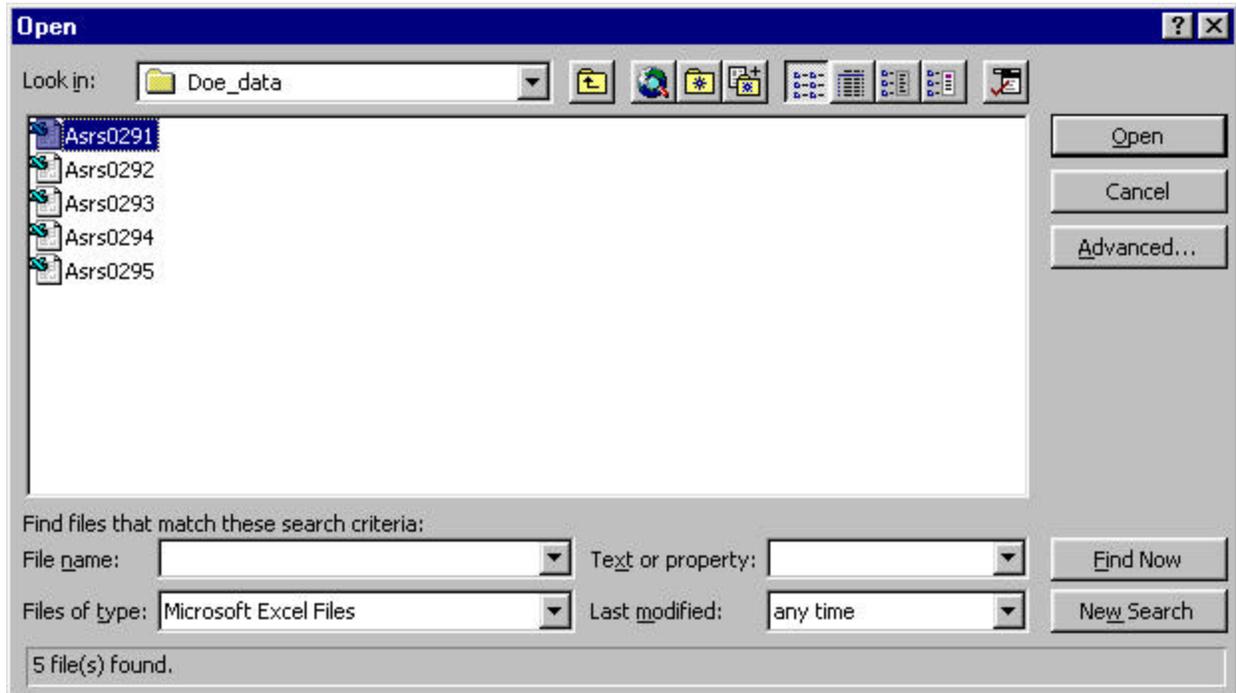


Figure 7. Example of Open Dialog Box for Division with Multiple Files

A “Process” button is provided at the top of the contact worksheet and provides two functions: 1) to execute the edit checks that are embedded in the worksheets and 2) to be used when you have completed entering data in all the worksheets and are ready to transmit the results to the Department of Education. The first time the Process button is clicked, an error sheet is produced at the end of the worksheets, if any errors exist on any reports. This can be used to correct any errors that are found. Continue this process until all errors are corrected. Then click the “Process” again and the ASCII file will be generated and saved in the **DOE_DATA** subdirectory. The ASCII or text file will be saved with a unique name to identify the report and your school division. The file will be named **ASRSxxx.TXT**, where xxx is your three-digit school division number. **Only the ASCII is submitted to the Department for reporting the ASRSTAT data.**

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Division Level Summary of Average Daily Attendance (ADA), Average Daily Membership (ADM), and ADA/ADM Adjustments Worksheet

Complete the information on the ADA_ADM_DIV worksheet (see Figure 8) according to the General Instructions for reporting the average daily attendance and membership information for the school division. Formulas have been created to summarize data in the Total column.

