

**Announced Tuition Data Collection  
For the 2012-2013 School Year**



**Software and Data Reporting Instructions**

**Due Date: Postmarked Jan. 14, 2011  
(Electronic Submission, Jan. 15, 2011)**



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## Table of Contents

<b>What's New.....</b>	<b>1</b>
<b>Announced Tuition Software Instructions .....</b>	<b>1</b>
Recommended procedures.....	1
Things to know about the Excel Workbook .....	1
<b>Data Collection Instructions .....</b>	<b>2</b>
Introduction .....	2
Completing the Main Form .....	2
Allowable Tuition .....	2
Regular Education .....	3
Special Education.....	3
Technical Education.....	4
Signature and Date.....	4
<b>Optional Worksheets .....</b>	<b>4</b>
<b>If you have questions .....</b>	<b>4</b>

## What's New

This year the Announced Tuition data will be collected using an Excel 2000 Workbook. The workbook (Announced Tuition FY2013.xls) and the instructions (AnnouncedTuitionFY2013 Instructions.pdf) are attached to this Email and will be available from our web site at the following link [http://education.vermont.gov/new/html/pgm\\_IT/data\\_collection.html](http://education.vermont.gov/new/html/pgm_IT/data_collection.html).

The statutory **due date** for the Announced Tuition collection is **January 15**. This year January 15 falls on a Sunday. The following Monday, January 16, is Martin Luther King Day. If receiving districts intend to submit the announced tuition via mail, it should be postmarked to DOE and to sending districts by Saturday, January 14. If you plan to submit the collection electronically to DOE, the figures need to be received by **January 15**. You must still submit signed pages to DOE.

## Announced Tuition Software Instructions

### Recommended procedures

1. Create a folder on your computer hard drive for the Announced Tuition files.
2. Copy the Announced Tuition FY2013.xls into that folder.
3. Open the Excel file. When you open the workbook you will see a dialog box. You should select the "Enable Macros" option and read the introduction.
4. Click the "Next" button and after selecting an LEA ID save the excel file using a filename that will identify the LEA.
5. Complete the data collection form and save the file. If you choose to, there are worksheets to help assist you.
6. Create the file to send to the Department Of Education by putting a CD in the drive and clicking the "Make File for C Drive" button on the data collection sheet. For more information click on the "How to Submit" tab. The "Make File for C Drive" button will create a small file on the C drive with a filename like "T001ANT13.xls". You will need to copy and burn this file from your C drive onto the CD. You may include the data for more than one district on the same CD. Alternatively, you can submit each small file by email to [DOE-DMATData@state.vt.us](mailto:DOE-DMATData@state.vt.us). **Do not** submit the entire workbook.
7. Print the forms (using the "Print" button) to submit to the Department Of Education and sending districts.
8. Repeat the procedure for each submitting district in your Supervisory Union starting with opening the blank workbook (Step 3).

### Things to know about the Excel Workbook

- If the workbook is "too big" to read easily you probably need to change your screen resolution. Select Start | Settings | Control Panel | Displays and choose the correct resolution under the Settings tab.
- Once you select an LEA, the ID will be printed on all of the worksheets. If you want to print the worksheets without an LEA ID do so before selecting an LEA.
- Only the Announced Tuition form is required. All of the other worksheets are optional. **Do not** submit the optional worksheets to the Department Of Education.
- You can navigate through the workbook using the buttons or clicking on the tabs at the bottom of the Excel window.

- The light gray cells contain formulas and they are protected. If you wish to change the information in those cells you must unprotect the sheet select Tools | Protection | Unprotect Sheet. The password is doe.
- You can use any CD to submit the data to the Department Of Education. You may also send the file over email to [DOE-DMATData@state.vt.us](mailto:DOE-DMATData@state.vt.us). The filename will be something like "T001ANT13.xls". Do not return a copy of the data collection workbook to the Department Of Education.

## Data Collection Instructions

### Introduction

The Announced Tuition form should be completed by any district that operates a school, accepts tuitioned students and intends to increase any tuition rate for the school year 2012-2013.

If you propose an increase in **any** tuition rate for the school year 2012-2013, you **must** announce a tuition to the sending school districts **and** the Commissioner of Education on or **before January 14, 2012 (or electronically by January 15, 2012)** as required by statute 16 V.S.A. § 826 (a).

**NOTE:** "On or before January 15" has been determined to mean "**postmarked**" on or before January 15. Note that you must announce to **both** the individual sending district(s) and the Commissioner by this date. Failure to meet these requirements means **no increase is effective** and the announced tuition for the most recent announced year applies.

Your data submission is to include:

- A CD with data files for all of your districts, or electronic submissions.
- A printed Announced Tuition form with a signature for the DOE and each sending district
- Descriptions of special education programs, where applicable.

