

ANNUAL STATISTICAL REPORT OF SCHOOLS

Fiscal Year 2010-2011



Software Instructions

**Due by law August 17, 2011
Title 16 V.S.A. Section 563 (13)**



**IT: Data Management and Analysis
(802) 828-3777**

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General Information

This program is not designed to work over a network. You can install the program on a network but only one person at a time can use the program.

*** The statbook software has been fully tested on a laptop and printer configured like those provided to business managers by the department. We recommend that you use these machines for preparing your Annual Statistical Report and Supplemental Worksheet data.

System Requirements	Minimum Required	Recommended
Processor	Pentium 166	Pentium II or higher
Memory	32 MB (windows 95)	64 MB
Operating System	Windows 98, NT 4 Mac with Parallels (Windows emulator)	
Program	Microsoft Access 2000	
Disk Space	60 MB + 3 MB per LEA	
Monitor	VGA	800x600 or higher resolution
Printer (for report or worksheet)	Laser Printer	

Note: If you are entering data for multiple LEAs, the application will run more slowly. The Set-up and Report processes take considerable time to run. The time will be more apparent on less powerful machines. Report printing requires more resources than data entry. It is usually slower, especially on a machine with less memory.

For further information, please contact technical support by telephone at (802) 828-3777.

Installation Instructions

Windows NT or Windows 2000

You will have to log on as administrator to update system files. The installation requires a number of restarts. Be sure to have your administrator password so you don't have to call your tech person to log in many times.

Windows Vista

You will need to save the database, all import data, and all export data to the user area of Vista C:\ drive. If you are unsure where your user area is in Microsoft Vista you should contact your network administrator. The default user area for Microsoft Vista is C:\users\ davidkelley\documents (you will need to substitute your own user name in the pathway).

What To Expect During Installation

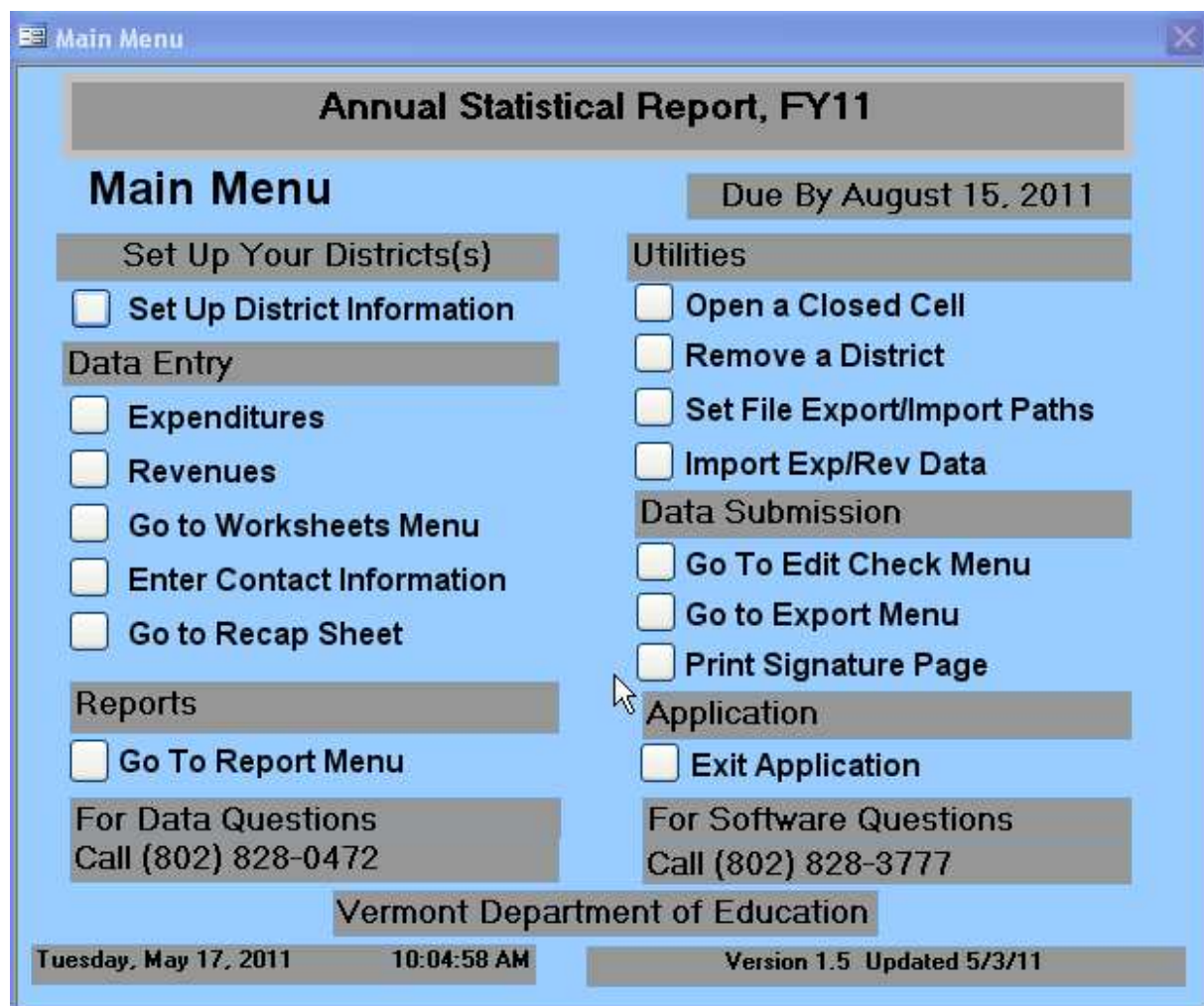
This year's installation will not require a restart.

1. Installation will take time. Depending on your computer, it should take less than 10 minutes.
2. Save the Zip file containing the FY2011 Statbook to your Desktop or somewhere convenient for you to access.
3. Create the directory on your C drive C:\Annual_Statistics_2011\
4. Unzip the Database to the directory you just created or your desktop.
5. If you get an error message which you do not understand, or are unsure how to continue please contact DOE HelpDesk at (802) 828-3777.
6. If the program does not start after the installation, contact the DOE help-line and a specialist will walk you through a second installation.

What's New!

1. The ARRA worksheet (SW-10) is new for FY10, please see the data reporting instructions for a complete description of the requirements for reporting the expenditure of these funds.
2. The Statbook Signature Page is now included in the data entry application and can be found from the main menu under the "Data Submission" area.

Main Menu



Set Up Your District(s)

Set Up District Information – You will use this function to set up your LEAs (Local Educational Agencies)

Data Entry

You have the option to import your expenditures and revenues as discussed under Utilities, Import Exp/Rev Data or to manually enter them using the functions immediately below.

Warning: Any LEA expenditure or revenue data in the database prior to using the Import Exp/Rev Data function will be overwritten by the data you import. You will be able to enter additional expenditures and revenues manually using the below functions **after** your import.

Expenditures – Use this function to manually enter your expenditures.

Revenues – Use this function to manually enter your revenues.

Go to Worksheets Menu – Use this function to enter information into the Supplemental Worksheets.

Enter Contact Information – Please enter the information about the person responsible for completing this information, should we need to contact you with any questions.

