

FY 2019 Announced Tuition Data Collection

Software and Data Reporting Instructions

Due

January 15, 2018

Data Management & Analysis Team

(802) 479-1044



Table of Contents

Background on Announced Tuition.....	3
This Year’s Collection.....	3
Minimum System Requirements.....	3
Technical Support.....	4
Due Date.....	4
Starting the Application.....	4
Reports.....	7
Submit Data to AOE.....	9
Submit Special Education Submission Form.....	9

Background on Announced Tuition

Each January 15th AOE posts tuition rates for all Vermont public schools, representing the anticipated net cost per pupil for the upcoming school year. This tuition amount is to be paid to the district in which the student attends public school by the district in which the student is a resident. Following the completion of the school year, and the collection of school finance data (Statbook), AOE calculates the actual net cost per pupil, also known as the maximum tuition rate, or **allowable tuition**. If a payment made to a school district is three percent more or less than the net cost per pupil, as determined by the allowable tuition calculation, then the district shall be reimbursed, credited, or refunded pursuant to section 836, Title 16.

To avoid significant transfers in the form of credits, refunds etc. following the calculation of allowable tuition, it is important for schools to do their best to accurately project upcoming costs of operation as well as the number of student FTEs. In order to help school business managers make these projections, as part of the announced tuition collection, AOE provides a number of tuition worksheets.

For more information regarding Vermont law as it pertains to the calculation of net cost per pupil and tuition over or undercharge, please visit the Vermont legislature's website in regards to [Title 16, Chapter 21](#). If you have any additional questions about the allowable tuition calculation, or how certain types of expenses or revenues are regarded, please do not hesitate to email [Sean Cousino](#) or call (802) 479-1026.

This Year's Collection

This year's Announced Tuition is captured using an excel template. Excel worksheets for computing and reporting announced tuition are available in the template.

All Special Education Computation Worksheets, Program Descriptions, and Forms must be completed, signed and a hard copy sent to Emily Byrne at the AOE and all sending districts on or before January 15th. A signed copy of the general announced tuition signature page must be provided to all sending districts and Sean Cousino at the AOE on or before January 15th as well.

PLEASE BE AWARE that the application will not be available for data entry after the statutory due date of January 15th. Per 16 V.S.A. 826(a); failure to provide updated data to the Agency of Education AND tuition paying districts on or before the statutory due date will limit the receiving districts announced tuition charge to no more than the prior year's amount and sending districts are under no legal obligation to pay any amount in excess of this statutory maximum until tuition reconciliation once allowable tuition is calculated.

Minimum System Requirements

You will need Microsoft Excel 2007 or later.

Technical Support

Call the help desk at (802) 479-1044 for assistance with the data entry application. Call Sean Cousino at (802) 479-1026 for assistance with data issues.

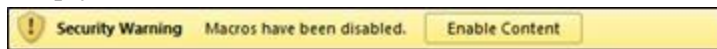
Due Date

The FY2019 Announced Tuition is due January 15, 2018.

Starting the Application

1. Make a folder on your LOCAL DISK (C): drive called "ANNOUNCEDTUITION19".
2. Open the Announced Tuition Data Entry Template.
3. Make sure that macros are enabled.

If the following image appears in the Message Bar upon opening the Template simply click the "Enable Content" tab.



4. Select your SU by clicking in the **Choose SU** cell then click on the drop down tab and select your SU code. Next click in the **Choose District** cell then click on the drop down tab and select the district that you are announcing tuition for.
5. Enter the amount that you would like to Announce for FY19 in the appropriate cells. The Template will display the amount recorded for FY18.
 - o New entities must announce a tuition.
 - o You must enter an amount for FY19 even if that amount is unchanged from the prior year.
 - o If you would like to announce the same tuition as last year hit the "Announce Same tuition as last year" button. (Figure 1) **Figure 1:**

