



Virginia Department of Education

K-3 Primary Class Size Reduction Program

Fall Student Record Collection

User Guide



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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 2018 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 2018 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.

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.

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.

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.

Updates

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

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



Logging in and Accessing SSWS

Enter the Web address (URL) for SSWS: <https://p1pe.doe.virginia.gov/ssws/login.page.do>

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.

Enter your assigned **User Name** (this is provided to you by your school division SSWS Account Manager), and click the **Login** button to proceed. On the following screen, enter your **Password**. Click the **Login** button again to proceed.

Completing the K-3 Class Size Data Entry Requirements

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 1** below:

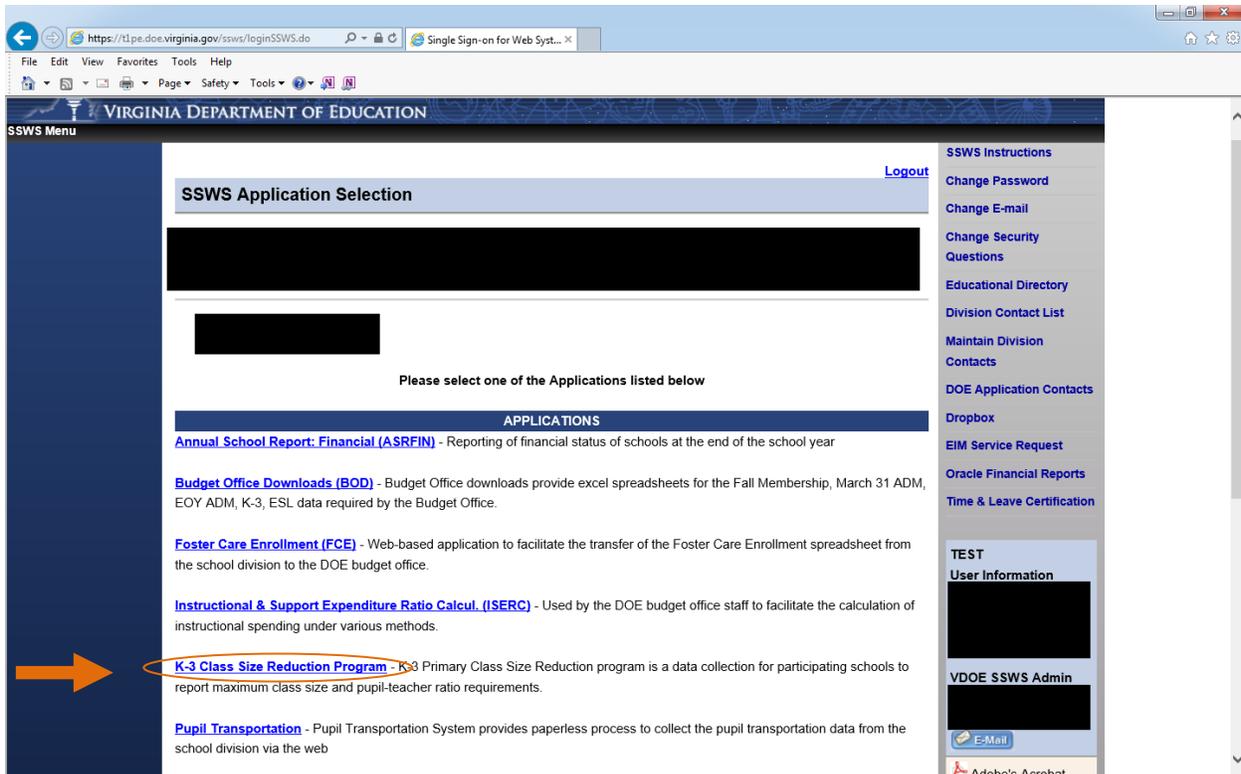


Figure 1

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 2** will display. Then select the “Enter/View Data” link:

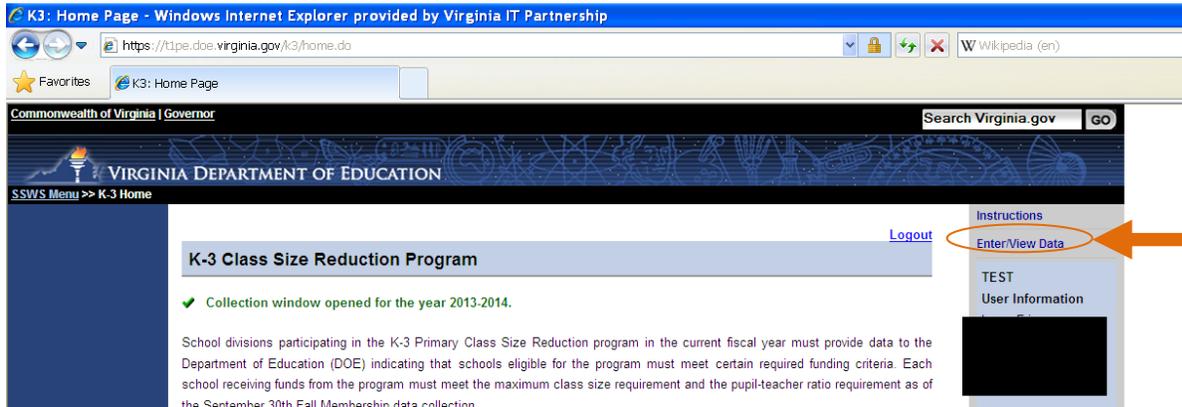


Figure 2

Each qualifying school (school names are blacked out in **Figure 3** 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.*)

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

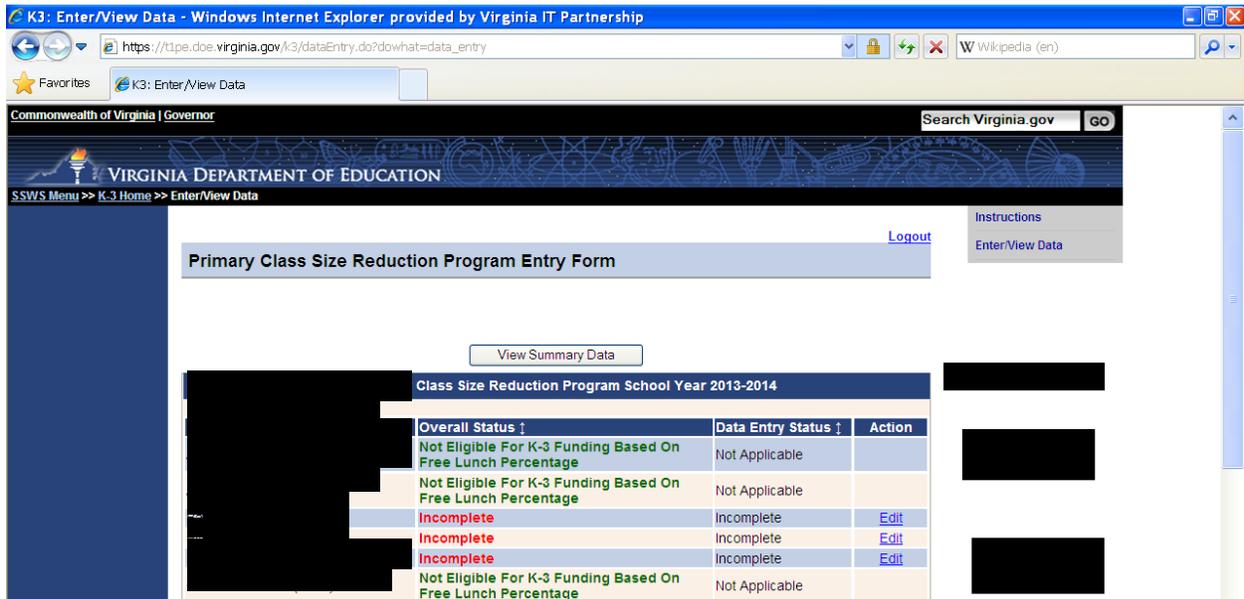


Figure 3

Click on the **hyperlinked “Edit” button** underneath the “Action” section to access the action page for each school. The following page section in **Figure 4** 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:

