

**INSTRUCTIONS FOR DOWNLOADING THE
EXCEL FILE USED TO COMPLETE THE SURVEY ON LOCAL COST
IMPACT OF THE NO CHILD LEFT BEHIND (NCLB) ACT**

A downloadable Excel file will be used to complete the survey on the cost impact on school divisions of the No Child Left Behind (NCLB) Act. 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 Excel file 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 NCLB cost impact survey.
2. Select "Save Target As" and save the file to your local drive. (Note: The file will be automatically renamed once you open it and select your school division from the drop-down box. Make sure you do not change the automatic 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 NCLB cost impact survey. 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.

Attachment A to Adm. Supts. Memo No. 61

Upon opening the Excel file, select your school division using the drop-down box located at the top of the file. Please note the default folder location to which the file is automatically saved. Please do not change the automatic file name that is assigned to the file when you select your division from the drop-down box. In completing the survey, only select responses with your mouse or enter data in the designated cell locations. Otherwise, the cells in the file are protected and data may not be entered into them.

Please complete the survey within the Excel file and submit the completed file to the Department of Education by e-mail at: k12budget@mail.vak12ed.edu no later than Monday, January 5, 2004. Please also mail a signed, hardcopy version of the survey to:

Virginia Department of Education
NCLB Survey
Budget Office
P.O. Box 2120
Richmond, Virginia 23218-2120

If you have any questions related to this survey, please contact Dan Timberlake, assistant superintendent for finance, at (804) 225-2025. If you have any questions regarding the requirements of the No Child Left Behind Act of 2001, please contact Dr. Patricia Wright, assistant superintendent for instruction, at (804) 225-2979.

Thank you for completing this survey.