Go to Recap Sheet – Use this function to change the beginning balances and adjustments on the recap sheets and to check balances across functions and programs.

Reports

Go To Report Menu – Use this function to print out your reports. Worksheets may be printed directly from the worksheet entry page.

Utilities

Open a Closed Cell – This is a rare occurrence, if you feel you need to open a closed cell, please call (802) 828-0472 for assistance.

Remove a District – If you erroneously set up a wrong district, use this function to remove it.

Set File Export/Import Paths – Use this function to change the import or export data paths. **NOTE:** Do not set the path to your CD/DVD drive.

Import Exp/Rev Data – Use this function to import Expenditures and/or Revenues.

NOTE: You will overwrite any data that was previously entered into the database.

Data Submission

Go To Edit Check Menu – This function allows you to view potential errors in your data prior to submitting it to DOE.

Go to Export Menu – This function allows you to export your data to a file on your computer and then you will then need to copy the file onto a 3.5 floppy disk or CD and mail to the DOE, or submit it by email to DOE-DMATData@state.vt.us.

Print Signature Page – This function allows you to print of the signature page which must be signed by your superintendent and mailed to DOE.

Application

Exit Application – Use this function to properly close out of the application.

For Data Questions

Call (802) 828-0472

For Software Questions

Call (802) 828-3777

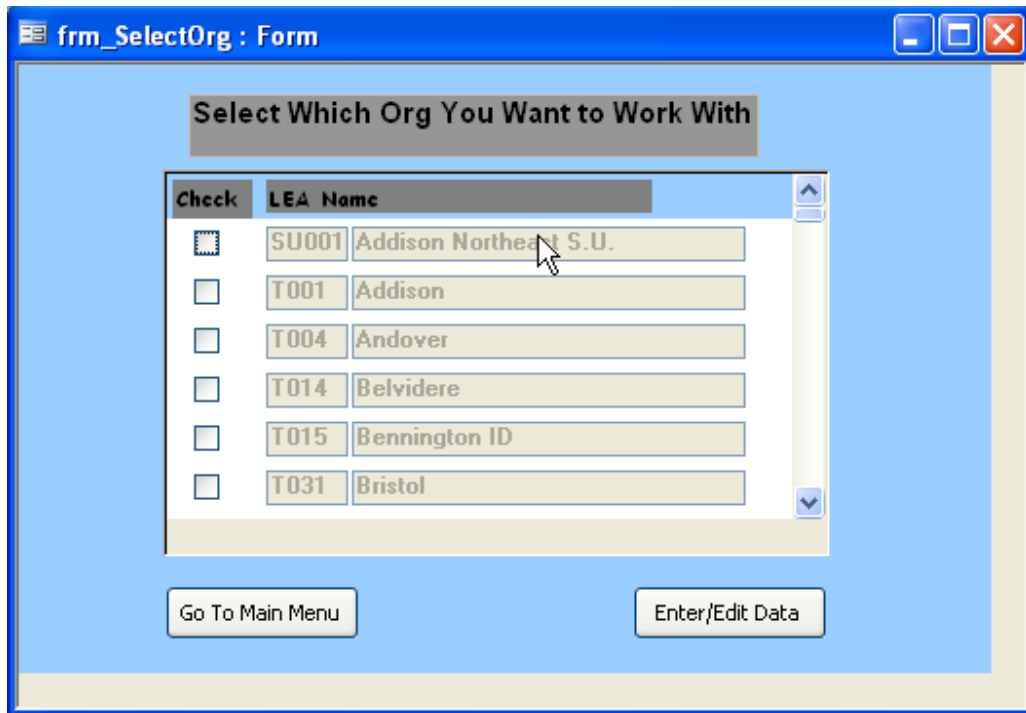
Set Up Your District(s)

Select the desired LEA by clicking in the check box next to the district name. Run the setup by clicking the button “Run Set Up”. To select multiple LEAs, just click in the check boxes next to all the desired LEA names before clicking the “Run Set Up” button. To unselect an LEA click it a second time. The boxes with the check mark indicate the selected LEA. The setup process takes time so please be patient and wait until the hourglass changes back to the normal mouse pointer. Interrupting the process can damage the application, requiring a re-installation to correct.

If a district is mistakenly setup from this form you may go to “Remove District” in the Utilities Menu.

After you have set up an LEA, click on the “Return to Main Menu”. If you need to set up additional LEAs for data entry, you can access the setup screen from the Main Menu the same way you did initially.

The LEA (Local Educational Agency) Set-up Screen



The screenshot shows a software window titled "frm_SelectOrg : Form". Inside the window, there is a header "Select Which Org You Want to Work With". Below the header is a table with two columns: "Check" and "LEA Name". The table contains six rows of data. The first row has a checked checkbox and the text "SU001 Addison Northeast S.U.". The other five rows have unchecked checkboxes and the text "T001 Addison", "T004 Andover", "T014 Belvidere", "T015 Bennington ID", and "T031 Bristol". Below the table are two buttons: "Go To Main Menu" and "Enter/Edit Data".

Check	LEA Name
<input checked="" type="checkbox"/>	SU001 Addison Northeast S.U.
<input type="checkbox"/>	T001 Addison
<input type="checkbox"/>	T004 Andover
<input type="checkbox"/>	T014 Belvidere
<input type="checkbox"/>	T015 Bennington ID
<input type="checkbox"/>	T031 Bristol

Data Entry

The application is in menu driven navigation format. Expenditures and revenues are the main data entry forms for the application. To switch from Expenditure to Revenue (or reverse) use the “return to Main Menu” and navigate to the area of the application you are interested in using.

In the **Expenditure** and **Revenue Entry** screens you can change functions by using the drop down box or by selecting the program and tabbing through all functions for a given program. You can change grade levels with the drop down box. If you change a grade level the application will clear out all previous programs, function and object information. You can also change LEAs with the drop down box labeled “Select Districts”.

To enter a cell, simply filter down to the level that you would prefer to enter data at, i.e. Grade Level, Program, Function, or Object. Once you have filtered far enough for your personal preference, you can simply enter data by tabbing through the form or you may use the mouse to click on the cell. Use the mouse or arrow keys to move around. The [Return] key function is similar to the down arrow key. The application does not tab into the “Note” field, if you wish to use this field you will need to click into the field with your mouse.

The data entry area of this year’s statbook contains a complete description of the program, function and object that you are entering data into. Data entered into a cell is immediately saved into the database after the focus is moved to another cell or item on the screen.