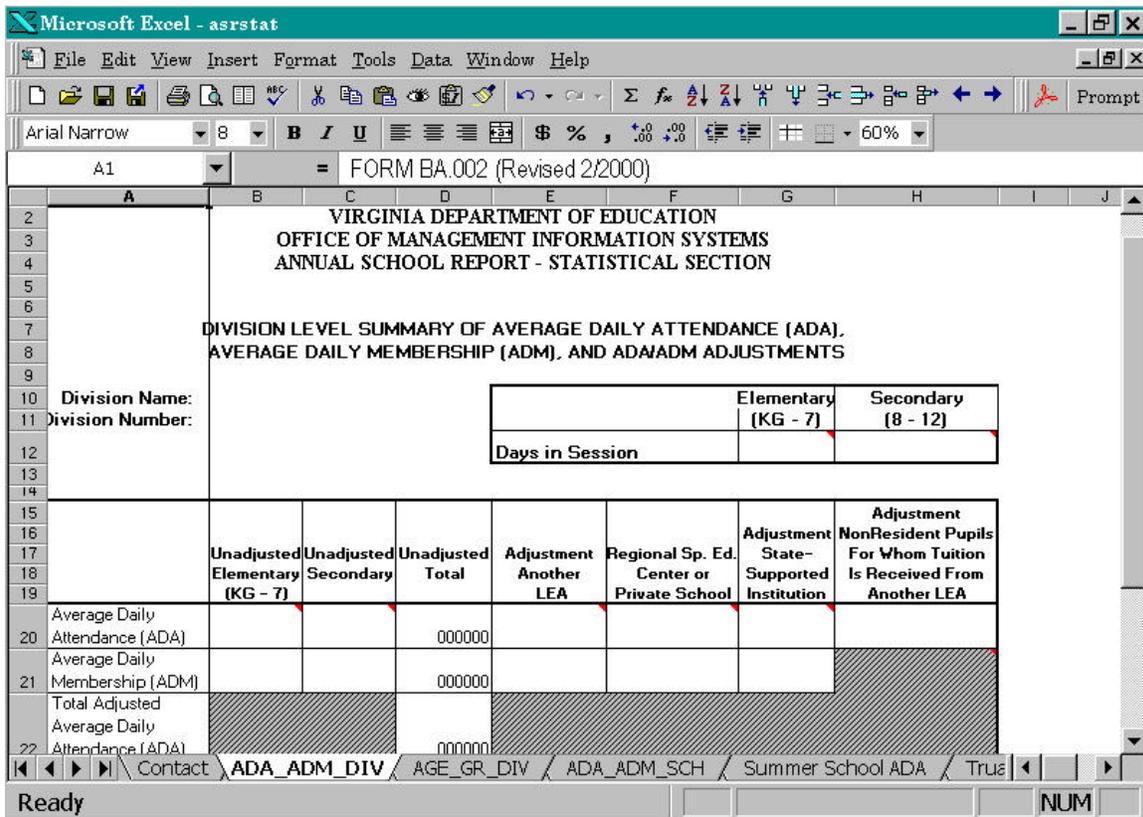


Figure 8. ADA_ADM DIV Worksheet

Edit checks and error messages have been built in to identify possible errors and ensure accuracy in reporting for the following:

- If the number of days in session is blank or outside the expected normal range, you will see a message in red in column I to notify you that the number of days in session is invalid.
- If the average daily attendance for elementary or secondary grades is greater than the average daily membership, you will see a message in red in row 24 (elementary) or row 25 (secondary) that identifies a possible error in the numbers reported.

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Division Level Age/Grade Distribution for All Original Entry Pupils

Report the number of students by grade for each age for all original entry pupils according to the Instructions for Preparing Annual School Report – Statistical Section on page 5. The majority of your counts will be reported within the yellow area and/or surrounded by the border. The largest number for any age and grade will usually be reported in the white cells that run diagonally near the center of the table.