Alternatively, you may send the exported files from the CD via Email to [DOE-DMATData@state.vt.us](mailto:DOE-DMATData@state.vt.us) and **mail** the signature pages, and special education program descriptions to the department and tuitioning districts.

### Completing the Main Form

**Select "NO" from the drop box if this district does not normally have tuitioned students.** (Found in the upper right of the form.)

If you do not expect to have tuitioned students, enter NO in this box and return the form to the Department of Education. A district that does not have tuitioned students does not need to complete the remainder of the form.

### Allowable Tuition

This year the electronic form provides the district's FY 2011 Allowable Tuition for regular education. A separate figure is provided for each level, elementary and secondary grades 7 through 12 (if applicable). Not every district will have a figure for each level. Technical center allowable tuition figures can be found in the Allowable Tuition Report on the web at:

<http://education.vermont.gov/new/html/data/allowable.html>.

The Allowable Tuition figures are provided for reference purposes and include long-term facility costs. Some districts do not include long-term facility costs in Announced or Allowable Tuition.

**Note:** The Allowable Tuition figures are for FY 2011 and you are announcing a tuition rate for FY 2013. You need to adjust for two years.

### **To the School Boards of School Districts**

In the space provided, list the districts from which you expect to receive tuitioned students. These districts should receive copies of the completed form. Districts from which you are currently receiving tuitioned students are a reasonable approximation.

**Note:** Those announcing tuitions for technical centers should remember that students of union member districts are the responsibility of unions. Send announced tuition to the unions. Technical center tuition for students tuitioned to unions will continue to be paid by the tuitioning districts as before Act 130.

### **Regular Education**

Tuition is announced by level. There are spaces for both kindergarten full-time and part-time rates. Some districts may have both. Other Elementary includes grades 1 through 6. Secondary tuition is announced for grades 7 through 12. Technical center tuition is announced separately from the high school. Note that tuition is not announced for pre-kindergarten students.

“Total Rate to be Charged” column:

Enter the **total** rate you are announcing in the appropriate box in this column. The form is designed to carry forward the results from an optional worksheet. If you did not use the worksheet, type the tuition rate in the cell. It will overwrite the formula.

“Capital Debt Included?” “Yes” or “No” column:

Districts choose whether to include capital debt in their announced tuition. Indicate whether the district has included capital debt in the space provided. A district that does not include capital debt in the announced tuition **must use** the Allowable Tuition figure without long-term facility costs for adjustment purposes when the Allowable Tuition Report is published.

### **Special Education**

“Name of Program” column:

Provide the name or a description of the program in the space provided. A description of the services included in each program should be attached to this form and sent to the Department of Education **and** tuitioning districts.

“Full-Time Tuition Rate” column:

Enter the tuition rate that will be charged to a full time student.

“Collaborative? ‘Yes’ or ‘No’” column:

Indicate whether the program is a collaborative program. When a program is a collaborative program include a copy of the collaborative agreement with the form returned to the Department of Education.

“If ‘No’ Percent Eligible” column:

If the program is not a collaborative, report the percentage of the costs in the full-time tuition rate that are eligible for reimbursement under the special education formula.

**Note:** Special education tuition is used to cover the cost of self-contained special education classes. To recover costs for auxiliary special education services offered in addition to regular education or a self-contained special education class, you should charge excess costs. Excess costs should **not** be included on this form as special education tuition. For more information on excess cost charges, refer to the State Board Rule 2366.6.4.

### **Technical Education** (For Technical Centers only!)

In accordance with Title 16 V.S.A. § 826, notice is given for tuition rates by a six semester average FTE for Technical Programs. This is known as the Technical Center Tuition.

“Tuition Directly from State (87% of Base Amount)” row:

Enter the **tuition directly from the State** in the appropriate box in this column.

“Tuition Paid by Districts” row:

Enter the **tuition paid by Districts** in the appropriate box in this column.

“Total Technical Center Rate to be Charged” row:

This row is the sum of the Tuition Directly from State and Tuition Paid by Districts and will automatically calculate for you.

**Note:** Technical centers have separate LEAIDs. Create separate files and forms when announcing technical center tuitions.

**Note:** Send tuition announcements to union districts where appropriate.

### **Signature and Date**

The form should be signed, dated and sent to the school districts from which you receive tuitioned students. A signed copy should also be returned to the Department of Education along with the electronic form, or separately if the form is submitted electronically. The printed form serves as a signature page. **Note:** Attach copies of collaborative agreements and descriptions of services included for each special education program where applicable.

### **Optional Worksheets**

Worksheets are provided to assist you in calculating regular and special education announced tuition. These worksheets are optional. **Do not return** these worksheets to the Department of Education.

### **If you have questions**

Data questions call Aaron Brodeur (802) 828-0289

Software questions call the Help Desk (802) 828-3777