Expenditures

Expenditures							
Select District	T031						Return to Main Menu
Select Grade Level	00						Go To Recap Report
Select Program	P800						
Select Function	2711						
Select Object							
AdminID	Orgid	Level	Program	Function	Object	Amount	
SU001	T031	00	P800	2711	100	\$0.00	Note:
Prog		Community Service					
Func		TRANSPORTATION - Resident Students					
Object		PERSONNEL SERVICES - EMPLOYEE SALARIES					
SU001	T031	00	P800	2711	200	\$0.00	Note:
Prog		Community Service					
Func		TRANSPORTATION - Resident Students					
Object		PERSONNEL SERVICES - EMPLOYEE BENEFITS					
SU001	T031	00	P800	2711	331	\$0.00	Note:
Prog		Community Service					
Func		TRANSPORTATION - Resident Students					
Object		PURCH PROF/TECH SERVICES - SU ASSESSMENTS					
SU001	T031	00	P800	2711	332	\$0.00	Note:
Prog		Community Service					
Func		TRANSPORTATION - Resident Students					
Object		PURCH PROF/TECH SERVICES - FROM AN SU					
SU001	T031	00	P800	2711	3XX	\$0.00	Note:

Form View FLTR NUM

Revenues

Revenues							
Select District	T031						Return to Main Menu
Select Funding Level	Other						Go To Recap Report
Select Program	P211						
Select Revenue Code							
AdminID	Orgid	Funding Level	Revenue Code	Amount			
SU001	T031	Other	P211	5100	\$0.00		
Prog		Special Education - ELIGIBLE for reimbursement					
RevCode		Proceeds from Bonds and Multi Year Loans					
Note:							
SU001	T031	Other	P211	5230	\$0.00		
Prog		Special Education - ELIGIBLE for reimbursement					
RevCode		Transfers from Reserve Accounts					
Note:							
SU001	T031	Other	P211	5232	\$0.00		
Prog		Special Education - ELIGIBLE for reimbursement					
RevCode		Transfers from Reserve Accounts - Transportation					
Note:							
SU001	T031	Other	P211	5300	\$0.00		
Prog		Special Education - ELIGIBLE for reimbursement					
RevCode		Sale or Compensation for Loss of Fixed Assets					

Form View FLTR NUM

Go to Worksheets Menu

Using the Worksheets

To use all of the features of this program, you need to complete the Statistical Report data entry for your district before validating and exporting the Supplemental Worksheet data.

To start working on the supplemental worksheet, select [Go to Worksheets Menu] from the Main Data Menu screen in the Statbook program.

Using the Select LEA Screen

frm_setup : Form

District Set Up

"Check" each district you would like to set up --and then click the "Run Set Up" button at the bottom left side of this form. A district will not appear in the list if it has already been setup.

(Note: If you accidentally set up the wrong district, you remove a district from the application by accessing the "Remove District" option which is located in the Utilities menu.)

Table is in alphabetical order --by district name.

SU ID	District ID	District Name	SetUp
SU047	J006	Athens/Grafton Contract Joint Dis	<input type="checkbox"/>
SU036	J048	Barstow Joint Contract District	<input checked="" type="checkbox"/>
SU050	J085	Granville/ Hancock Contract Joint	<input type="checkbox"/>
SU031	J105	Jay/Westfield Joint Elementary	<input type="checkbox"/>
SU002	SU002	Addison Northwest S.U.	<input type="checkbox"/>
SU003	SU003	Addison Central S.U.	<input type="checkbox"/>
SU004	SU004	Addison Rutland S.U.	<input type="checkbox"/>
SU005	SU005	Southwest Vermont S.U.	<input type="checkbox"/>
SU006	SU006	Bennington Rutland S.U.	<input type="checkbox"/>
SU008	SU008	Caledonia North S.U.	<input type="checkbox"/>

Return to Main Menu Run Set Up

Click on the check box corresponding with the LEA where you want to enter data and then click on the Enter/Edit Data.

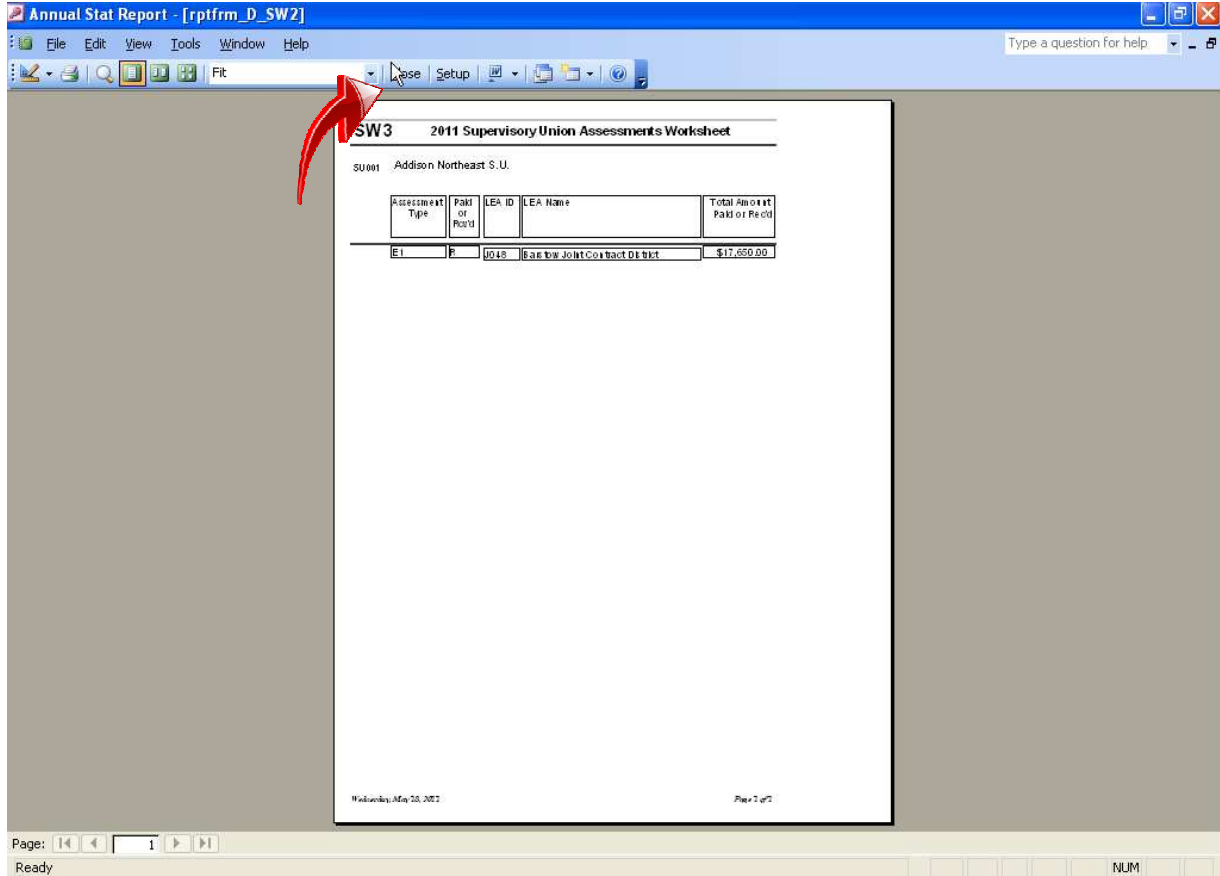
Worksheet Menu

The screenshot displays a web-based interface titled "Worksheet Menu". At the top, there is a dark grey header with the text "Worksheet Menu". Below this, a list of ten worksheet options is presented, each with a small square icon to its left. The options are: SW1-Tuition, SW2-Union Assessments - Not Needed This Year, SW3-Supervisory Union Assessments, SW4-Unified Districts Source of Funds, SW5-Transportation Worksheet, SW6-Transportation Reimbursement Worksheet, SW7-Shared Services and Properties, SW8-Teacher Salary Data Worksheet, SW9-Full-Time Equivalent (FTE), and SW10 - ARRA Expenditure Data Worksheet. Below the list, there are two buttons: "Return to Main Menu" on the left and "Select New Org to Edit" on the right. The interface has a light blue background and a thin grey border. At the bottom left, the text "Form View" is visible, and at the bottom right, there is a small box containing the text "NUM".