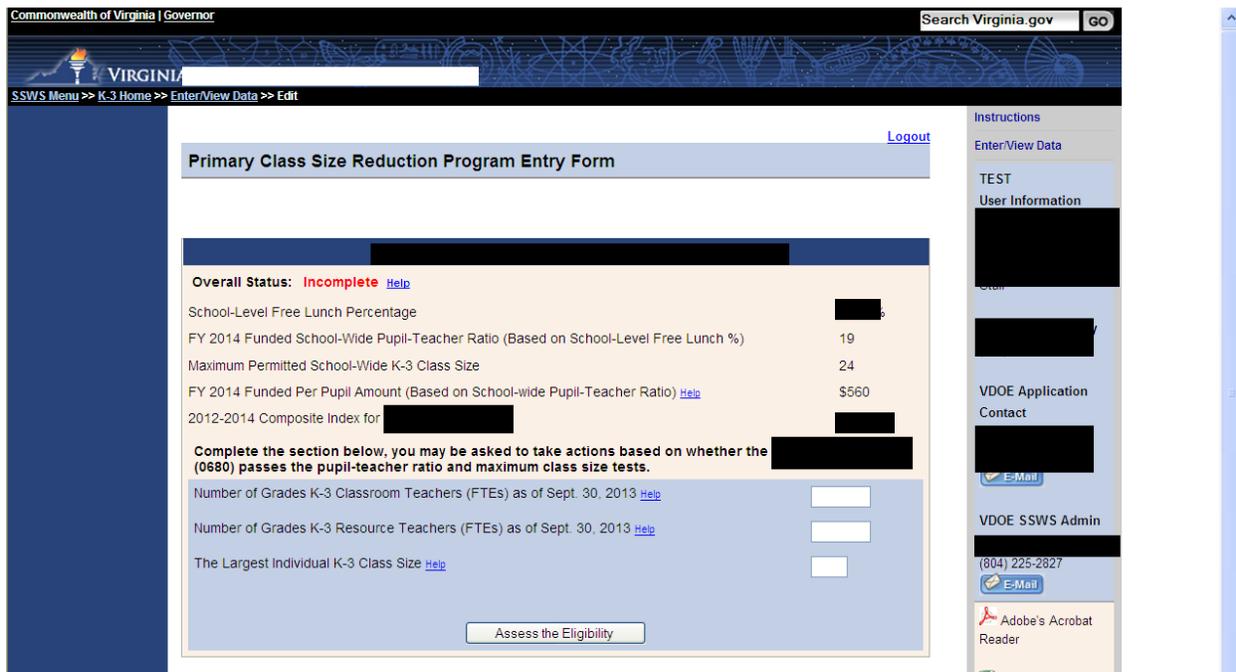


Figure 4

The data in **Figure 4** above is computed based on the ratio table, found in **Figure 5**.

School wide Pupil-Teacher Ratio and Individual Class Size Requirements by Percent Free Lunch Eligibility for the FY 2018 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 5

Source: Item 139 C. 10. d. of Chapter 836, 2017 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 6** below will appear underneath the individual school information. Complete the three questions found on the Web page.



Figure 6

- (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.

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



- (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 7** 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 3**, and your “Overall Status” will be shown as “Passed” for this school).

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



[Logout](#)

Primary Class Size Reduction Program Entry Form

✘ The input values have been inserted in the database; The School did not pass both K-3 tests; select a suitable action to take below:

School-Level Free Lunch Percentage Help	30.15%
FY 2014 Funded School-Wide Pupil-Teacher Ratio (Based on School-Level Free Lunch %) Help	19
Maximum Permitted School-Wide K-3 Class Size Help	24
FY 2014 Funded Per Pupil Amount (Based on School-wide Pupil-Teacher Ratio) Help	\$560
2012-2014 Composite Index for [redacted] Help	[redacted]

Enrollment						
Status	Serving Fall Membership Help	Special Ed Self-Contained Students in Serving Fall Membership Help	Classroom Teachers Help	Resource Teachers Help	Reported Largest Class Size	Reported Pupil-Teacher Ratio Help
Submit K-3 Data	87.00	5.00	1.00	1.00	24	44

No Funding Status Available

Overall Status: Failed [Help](#)

Teacher Ratio Test: Failed [Help](#)

Largest Class Size Test: Passed [Help](#)

Action Available

Please Select and Execute a suitable action from the Available Actions.