AGE (Age as of Jan. 1, 1999)	GRADE	KG	1	2	3	4	5	6	7	8	9	10	11	12	UG	PG	TOTALS
Under 5																	0
Age 5																	0
Age 6																	0
Age 7																	0
Age 8																	0
Age 9																	0
Age 10																	0
Age 11																	0
Age 12																	0
Age 13																	0
Age 14																	0
Age 15																	0
Age 16																	0
Age 17																	0
Age 18																	0
Age 19																	0
Age 20 and Over																	0
Total Enrollment		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 9. AGE_GR_DIV Worksheet

The row totals for age and column totals for each grade are calculated for you. To ensure accurate reporting, please verify that the calculated totals match your division totals for all schools.

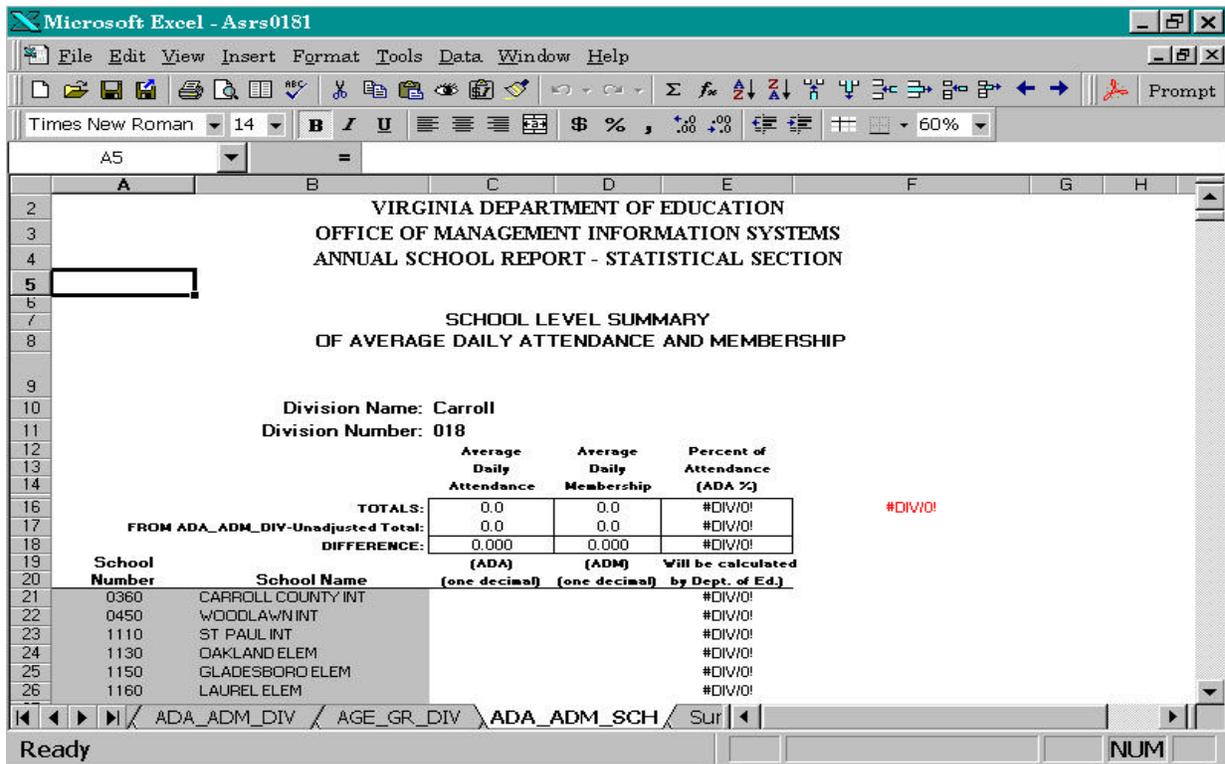
School Level Summary of Average Daily Attendance and Membership

This sheet was populated with the names of all schools in your division when you selected your school division name on the contact sheet. For each school, please enter the average daily attendance in column C and the average daily membership in column D. Both numbers should be rounded to the nearest tenth, i.e. 989.563 would be reported as 989.6. The percentage of attendance is automatically calculated in column E.