This screen allows you to access any worksheet simply by clicking on the worksheet you would like.

Closing Out of a Worksheet Print Screen

To close out of a worksheet print screen and not the program, click on the “Close” button on the tool bar.



SW-1 Tuition

You should report all tuition paid or received on the tuition worksheet except Special Education tuition.

This year's application includes both add and delete records button in the worksheet. To add a record simply click [Add a New Record for this Org] and a record will be added. To Delete a record, select the [Check to Delete Record] and click twice on [Delete All "Checked" Records (Do not delete all rows for an Org!)]

SW-1 Selected District: SU001
Addison Northeast S.U.

Tuition Paid and Received, Public and Independent, VT and Out of State

Tuition Source Types: 1. Public District - in state, 2. Independent School - in state, 3. Individual, 4. Out of State - public or independent

Tuition Type	Paid/Received?	Tuition Source Type	Tuition Source LEA Code	Tuition Source Name	Tuition Source City	Tuition Source State	FTE	Tuition Rate Per Pupil	Total Tuition Paid	Check to Delete Record
							0.00	\$0.00	\$0.00	<input type="checkbox"/>

Return to Main Menu | Go To Previous Worksheet | Go To Next Worksheet | Print Worksheet for this District

Do NOT include Special Education tuition on this worksheet!

Form View | FLTR | NUM

In the first column use the dropdown box to select the appropriate tuition type:

- PK - PreKindergarten
- E - Elementary
- S - Secondary 7-12
- V - Vocational
- CE - Continuing Education

The second column allows you to choose between the options:

- P - Paid
- R - Received

The third column includes a drop down box that allows you to select the type of entity you paid tuition to or received tuition from. You have the choices of:

- 1 - Public District - in state,

If you select item 1 - Public district, the third column is activated. In the third column you can select the Vermont public school district you paid tuition to or received tuition from using a dropdown box. If you choose

any other option in the third column, the LEA ID column is not active and you must enter the school name, city, and state.

- 2 - Independent School - in state,
- 3 - Individual
- 4 - Out of State, public or independent.

The third column provides a drop down box that allows you to select the LEA that you paid tuition to, or the LEA from which you received tuition from.

Enter the FTE for the tuition paid or received, the tuition rate and the total tuition actually paid in the next three columns. Typically, the total tuition paid is equal to the FTE multiplied by the tuition rate.

On all but the first and last forms in the sequence, the user may click on the [Prev Worksheet] or [Next Worksheet] button to go backward or forward by one form. Clicking the [Print Form] button will initially go to print preview and then you can print from there.

SW-2 Union Assessments

The Union Assessments Worksheet SW-2 **will not** be used this year.

SW-3 Supervisory Union Assessments

This form allows the user to specify Supervisory Union Assessments paid or received.

This year's application includes both add and delete records button in the worksheet. To add a record simply click [Add a New Record for this Org] and a record will be added. To Delete a record, select the [Check to Delete Record] and click twice on [Delete All "Checked" Records (Do not delete all rows for an Org!)].

SW-3 Selected District: SU001
Addison Northeast S.U.

Supervisory Union Assessments

Note: Supervisory Districts, Blue Mountain and Rivendell are NOT required to fill this out and they are not loaded into this worksheet on Set Up. These districts should skip this worksheet.

Assessment Type	Paid/Received?	LEA ID	LEA Name	Total Amount Paid or Rec'd	Check to Delete Record
E1	R	JD48	Barstow Joint Contract District	\$17,650.00	<input type="checkbox"/>

Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet for this District

Form View FLTR NUM

In the first column, select the type of assessment from one of the allowed categories:

- E1 - Elementary
- S - Secondary 7-12
- SE - Special Education

The second column allows you to choose between the options:

- P - Paid
- R - Received

If you are reporting the data from a Supervisory Union, you should select "Received".

The third column provides a drop down box that allows you to select the LEA that you paid assessments to, or the LEA from which you received assessments.

In the next to the last column, type the total amount paid or received, in supervisory union assessments.

SW-4 Unified Districts Source of Funds

This form is only applicable if the reporting LEA is a **unified district**. In this case, the drop down list for “Town ID” shows only the towns applicable to this district. Please enter values for Local Taxes, Grants, and Other Amounts, in the appropriate columns. The total is calculated automatically.

SW-4

Selected District: U033

Twinfield USD #33

Unified Districts Source of Funds

Note: Only Unified Unions and Rivendell are required to fill out this worksheet. Other districts were not loaded into this worksheet --and may skip it.

Town ID	Town Name	Local Taxes	General State Support Grant	Other Amounts	Total Amounts
T121	Marshfield	\$0.00	\$0.00	\$0.00	\$0.00
T155	Plainfield	\$0.00	\$0.00	\$0.00	\$0.00

Return to Main Menu

Go To Previous Worksheet

Go To Next Worksheet

Print Worksheet for this District

Form View
FLTR
NUM

Note: If the reporting district is not a Unified district, then a box will appear with the following message: SW-4 is not a valid worksheet for the organization you have selected.

SW-5 Transportation Worksheet

This worksheet allows the reporting district to break down the transportation costs among the various types of vehicles, and who owns them.

SW-5 Selected District: U033
Twinfield USD #33

Transportation Worksheet

23 VSA Section 4(34) defines the type of vehicles as:
 A "Type I school bus" means a school bus designed to transport more than 15 passengers, including the operator. A "Type II school bus" means a school bus designed to transport less than 16 passengers, including the operator.

	Number of Vehicles	Miles Traveled This School Year	Amount Spent Operating Vehicles
Owned by this LEA			
Type I Vehicles	0	0	\$0.00
Type II Vehicles	0	0	\$0.00
Contracted from Another LEA			
Type I Vehicles	0	0	\$0.00
Type II Vehicles	0	0	\$0.00
Private Contractor			
Type I Vehicles	0	0	\$0.00
Type II Vehicles	0	0	\$0.00

Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet for this District

Record: 1 of 1 (Filtered) Form View FLTR NUM

Please enter the number of vehicles by vehicle type (see below for explanation of vehicle types), the miles traveled during the school year, and the amount spent operating them, for each type of vehicle.

Vehicle Types

Type I Vehicle

A school bus designed to transport more than 15 passengers, including the operator.

Type II Vehicle

A school bus designed to transport less than 16 passengers, including the operator.

SW-6 Transportation Reimbursement Worksheet

This worksheet breaks out the transportation costs that are and are not reimbursable.