- Hire K-3 Staff [Help](#)
- Eliminate Grade [Help](#)
- Accept Reduced K-3 Funding [Help](#)
- Opt-out of K-3 Program Funding [Help](#)
- Undo the last action [Help](#)

Enter/View Data

TEST

User Information

VDOE Application

E-Mail

VDOE SSWS Admin

(804) 225-2827

E-Mail

Adobe's Acrobat Reader

Microsoft Excel Reader

Figure 7

Information on the Web page section in **Figure 7** 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 8** will produce the appropriate context-sensitive help info box:

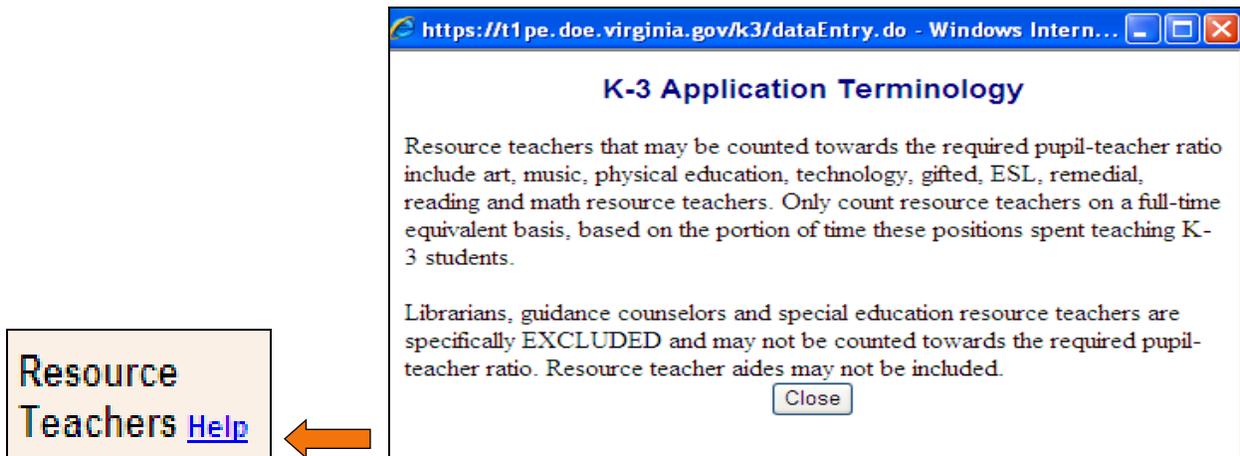


Figure 8

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 9** below:



Figure 9

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: 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:

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Web Form Completion Instructions



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 10-15** 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 9** above. After selecting **Hire K-3 Staff**, the following **Action Form** will be generated:

Figure 10

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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Web Form Completion Instructions

The screenshot shows a web form titled "Eliminate Grade(s)" with a dark blue header. Below the header, there is a paragraph explaining the action step: "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." This is followed by a line of text: "Select the grade(s) to be eliminated from the K-3 Program and the number of licensed teaching positions eliminated." To the right of this text are checkboxes for "KG", "01", "02", and "03". Below this are three text input fields. The first is labeled "Enter the number of grades K-3 licensed classroom teachers (FTEs) eliminated from the grade(s) above." The second is labeled "Enter the number of grades K-3 licensed resource teachers (FTEs) eliminated from the grade(s) removed above." The third is labeled "Enter the new K-3 largest class size for this school after the above grades are eliminated (among the remaining grades)." At the bottom of the form is a button labeled "Assess Eligibility after Eliminating Grades".

Figure 11

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.