ANNUAL SCHOOL REPORT STATISTICAL SECTION 1999-2000 SCHOOL YEAR

The average daily attendance must be equal to or less than the average daily membership, and the percentage of attendance would never be greater than 100.0%. If the average daily attendance number is greater than the average daily membership number, an error message will appear in red in column F to indicate that the ADA cannot be greater than the ADM.

Figure 10. ADA_ADM_SCH Worksheet



Data must be entered for all schools listed. Above the ADA and ADM data by school, there appears in cell B16 a row called "TOTALS." This row provides a calculation of the school summary of the ADA and ADM data and a calculated percent of attendance. These totals are compared to the unadjusted totals for ADA and ADM that are calculated on the ADA_ADM_DIV worksheet. An error message will appear in red in Column F if the school summary varies excessively from that reported at the division level. This information will be used to report the percentage of attendance on the School Performance Report Card (SPRC).

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Report of Summer School Average Daily Attendance Data

The screenshot shows an Excel spreadsheet with the following content:

**OFFICE OF MANAGEMENT INFORMATION SYSTEMS
ANNUAL SCHOOL REPORT - STATISTICAL SECTION
REPORT OF SUMMER SCHOOL AVERAGE DAILY ATTENDANCE
SUMMER 2000**

Division Name: Bath
Division Number: 009

Did you operate summer school in your division during the summer of 2000?
 Yes
 No

Enter Attendance figures below.

Aggregate days attendance (days present) for summer term 2000:	
Average daily attendance (ADA) for summer term 2000 (sum the ADA for each school and round to the nearest whole number):	
Average Days in Session (Should be in the range from 5 to 40)	#DIV/0!

The spreadsheet interface includes the Microsoft Excel menu bar, toolbar, and status bar. The status bar shows 'Ready' and 'NUM'.

Figure 11. Summer School ADA

Complete the information on the Summer School ADA worksheet (see Figure 11) according to the General Instructions for reporting the summer school average daily attendance information for the school division (page 6). Edit checks and error messages have been built in to identify possible errors and ensure accuracy in reporting for the following:

- If the school division indicated YES for operating a summer school program, the aggregate days attendance and average daily attendance counts must be greater than zero.
- The calculation of the average days in session should be in the range of 5 to 40 days.

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Truancy Conferences Data

VIRGINIA DEPARTMENT OF EDUCATION
OFFICE OF MANAGEMENT INFORMATION SYSTEMS
ANNUAL SCHOOL REPORT - STATISTICAL SECTION

Bath
Division Number: 009

DIVISION LEVEL SUMMARY REPORT OF TRUANCY COUNTS
NUMBER OF STUDENTS WITH WHOM A CONFERENCE WAS SCHEDULED

	GRADE												UG	TOTALS			
	KG	1	2	3	4	5	6	7	8	9	10	11			12		
General Education																	0
Name Suffix (Ph.D., M.Ed., Jr., Sr., etc.):																	0
Prefix (Mrs., Mr., Ms., Dr., etc.):	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	

Figure 12. Truancy Conferences

Complete the information on truancy conferences (see Figure 12) according to the General Instructions for reporting the number of students with whom a conference was scheduled after the student had accumulated six absences during the school year (page 7).

Promotions/Retentions by Grade (End-of-Year Membership)

A separate worksheet is included to report Promotions/Retentions by Grade (End-of-Year Membership) for each school in your division. The tab on the bottom of each worksheet will identify the school name. Each worksheet includes a section for each of the five separate racial/ethnic reporting categories to report the promotions, retentions, and ungraded Literacy Passport Test (LPT) students by grade and gender (see Figure 13). Follow the general instructions beginning on page 8 to complete the worksheet for each school. Below the five separate racial/ethnic reporting categories is an “all students” sheet which automatically calculates the school summary (see Figure 14).