Announced Tuition Data Entry Template

Due Date: January 15th, 2018

Vermont Agency of Education HelpDesk (802) 479-1044

Navigate to Worksheets

Before filling out this template, create a folder on your LOCAL DISK (C:) drive Called "ANNOUNCEDTUITION19"

First- Choose your SU/Entity: **** Choose SU ****
Please Select Your Organization: **** SELECT DISTRICT ****

Go To Elementary Worksheet

Go To Secondary Worksheet

Go To Special Education
Program Submission Sheet

Go To Special Education
Program Worksheet

Please indicate an amount for FY19 Announced Tuition and send the output file to AOE even if the Announced tuition amount is the same as the previous year.

Announce same tuition
as last year

	Kindergarten Part Time Rate	Kindergarten Full Time Rate	Elementary Rate	Secondary Rate	Vocational Rate
FY18					
FY19	0	0	0	0	0

Make Announced Tuition Data File & Print Signature Page

PRIOR TO SELECTING ANOTHER DISTRICT CLEAR OUT FY19 DATA

- When you have completed the data entry press the button "Make Announced Tuition Data File & Print Signature Page", (figure 2). This button prints a report of all data entered for a district and generates the data file named T002FY19ANTTUIT.CSV (screen shot below). Once you have finalized your announced tuition, retrieve this file at C:\ANNOUNCEDTUITION19\T002FY19ANTTUIT.CSV and send to the AOE as an email attachment. These are the data AOE will use to publish announced tuition.
 - You may print the report at any stage of data entry. Should you generate and save a preliminary version, be sure to save and replace the file (T002FY19ANTTUIT.CSV) with your final announced tuition data
 - Hard copies of the final report must be signed by the Superintendent and sent, with a postmark on or before January 15th, to the AOE and all sending districts for the announced tuition to be legally binding.

Figure 2:

Announced Tuition Data Entry Template

Due Date: January 15th, 2018
Vermont Agency of Education HelpDesk (802) 479-1044

Before filling out this template, create a folder on your LOCAL DISK (C:) drive Called "ANNOUNCEDTUITION19"

First- Choose your SU/Entity: **** Choose SU ****
Please Select Your Organization: **** SELECT DISTRICT ****

Please indicate an amount for FY19 Announced Tuition and send the output file to AOE even if the Announced tuition amount is the same as the previous year.

Announce same tuition as last year

	Kindergarten Part Time Rate	Kindergarten Full Time Rate	Elementary Rate	Secondary Rate	Vocational Rate
FY18					
FY19	0	0	0	0	0

Make Announced Tuition Data File & Print Signature Page

PRIOR TO SELECTING ANOTHER DISTRICT CLEAR OUT FY19 DATA

Navigate to Worksheets

Go To Elementary Worksheet

Go To Secondary Worksheet

Go To Special Education Program Submission Sheet

Go To Special Education Program Worksheet

- If you have more than one district for which you report Announced Tuition, clear out the prior district's data before selecting the next district. This can be done by clicking on the button "PRIOR TO SELECTING ANOTHER DISTRICT CLEAR OUT FY19 DATA", (figure 3).

Figure 3:

Announced Tuition Data Entry Template

Due Date: January 15th, 2018
Vermont Agency of Education HelpDesk (802) 479-1044

Before filling out this template, create a folder on your LOCAL DISK (C:) drive Called "ANNOUNCEDTUITION19"

First- Choose your SU/Entity: **** Choose SU ****
Please Select Your Organization: **** SELECT DISTRICT ****

Please indicate an amount for FY19 Announced Tuition and send the output file to AOE even if the Announced tuition amount is the same as the previous year.