SW-6 Selected District: U033
Twinfield USD #33

Transportation Reimbursement Worksheet

This district does not have any reimbursable transportation expenditures

Section 1
Values for Functions 2711 and 2712 are copied from the Statbook Database

Functions 2711-Student Transportation --Resident Students to/from school (equals Function 2711 in the Expenditure sect)	\$0.00	(1a)
Functions 2712-Student Transportation --Non-Resident Students to/from school (equals Function 2712 in the Expenditure sect)	\$0.00	(1b)
Sub-Total 1 =1a+1b	\$0.00	

Section 2
Any expenditures in Functions 2711 and 2712 attributable to the purchase of school buses.

Annual depreciation of school buses and interest on school bus purchases (see instructions).	\$0.00	(2b)
Sub-Total 2 =Section 1 Subtotal - 2a+2b	\$0.00	

Section 3
Subtract any expenditures in functions 2711 and 2712 made for any purpose other than transporting students one trip to and one trip from school. Also, subtract any additional special education and vocational transportation costs included in 2711 and 2712 (portion reimbursement AND remainder) which are eligible for reimbursement elsewhere.

Sub-Total 3 =Sub-Total 2-(3a)	\$0.00	(3a)
--------------------------------------	---------------	------

Section 4
(The intent of this step is to remove all revenues associated with expenditures found in Sub-Total 3.)

Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet for this District

Form View FLTR NUM

This tab allows the user to report revenues and expenditures for school and non-school transportation, depreciation, interest, and transportation revenues. The running Sub-Totals are calculated automatically as the user enters each value and may not be edited manually.

Note: The totals for Function 2711 and Function 2712 will be automatically filled from your statbook data.

SW-7 Shared Services and Properties

This worksheet is used by a school district to report any amount paid, or received, from its corresponding municipality or municipal offices for services and/or any property in-kind services it donated, or received from, its municipality.

General Tab

The screenshot shows the 'SW-7 Shared Services and Properties' worksheet interface. At the top left, there is a large 'SW-7' label. To its right, there are two input fields: 'Selected District: U033' and 'Twinfield USD #33'. Below these fields is the title 'Shared Services and Properties' and a note: 'If this district has no information that would go on this worksheet, please check the following box:'. A checkbox is present with the text: 'This district does not pay for or receive municipal services, receive in-kind services or property, or provide services to the municipality.' Below this is a tabbed interface with three tabs: 'General', 'By District to Municipality', and 'By Municipality to District'. The 'General' tab is active and contains text explaining Title 16, Section 4029(f) and Title 16, Section 4029. Below the text are four buttons: 'Return to Main Menu', 'Go To Previous Worksheet', 'Go To Next Worksheet', and 'Print Worksheet for this District'. At the bottom of the form, there are labels 'Form View', 'FLTR', and 'NUM'.

If this district has no information that would go on this worksheet, please check the following box: **This district does not pay for or receive municipal services, receive in-kind services or property, or provide services to the municipality.** You will not have the ability to enter anything under the following two tabs once you have checked that box.

If you have any municipal services that should be reported please use the following tabs.

By District to Municipality Tab

Use this tab if your district made payments, or donated property and/or services, to the municipality.

SW-7

Selected District: SU001
Addison Northeast S.U.

Shared Services and Properties

If this district has no information that would go on this worksheet, please check the following box:

This district does not pay for or receive municipal services, receive in-kind services or property, or provide services to the municipality.

General | **By District to Municipality** | By Municipality to District

Payments and Donations by the School District to the Municipality

Payments by the School District to the Municipality for Services	Amount Paid	Services or Property Donated by the School District to the Municipality	Value (if know)
Town/City Clerk	<input type="text"/>	Use of buildings/rooms	<input type="text"/>
Town/City Treasurer	<input type="text"/>	Other (Please Specify)	<input type="text"/>
Town/City Auditor	<input type="text"/>		<input type="text"/>
Road Maintenance	<input type="text"/>		<input type="text"/>
Plowing	<input type="text"/>		<input type="text"/>
Other (Please Specify)	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Return to Main Menu | Go To Previous Worksheet | Go To Next Worksheet | Print Worksheet for this District

Form View | FLTR: | NUM: |

By Municipality to District Tab

Use this tab if your Municipality made payments to your school district or, provided services and/or donated property, to the school district.

SW-7 Selected District: SU001
Addison Northeast S.U.

Shared Services and Properties
If this district has no information that would go on this worksheet, please check the following box:
 This district does not pay for or receive municipal services, receive in-kind services or property, or provide services to the municipality.

General | By District to Municipality | **By Municipality to District**

Payments and Donations by the Municipality to the School District

Payments by the Municipality to the School District for Services.		Services or Property Donated by the Municipality to the School District	
Please Specify	Amount Paid	Please Specify	Value (if known)

Return to Main Menu | Go To Previous Worksheet | Go To Next Worksheet | Print Worksheet for this District

Form View | FLTR | NUM

SW-8 Teacher Salary Data Worksheet

This worksheet is used by a school district to report salaries paid to full-time and part-time teachers for regular, special, vocational and other education programs.

SW-8	Selected District:	U033
		Twinfield USD #33
Teacher Salary Data Worksheet		
A.	Salaries paid to teachers in regular education programs. Includes Program 100 and the regular education portion of Program 050.	\$0.00
B.	Salaries paid to special education teachers. Includes Program 200 series programs and the special education portion of Program 050.	\$0.00
C.	Salaries paid to vocational education teachers. Includes Program 300.	\$0.00
D.	Salaries paid to teachers in other programs providing instructions to grades prekindergarten through grade 12 and ungraded students.	\$0.00
	Total Teacher Salaries	\$0.00
<p>Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet for this District</p>		
Form View		FLTR NUM

SW-9 Full-Time Equivalent (FTE)

This worksheet is used by a school district to report the full-time equivalence of students who attend programs for whom expenditures are reported under non-regular education categories/programs.

General Tab

The information on this tab is general information regarding how to report data for the worksheet. Please refer to the FY11 Statbook Reporting Instructions manual for further explanation.

SW-9 Selected District: U033
Twinfield USD #33

FULL-TIME EQUIVALENT (FTE)
The purpose of this worksheet is to collect student FTEs that should be excluded in the regular education Allowable Tuition calculation required by 16 V.S.A. Section 836. The FTE calculation starts with the Spring Census FTE count and is reduced by the FTE figures reported below for the excluded categories of Special Education Eligible for Reimbursement, Adult Education, and Technical Education at Regional Technical Centers.

General | Data

Column 1:--Special Education --report the full-time equivalent count of students who were included in the Spring Census for any school in the district, but received their education in "self-contained special education" or "special class" programs in the district's schools. If students' educational costs are reported as special education costs for the whole school day or a significant part of the day, that portion of the school day should be excluded. For example, if a school operates a self-contained special education program (sometimes called alternative programs), the portion of the day that special education students are in the program should be excluded. So if the special education "alternative" program has eight for half the school day, then the FTE shown above would be $10(8 + (5 \times 4))$. Do NOT exclude mainstreamed special education students. If you charge a regular education tuition for a student or would if the student came from another town, do not exclude that student's FTE by reporting it in the table above.

Column 2:-- Adult (Program 600) -- report the full-time equivalent count of students who were included in the spring census of any school district but whose educational costs are shown in Program 600 in the Annual Statistical Report.

