

**INSTRUCTIONS FOR ACCESSING THE  
FISCAL YEAR 2004 PROGRAM CERTIFICATION FORMS**

A downloadable Excel file will be used to facilitate the collection of certification forms for several incentive-based programs for fiscal year 2004. The Excel file is located on the department's Web site and can be downloaded from the following address:

<http://www.pen.k12.va.us/VDOE/Finance/Budget/cdc/index.html>

This address brings you to the budget office's "Current Data Collections" Web page.

You may also access the template by logging onto the department's Web site at <http://www.pen.k12.va.us>. From this home page, select the drop-down box in the top right hand corner of the page, titled "DOE Offices." From this option, click on "Finance," then click on "Budget Office," and then click on "Current Data Collections."

**If You Are Using Internet Explorer as your Internet Browser:**

To download the Excel file using Internet Explorer:

1. RIGHT-CLICK on the "Excel Template" link for the 2004 certification forms.
2. Select "Save Target As" and save the file to your local drive. (Note: The file will be renamed once you select your school division from the drop-down box. Make sure you do not change the file name assigned to your file.)
3. Once the file is saved, close Internet Explorer and open the file using Excel.

**If You Are Using Netscape as your Internet Browser:**

To download the Excel file using Netscape, click on the "Excel Template" cell located next to the link for the 2004 certification forms. 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.

**After the File has been Downloaded:**

After you have opened the Excel template, a message box will appear warning you 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.

The first sheet in the Excel file provides instructions for completing and returning the certification forms to the department. The certifications must be signed by the division

**Attachment A to Adm. Supts. Memo No. 52**

superintendent and returned to the budget office by October 10, 2003, if you wish to participate in these incentive-based programs. Please mail the signed certifications to:

Virginia Department of Education  
Attn: Budget Office  
P.O. Box 2120  
Richmond, Virginia 23218-2120

Please also e-mail the completed Excel template to [K12Budget@mail.vak12ed.edu](mailto:K12Budget@mail.vak12ed.edu). If you have any questions concerning this certification process, please contact budget office staff at (804) 225-2025.