Formulas have been built in to calculate the row totals for promotions, retentions, and ungraded LPT students by gender. Column grade level totals are also automatically calculated. Formulas have also been included at the bottom of each table to automatically calculate racial/ethnic totals, gender totals, and school totals.

You are required to report the number of ungraded pupils age 12 and above by gender and racial/ethnic categories. If this number exceeds the total number of ungraded students reported for

ANNUAL SCHOOL REPORT STATISTICAL SECTION 1999-2000 SCHOOL YEAR

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Asrs0181'. The active worksheet is 'Truancy Conferences' within the 'CARROLL COUNTY INT' workbook. The data table is as follows:

	Grade														Total	
	UG	KG	1	2	3	4	5	6	7	8	9	10	11	12		PG
ALL STUDENTS																
Promoted Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Promoted Female	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Retained Male	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Retained Female	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UG/LPT Male	0															0
UG/LPT Female	0															0
Total End-of-Year Members	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UG Males Age 12 & Above	0															0
Above	0															0

Figure 13. Individual School Promotion/Retention Worksheet

Please note that you will have more than one file to report promotion/retention data if there are more than 45 schools in your school division. Be sure to save each file after you have completed entering the data and e-mail all files when submitting your report to the Department of Education.

ANNUAL SCHOOL REPORT STATISTICAL SECTION 1999-2000 SCHOOL YEAR

Figure 14. ALL STUDENTS Section

The School Summary worksheet is provided to calculate a division summary of promotions/retention (end-of-year membership) data (see Figure 15). When all the data has been entered into each school worksheet, click on the CALCULATE button and the division summary will be calculated for your review.

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ANNUAL SCHOOL REPORT - STATISTICAL SECTION
1999-2000 School Year

Division Name: Carroll
Division Number: 018

	Grade													PG	Total		
	UG	KG	1	2	3	4	5	6	7	8	9	10	11			12	
Promoted Male																	0
Promoted Female																	0
Retained Male																	0
Retained Female																	0
UGILPT Male																	0
UGILPT Female																	0
Total End-of-Year Membership	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UG Males Age 12 & Above																	
Above																	

District Total Male:	0
District Total Female:	0
District Total:	0

Figure 15. School_Summary Sheet

ANNUAL SCHOOL REPORT, STATISTICAL SECTION 1999-2000 ASCII FILE LAYOUT

All records for the Annual School Report, Statistical Section ASCII file must be entered per the attached file layout. The file must be submitted via E-mail to asrstat@pen.k12.va.us by September 15, 2000, using the following file layout.

File Name --The name of the file must include the Locality/Division number, including leading zeroes. The naming convention is ASRSTxxx.TXT (where xxx is the 3-digit division number).

Test Data -- Test data may be submitted prior to September 15, 2000. On the "A" record, for the report type field, put a "T" to indicate that this is a test submission. After processing, the Annual School Report Statistical coordinator will fax the results to you. The actual data must then be submitted to the department by the due date, September 15, 2000.

ANNUAL SCHOOL REPORT STATISTICAL SECTION

1999-2000 SCHOOL YEAR

Resubmission -- In instances of severe errors, you may be asked to resubmit the entire Annual School Report Statistical file.

Description of the File -- The file contains the following seven different record types:

- “A” Record – Header Record. This record is the first record in the file. It identifies the data collection, school year, school division, and contact information for the person in the school division who is responsible for the report. Each school division will have only one “A” record.
- “B” Record – Division Summary of Average Daily Attendance and Membership. There should be two B records per school division (an elementary B record and a secondary “B” record).
- “C” Record – Division Summary of Adjustments to Average Daily Attendance and Membership. There should be multiple “C” records per school division because of the ADA_ADM type and Adjustment Type fields. **Note:** the Adjustment Type = NON applies only to the ADA_ADM Type record = ADA.
- “D” Record – Division Level Age/Grade Distribution for All Original Entry Pupils. There should be multiple “D” records per school division because the data are reported for grade by each age.
- “E” Record – School Level Summary of Average Daily Attendance and Membership. There should be multiple “E” records per school division, with a record for each school in the school division.
- “F” Record – School Level Promotions/Retentions by Grade, End-of-Year Membership Data. There should be multiple “F” records per division because of data reported by school, by status, by grade and by gender.
- “G” Record – School Level Ungraded Age 12 and Above End-of-Year Membership Data. There should be two “G” records per school.
- “H” Record – Division Level Summary of the Report of Truancy Counts. There should be multiple “H” records per division because the data are reported by program type and by grade.
- “I” Record-Division Level Report of Summer School Average Daily Attendance data. There should be one “I” record per school division. If no data are reported, there should be a record with counts of zeroes.
- “Z” Record – Trailer Record. This record is the last record in the file.

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“A” Record Header Record			
Positions	Length	Field Name	Comments
1-1	1	Record Type	Constant = A
2-2	1	Report Type	T= Test, A = Actual
3-9	7	Data Collection Name	Uppercase; constant = ASRSTAT
10-13	4	Beginning School Year	Four-digit year for beginning of school year (i.e., 1999)
14-16	3	Division Number	Leading zeroes must be included, i.e. 005
17-36	20	Division Name	Uppercase, i.e. ACCOMACK COUNTY
37-56	20	Division Contact Last Name	Last name of division contact for ASRSTAT
57-76	20	Division Contact First Name	First name of division contact for ASRSTAT
77-96	20	Division Contact Middle Name	Middle name of division contact for ASRSTAT
97-101	5	Division Contact Name Suffix	Name suffix, i.e. Jr., Sr., III
102-106	5	Division Contact Name Title	Name title, i.e. Dr. Mr. Ms.
107-156	50	Division Contact Position Title	Position title, i.e. Director, Coordinator, etc.
157-166	10	Division Contact Phone Number	Area code plus 7-digit number, i.e. 8042252099
167-176	10	Division Contact Fax Number	Area code plus 7-digit number, i.e. 8042252099
177-216	40	Division Contact E-mail Address	E-mail address of division contact for ASRSTAT (i.e., jchristo@mail.vak12ed.edu)
217-246	30	Division Contact Mail Address Line1	First line of division contact mailing address for ASRSTAT, i.e. PO Box 9999
247-276	30	Division Contact Mail Address Line2	Second line of division contact mailing address for ASRSTAT, i.e. 9 School House Rd.
277-301	25	Division Contact City	Division contact city location, i.e. Richmond
302-303	2	Division Contact State	Division contact state location, i.e. VA
304-308	5	Division Contact Zip Code1	Division contact five-digit zip code, i.e. 23219
309-312	4	Division Contact Zip Code2	Division contact four-digit zip code, i.e. 2217

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“B” Record			
Division Level Summary of Average Daily Attendance and Membership Data			
Positions	Length	Field Name	Comments
1-1	1	Record type	Constant = B
2-2	1	Grade_ Type	Character; E= ELEMENTARY S= SECONDARY
3-5	3	Days In Session	Numeric; (i.e., 180)
6-11	6	Unadjusted Total Average Daily Attendance (ADA) Count	Numeric; Leading zeroes must be included, (i.e., 000420)
12-17	6	Unadjusted Total Average Daily Membership (ADM) Count	Numeric; Leading zeroes must be included, (i.e., 000420)

“C” Record			
Division Level Adjustments to Average Daily Attendance and Membership			
Positions	Length	Field Name	Comments
1-1	1	Record Type	Constant = C
2-4	3	ADA_ADM Type	Character; ADA = Average Daily Attendance ADM = Average Daily Membership
5 -7	3	Adjustment Type	Character; LEA = Another LEA RSP = Regional Sp. Ed. Ctr. or Private School SSI = State-Supported Institution NON = Non-Resident Subtraction
8-13	6	Adjustment Count	Numeric; Leading zeroes must be included, (i.e., 000420)