Column 3:--Regional Technical Centers -- report the full-time equivalent count of students who were included in the Spring Census of any school operated by the district but whose educational costs are reported at a regional technical center. Because these costs are reported outside of regular education, the student count is excluded from the table. NOTE: Tech Center Data entered here is used to monitor DOE's internal data. Entering data for TECH CENTER FTE's is optional.

Return to Main Menu | Go To Previous Worksheet | Go To Next Worksheet | Print Worksheet for this District

Form View | FLTR | NUM

Data Tab

This tab is where you report the number of full-time equivalents of students in non-regular educations programs.

SW-9

Selected District: SU001

Addison Northeast S.U.

FULL-TIME EQUIVALENT (FTE)

The purpose of this worksheet is to collect student FTEs that should be excluded in the regular education Allowable Tuition calculation required by 16 V.S.A. Section 836. The FTE calculation starts with the Spring Census FTE count and is reduced by the FTE figures reported below for the excluded categories of Special Education Eligible for Reimbursement, Adult Education, and Technical Education at Regional Technical Centers.

General
Data

Grade Level or Ungraded Category	Special Education NON-MAINSTREAMED (Self-Contained Instruction)	Adult Program 600	Regional Technical Centers (OPTIONAL)
Preschool-PreKindergarten/EEE*			
Kindergarten-Part Time**	0		
Kindergarten-Full Time +	0		
Elementary, Grades 1-6	0		
Elementary, Ungraded	0		
Secondary, Grades 7&8	0		0
Secondary, Grades 9-12	0	0	0
Secondary, Ungraded	0	0	0
Adult Without Diploma ++	0	0	0
Adult in Adult Diploma Program	0	0	0
Adult with Diploma	0	0	0
Total	0	0	0

Return to Main Menu

Go To Previous Worksheet

Go To Next Worksheet

Print Worksheet for this District

Form View
FLTR
NUM

SW-10 ARRA Expenditure Data Worksheet

This is the tab where you report the portion of expenditures that originated from ARRA funds.

SW-10 Selected District: U033
Twinfield USD #33

ARRA Worksheet - this is a new worksheet. PLEASE refer to the reporting instructions for more detailed instructions on the programs, functions, and objects included in each cell.

The Department of Education's National Center for Education Statistics (NCES) will collect seven data items in its fiscal data for the Center's "Common Core of Data" state-level fiscal survey, the National Public Education Financial Survey (NPEFS). The seven items are listed by description name below.

The data are to be collected by all state education agencies for all 50 states, the District of Columbia, and five outlying territories through the data collection instrument, "the NPEFS ED Form 2447" starting in fiscal year 2009 and continuing in years 2010 and 2011. The Internet data collection is for expenditures relating to instruction, total current expenditures, non-instruction expenditures (community services, adult education and other programs outside of elementary-secondary education), Expenditures for Title I and Title V, Part A, direct program support, school construction and property. Census staff will analyze this data for completeness and accuracy using electronic edits.

1. Current expenditures for public elementary-secondary education instruction.(Function 1000)	\$0.00
2. Total current expenditures for public elementary-secondary education (Functions 1000-3200)	\$0.00
3. Current expenditures for community services, adult education and other programs outside of public elementary-secondary education (Programs 600 and 800)	\$0.00
4. PropertyExpenditures Functions 1000-3200, 700 series objects	\$0.00
5. School Construction Expenditures (in Function 4000, sum of objects)	\$0.00
6. Expenditures for the Title I and Title V, Part A reported under exclusions from current expenditures for State Per Pupil expenditures programs that were included in the data items above. DO NOT ENTER A FIGURE IN THIS CELL WITHOUT SPECIFIC INSTRUCTIONS FROM DOE.	\$0.00

Return to Main Menu Go To Previous Worksheet Go To Next Worksheet Print Worksheet

Form View FLTR NUM

Enter Contact Information

Contact Information

Please enter your name, telephone number, and e-mail address below.
We will use this information to contact you should we have any questions regarding your data.

Name:	<input style="width: 85%;" type="text" value="SOMEONE"/>
Phone:	<input style="width: 85%;" type="text" value="(802) 343-9498"/>
Email:	<input style="width: 85%;" type="text" value="myaddress@me.com"/>

[Return to Main Menu](#)

Go To Recap Sheet

To begin working with the Recap Sheets Select your LEA from the Drop down list and then click on [Load Recap Sheet with Current Data]. To change the beginning balances and adjustments on the recap sheets, select [Go to Recap Sheet | and the editing report/entry will appear. The cursor will begin in the beginning Balance Cell for P021 and can be tab through from this point entering the beginning balance and adjustment for each program. To exit the screen click [Return to Main Menu]. To review your edits select [Print Recap Sheet] from the bottom of the screen.

Recap Report Select a District T014 Belvidere

Note: Use Button at the bottom of the form to load Recap Report with Current Data

T014	Expenditures	2500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	2600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	2700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	2900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	3100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	3200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	3300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	4000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	5100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	5200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	5300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Expenditures	5500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

orgid	type	major	P021	P022	P031	P032	P100	P211	P212	P290	P300	P400	P600	P800	P900	P999
T014	Revenue	1000-Local	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Revenue	2000-SJ	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Revenue	3000-State	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Revenue	4000-Federal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Revenue	5000-Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
T014	Revenue	6000-Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

	P021	P022	P031	P032	P100	P211	P212	P290	P300	P400	P600	P800
a.) Beginning Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Return to Main Menu
Go To Expenditures
Go To Revenues
Load Recap Sheet with Current Data
Print Recap Worksheet for this District

Form View NUM

Reports

Go To Report Menu

Report Menu

Select a District:

- *Prints* Blank Stat Book (Expenditures and Revenues-All Rows)
- Print Preview: Expenditure Report (All Rows)
- Print Preview: Expenditure Report -Rows with Values Only
(If no data has been entered, report will be blank.)
- Print Preview: Revenue Report (All Rows)
- Print Preview: Revenue Report (Rows with Values Only)
(If no data has been entered, report will be blank.)

Note: Worksheets may be printed from each worksheet page

Form View NUM

Utilities

Open a Closed Cell

Opening Cells

A password is required from the School Finance Group to open a cell. All cells that are opened using this utility will be verified against an "opened cells by district" list in the master database at DOE. If you feel you need to open a cell, please call 828-0472.

Open a Cell in Expenditure Table

Select District

Select Level

Select Program

Select Function

Select Object

Open a Cell in Revenue Table

Select District

Select Program

Select Revenue Code

Form View NUM

Remove a District

Remove District

"Check" each district you would like to remove from set up --and then click the "Remove District" button at the bottom left side of this form. A district will not appear in the list if it has not been setup.
Once a district is removed, any data that has been entered for that district is unrecoverable.

Table is in alphabetical order --by district name.