The screenshot shows a web form titled "Adjust Classes" with a dark blue header. Below the header, there is a paragraph explaining the action step: "This action step will allow the school division to indicate plans to adjust the number of students per class within a specific grade." This is followed by a line of text: "Select the grade(s) to be adjusted." To the right of this text are checkboxes for "KG", "01", "02", and "03". Below this is a text input field labeled "Enter the new largest K-3 class size after enrollment in the classes in the above grades are adjusted." Below that is a large text area labeled "Explain the class adjustment here (required)." To the right of this text area is a vertical scrollbar. Below the text area is a blue link labeled "View Whole Comments". At the bottom of the form is a button labeled "Assess Eligibility after Adjusting Classes".

Figure 12

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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 Web Form Completion Instructions



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 13

Note: If you request a waiver for the K-3 class size cap requirement pursuant to Item 139 C. 10. f. of Chapter 836, 2017 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.

Figure 14

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 15

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 16** 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 16

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



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

[View Summary Data](#) button above to access a summary report for your division, as shown below in **Figure 17**.

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 17

To submit your data, click on “Submit to VDOE” on the school listing screen, as shown below in **Figure 18**.

[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	

[Submit to VDOE](#)

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 18

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



K-3 Reports

Once the data collection is complete for your school division, the **2017-2018 Fall Financial Verification Report** will include a page similar to **Figure 19**.

PLEASE NOTE THAT THE PROJECTED K-3 STATE PAYMENT FOR FY 2018 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 19

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

Item 139 C. 10. of Chapter 836, 2017 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.

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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

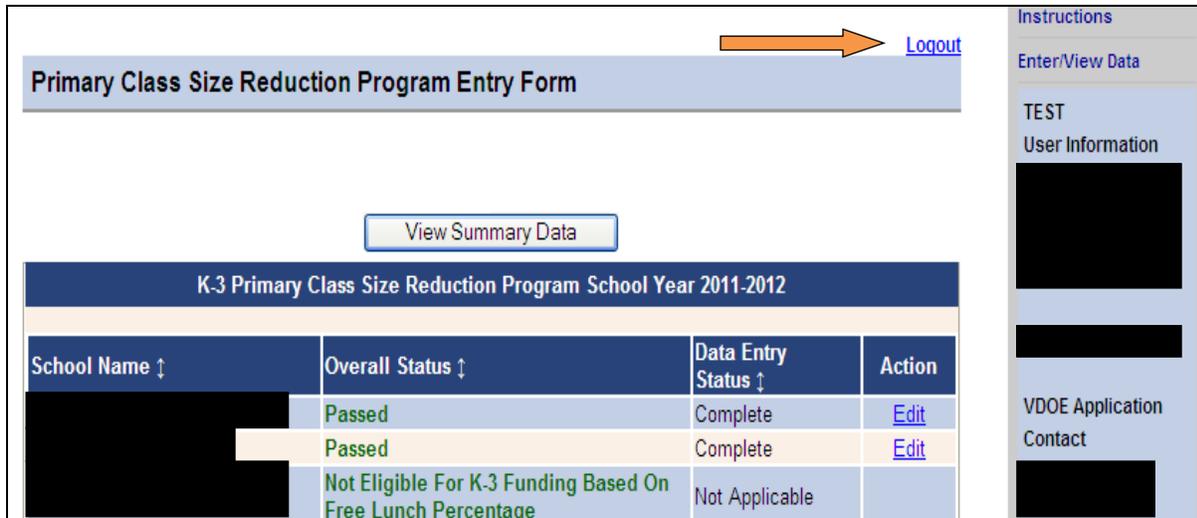
For fall membership, enrollment is being collected separately for the six localities comprising the three jointly operated school divisions. Compliance with the required schoolwide pupil-to-teacher ratios and maximum individual class sizes will be determined with the school enrollment and teacher data 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

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 via e-mail at DOEBUDGETOFFICE@doe.virginia.gov or by phone at (804) 225-2025.

Logging Out

If no other activity is needed, click on the [Logout](#) link (see **Figure 20** below) that is present on all individual SSWS Web pages to sign-off, or shutdown your browser.



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

Figure 20