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“D” Record			
Division Level Age/Grade Distribution for All Original Entry Pupils			
Positions	Length	Field Name	Comments
1-1	1	Record Type	Constant = D
2-3	2	Grade	Character; Leading zeroes must be included (i.e. , KG, 01, 02, ..., 12, UG, PG)
4-5	2	Age	Character; Leading zeroes must be included (i.e. <5, 05, 06, 07, 08, ..., 18, 19, 20)
6 -11	6	Enrollment Count	Numeric; Leading zeroes must be included (i.e., 000510)

“E” Record			
School Level Summary of Average Daily Attendance and Membership			
Positions	Length	Field Name	Comments
1-1	1	Record Type	Constant = E
2 –5	4	School Number	Number Leading zeroes must be included (i.e., 0010)
6-11	6	Average Daily Attendance (ADA) Count	Numeric; one decimal Leading zeroes must be included (i.e., 009453 equals 945.3)
12-17	6	Average Daily Membership (ADM) Count	Numeric; one decimal Leading zeroes must be included (i.e., 009453 equals 945.3)

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“F” Record			
School Level Promotions/Retentions by Grade with End-of-Year Membership			
Positions	Length	Field Name	Comments
1-1	1	Record Type	Constant = F
2 –5	4	School Number	Leading zeroes must be included (i.e. 0070)
6-6	1	Status	Character P = Promoted R = Retained L = Ungraded Literacy Passport Test
7-8	2	Grade	Character Leading zeroes must be included (i.e. , KG, 01, 02, 03, 11, 12, UG, PG)
9-9	1	Gender	M = Male F = Female
10-15	6	American Indian Count	Numeric Leading zeroes must be included (i.e., 000510)
16-21	6	Asian Count	Numeric Leading zeroes must be included (i.e., 000510)
22-27	6	Black Count	Numeric Leading zeroes must be included (i.e., 000510)
28-33	6	Hispanic Count	Numeric Leading zeroes must be included (i.e., 000510)
34-39	6	White Count	Numeric Leading zeroes must be included (i.e., 000510)

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“G” Record			
School Level Ungraded Age 12 and Above End-of-Year Membership Data			
Positions	Length	Field Name	Comments
1-1	1	Record Type	Constant = G
2 –5	4	School Number	Leading zeroes must be included (i.e. 0070)
6-6	1	Status	Character U = Ungraded Age 12 and Above
7-8	2	Grade	Character UG = Ungraded
9-9	1	Gender	Character M = Male F = Female
10-15	6	American Indian Count	Numeric Leading zeroes must be included (i.e., 000510)
16-21	6	Asian Count	Numeric Leading zeroes must be included (i.e., 000510)
22-27	6	Black Count	Numeric Leading zeroes must be included (i.e., 000510)
28-33	6	Hispanic Count	Numeric Leading zeroes must be included (i.e., 000510)
34-39	6	White Count	Numeric Leading zeroes must be included (i.e., 000510)

“H” Record			
Division Level Summary Report of Truancy Counts			
Positions	Length	Field Name	Comments
1-1	1	Record Type	Constant = H
2 –2	1	Program Type	Character

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			G= General Education S= Special Education
3-4	2	Grade	Character Leading zeroes must be included(i.e., KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, UG)
5-10	6	Truancy Count	Numeric Leading zeroes must be included (i.e., 000510)

“I” Record Division Level Report of Summer School Average Daily Attendance			
Positions	Length	Field Name	Comments
1-1	1	Record Type	Constant = I
2-7	6	Aggregate Days Attendance Count	Numeric Leading zeroes must be included (i.e., 00510)
8-13	6	Average Daily Attendance Summary Count	Numeric Leading zeroes must be included (i.e., 000520)

“Z” Record Trailer Record			
Positions	Length	Field Name	Comments
1-5	5	Record Type	Constant = ZZZZZ