▶	District ID	District Name	Remove	
	T001	Addison	<input type="checkbox"/>	↑ ☰ ↓
	SU001	Addison Northeast S.U.	<input type="checkbox"/>	
	T004	Andover	<input type="checkbox"/>	
	VC002	Barre Regional Vocational Techno	<input type="checkbox"/>	
	T014	Belvidere	<input checked="" type="checkbox"/>	
	T015	Bennington ID	<input type="checkbox"/>	
	T031	Bristol	<input type="checkbox"/>	
	0000	Disabling/Non-formal Joint School C	<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	

Record: 1 of 19

Return to Main MenuRemove District

Set File Export/Import Paths

Prior to importing or exporting files you must have the following directory set up (This should have been created during installation.): C:\Annual_statistics_2011

Set an Export/Import Path

This application is configured to export data to the path
C:\Annual_statistics_2011\FilesforDOE and import data from
C:\Annual_statistics_2011\import directories. You may change these settings but
please use this format. Note: Indicate drive and directory path. Do not use a "\" at
the end of the path. Do not set path to CD/DVD drive. You will receive a runtime error.

If you would like to import data, you must specify a directory where the files will be
located.

Export Path
D:\Annual_statistics_2011\FilesforDOE

Import Path
C:\Annual_statistics_2011\Import

Return to Main Menu

Import Exp/Rev Data

File headings and order of columns must be correct for the Import Utility to function properly for information on field names; size and type please see Appendix A.

After clicking [Import Exp/Rev Data] the import button, then check the [ImportExp?] or [Import Rev?] and then clicking [Import Data]. Select a file from the directory **C:\Annual_Statsitics_2010\import** drive to import into the application. You will need to have a file in this directory called ImportExpenditures.xls to import expenditures and a file called ImportRevenues.xls . When you want to import a new LEA simply save the new LEA data out to the file names and you will be ready to import information for that LEA by beginning the process again.

Import Expenditure and/or Revenue Data

"Check" each district you would like to import. You may choose to import expenditures and/or revenues. To complete the process, click the "Import Data" button at the bottom left side of this form. The import files must be written to the directory specified in the file path menu (See Utilities section on the Main Menu.) The Revenue file must be named ImportRevenues.xls and the Expenditure file must be name ImportExpenditures.xls. The district must first be setup in order for the import to work. Any existing cell values will be overwritten if the import contains a record for the cell. Only data in "valid" open cells will be imported. If the imported data doesn't have the expected value, verify the data you have imported doesn't include values for "closed cells". This table is in alphabetical order --by district name.

District ID	District Name	Import Exp?	Import Rev?
T001	Addison	<input type="checkbox"/>	<input type="checkbox"/>
SU001	Addison Northeast S.U.	<input type="checkbox"/>	<input type="checkbox"/>
T004	Andover	<input type="checkbox"/>	<input type="checkbox"/>
VC002	Barre Regional Vocational Techno	<input type="checkbox"/>	<input type="checkbox"/>
T014	Belvidere	<input type="checkbox"/>	<input type="checkbox"/>
T015	Bennington ID	<input type="checkbox"/>	<input type="checkbox"/>
T031	Bristol	<input type="checkbox"/>	<input type="checkbox"/>
J033	Brookline/Newfane Joint School C	<input type="checkbox"/>	<input type="checkbox"/>
T037	Burlington	<input type="checkbox"/>	<input type="checkbox"/>
T047	Chester	<input type="checkbox"/>	<input type="checkbox"/>
U029	Chester-Andover USD #29	<input type="checkbox"/>	<input type="checkbox"/>
T048	Chittenden	<input type="checkbox"/>	<input type="checkbox"/>

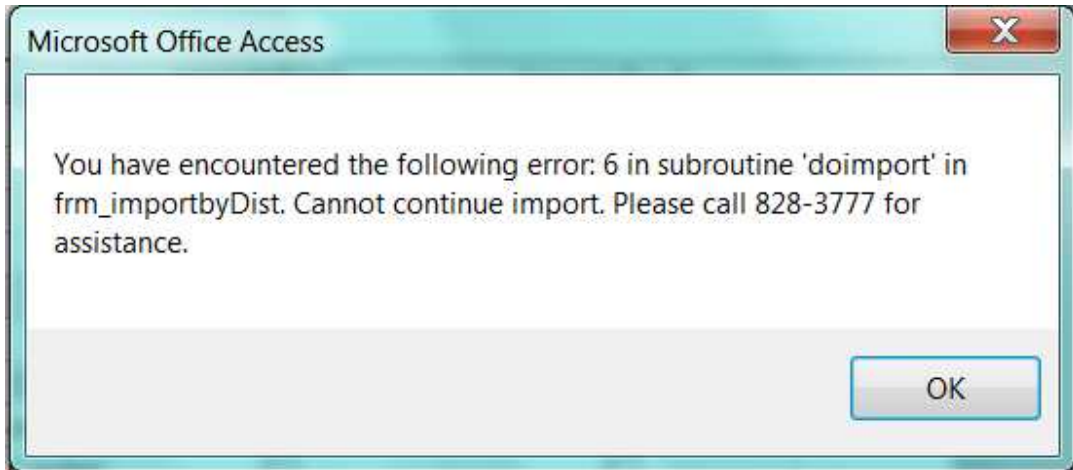
Return to Main Menu
Import Data

The default Import File Names are [ImportExpenditure.xls] and [ImportRevenues.xls]. If you select the wrong LEA to import or import files are incomplete the import process will stop and send a message to the screen that it could not continue. At this time an import utility is not available for the worksheet data.

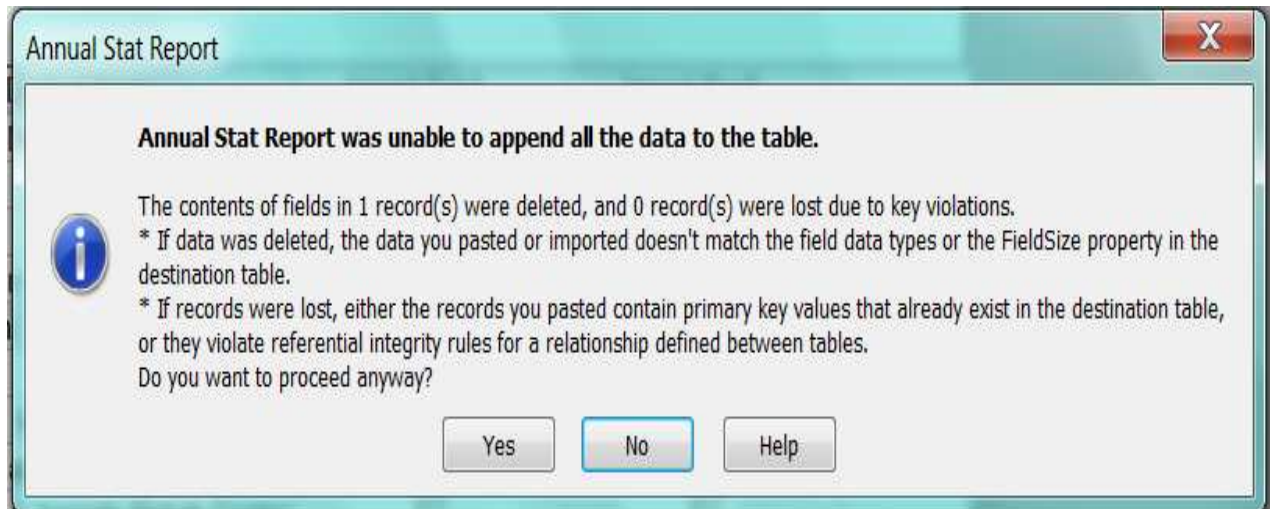
Import: Click on the [Import] button (when it is enabled) to perform an import from the file. Be careful when you import data.

Warning: Any data in the database for the LEA being imported will be replaced by the data you import.

Note: Importing is a slow process, please take the time and do not interrupt the process. Should you see one of the following messages while trying to import your files, please review your importrevenues and/or importexpenditures excel files for a possible typographical error. Usually one these errors would only pop up when you have entered a number larger than ten billion.



Or



After correcting your import file(s), try running the import again. If you are still having problems with your import and receiving an error message, please contact us at (802) 828-3777.

Data Submission

Go To Edit Check Menu

Edit Checks
This form runs the edit checks for the Expenditures, Revenues and Worksheets for all loaded districts. If the program identifies any entries that trigger an edit flag, you will be prompted to comment on, validate, or call school finance to explain the entry that triggered the edit. You may override (unflag) these edits by "checking" the checkbox(es) below and clicking the "Unflag "checked" Edits button. You will be prompted for a password for each edit you are unflagging. Once an edit is "unflagged", it will not appear in the list.

Return to Main Menu
Unflag "checked" Edits (Requires Password from DOE)
Print Edit Check Report

Org ID	Edit ID	Edit Description
J033	STAT060-1	Total expenditures may not be less than or equal to zero
<small>Additional information about record triggering edit (if applicable):</small> <input style="width: 100%;" type="text"/>		
<small>To address this edit, you may change the data or do the following:</small> Call DOE for Password		
<small>Note or Initials (if applicable)</small> <input style="width: 100%;" type="text"/>		
<small>"Check" to Unflag Edit using a Password from DOE</small> <input type="checkbox"/>		
<small>Additional information about record triggering edit (if applicable):</small> <input style="width: 100%;" type="text"/>		
<small>To address this edit, you may change the data or do the following:</small> <input style="width: 100%;" type="text"/>		
<small>Note or Initials (if applicable)</small> <input style="width: 100%;" type="text"/>		
<small>"Check" to Unflag Edit using a Password from DOE</small> <input type="checkbox"/>		

Use the Scroll Bar to get to the end of the edits list

There are 1 error(s) to correct NUM

Running the Edit Checks

You must verify your data before you can export the data. To verify your data, select [Go to the Edit Check Menu | Run Edits]. This screen will give you a list of potential errors in your data and explains the response required to allow you to create files to submit to the DOE.

- You must address the errors found by following the directions listed in the box after this statement "To address this edit, you may change the data or do the following:" It will give you the option of doing one of the following:
 - Call DOE for Password
 - Initial this edit check (Business Manager Initial)
 - Attach Note

Go to Export Menu

Before beginning the Exporting process check the utility [Set File Export/Import Paths] to verify that the data will be written to the correct location. It is recommended that you use the default drive and pathway.

Note: Users running a **Windows Vista** environment will not be able to use the default locations for Statbook importing and exporting. Vista requires the user files to be written to that person's "User" account. If you are not sure of the location of your "User" area, please contact your local network administrator.

Export Data for Submission to DOE

"Check" each district you would like to export. To complete the process, click the "Export Data" button at the bottom left side of this form. The export files will be written to the following directory on your "C:" drive:
 C:\Annual_statistics_2011\FilesforDOE . The application will verify all data passes mandatory edit checks before the exports are completed. Any issues identified via the edit checking process must be addressed before the program will export the data. This table is in alphabetical order -- by district name.

District ID	District Name	Export
▶ T001	Addison	<input type="checkbox"/>
SU001	Addison Northeast S.U.	<input type="checkbox"/>
T004	Andover	<input type="checkbox"/>
VC002	Barre Regional Vocational Techno	<input type="checkbox"/>
T014	Belvidere	<input type="checkbox"/>
T015	Bennington ID	<input type="checkbox"/>
T031	Bristol	<input type="checkbox"/>
J033	Brookline/Newfane Joint School C	<input type="checkbox"/>
T037	Burlington	<input type="checkbox"/>
T047	Chester	<input type="checkbox"/>

Return to Main Menu
Export Data

The export tool serves two purposes, backing up data and transporting data. From the menu, [Go to Export Menu], select the LEA from which you plan to export data. An export should be performed after a significant amount of work has been done. It is possible to rebuild the database using the exported file, using the import function, if necessary.

When you have finished entering the financial data and clearing your edits for a district the data is then ready for export. Select [Go to Export Menu]. Select the district from the grid that you wish to export and upon hitting the export button the application will save your data the export folder you specified in the [Set File Export/Import Paths] function.

Now you must send the data to DOE. You will have to locate the data on your computer, in the location you specified earlier. In most cases you will find your data here:

C:\Annual_statistics_2011. You will find two folders with the same name but the file extensions will be different. One will be a regular file folder and the other one will be a compressed zip folder. You will need to copy the compressed zip folder onto a 3.5 floppy disk or CD and mail to the DOE, or submitted by email to **DOE-DMATData@state.vt.us**.

Default Directory: The application starts by using C:\Annual_Statistics_2011\ as the default directory. It will remember the directory you used last time and use it as default directory. If you change directories, please select a directory with a name less than 50 characters long.

Default Export File Name: The default file name is coded with the LEA identification and the fiscal year.

Export: Click on the [Export] button to export the selected LEA into the file indicated.

Printing: To print a blank Expenditure or Revenue Report, select [Report (Print) | Print BLANK Stat Book (Expenditures and Revenues-All Rows)]. Please be sure to select the appropriate LEA type before printing your blank report. The format of the blank report depends on the type of LEA currently active in the database. For instance, the blank report for a Supervisory Union does not list revenue codes for unions.

Print Signature Page

LEA ID:	_____
LEA NAME:	_____

**State of Vermont
FY11 Annual Statistical Report**


Failure to satisfactorily complete and file the Annual Statistical Report on or before the due date will result in the withholding of all State and Federal payments processed by the Department of Education.

Person to contact with questions about these completed worksheets:

Name: _____

Phone: _____

E-mail: _____

Superintendent's Signature Required 

I attest to the best of my knowledge and belief that the information is accurate and the school district is in compliance with all requirements of state and federal law.

Signature of Superintendent _____ Date _____

This signature page must be completed for each supervisory union or district.

Application

Exit Application

Please use this button to exit out of the application.

Appendix A

Expenditure Table Import Specifications			
Field Name	Field Descriptions	Field Type	Field Size
gradeLevCode	Grade LEVEL Code	Text	5
ObjCode	Object Code	Text	5
ProCode	Program Code	Text	5
FunctionCode	Function Code	Text	5
Amount	Currency /Amount	Currency	decimal places 2
Note1	Note field	Text	255
Orgid	LEA Organization ID	Text	6

Revenue Table Import Specifications			
Field Name	Field Descriptions	Field Type	Field Size
RevCode	Revenue Code	Text	5
ProCode	Program Code	Text	5
Amount	Currency /Amount	Currency	decimal places 2
Note1	Note Field	Text	255
Orgid	LEA Organization ID	Text	6