Announce same tuition as last year

	Kindergarten Part Time Rate	Kindergarten Full Time Rate	Elementary Rate	Secondary Rate	Vocational Rate
FY18					
FY19	0	0	0	0	0

Make Announced Tuition Data File & Print Signature Page

PRIOR TO SELECTING ANOTHER DISTRICT CLEAR OUT FY19 DATA

Navigate to Worksheets

Go To Elementary Worksheet

Go To Secondary Worksheet

Go To Special Education Program Submission Sheet

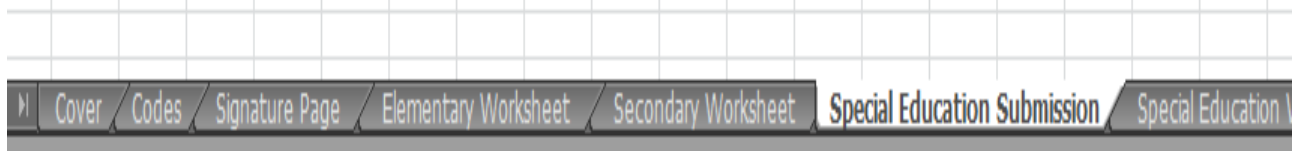
Go To Special Education Program Worksheet

If the district you would like to enter data for does not appear on the list or the prior year data is incorrect, please call the Help Desk at (802) 479-1044.

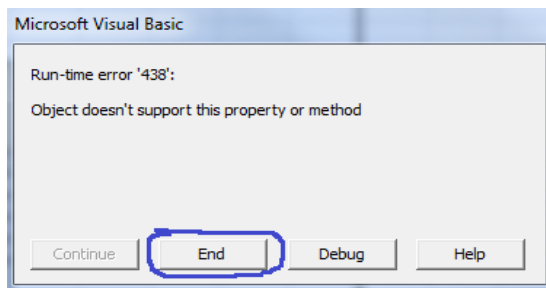
There are 2 additional worksheets labeled Elementary and Secondary Worksheet. These sheets **do not** need to be returned to the AOE, they are simply tools to help you calculate the announced tuition for your district.

Reports

Please note: if using Excel 2007 the buttons on the application may not work and you will need to click on the tabs in the bottom of the worksheets to go to the needed worksheet.



If you get an error message when pressing the "Print Signature Page" click the End button, then check to make sure your data file was created and signature page was printed.



screensho

	LEA ID:																	
	LEA NAME:	** SELECT DISTRICT **																
State of Vermont																		
Announced Tuition FY 2018-2019																		
Failure to satisfactorily complete and file the Annual Announced Tuition Report on or before January 15 th , will result in the current year's announced tuition rate being applied to the next fiscal year per 16 V.S.A. 826(a).																		
<p>In accordance with Title 16, VSA, Section 826, notice is hereby given that the tuition rate for non-resident students attending REGULAR programs in the above named district will be as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">REGULAR EDUCATION</th> <th style="text-align: center;">Total Rate To Be Charged</th> </tr> </thead> <tbody> <tr> <td rowspan="2" style="text-align: center;">KINDERGARTEN</td> <td style="text-align: center;">Full-time Program Rate OR</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">Part-time Program Rate</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">OTHER ELEMENTARY</td> <td style="text-align: center;">(includes grades 1st through 6th)</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">SECONDARY</td> <td style="text-align: center;">7th through 12th Grades</td> <td style="text-align: center;">-</td> </tr> </tbody> </table> <p>FOR VOCATIONAL ONLY In accordance with Title 16, VSA, Section 1552(d), notice is hereby given that the</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Total Technical Center Rate To Be Charged*</td> <td style="text-align: center;">-</td> </tr> </table> <p>* Technical Center allowable tuition Numbers are for Vermont students only</p>			REGULAR EDUCATION		Total Rate To Be Charged	KINDERGARTEN	Full-time Program Rate OR	-	Part-time Program Rate	-	OTHER ELEMENTARY	(includes grades 1st through 6th)	-	SECONDARY	7th through 12th Grades	-	Total Technical Center Rate To Be Charged*	-
REGULAR EDUCATION		Total Rate To Be Charged																
KINDERGARTEN	Full-time Program Rate OR	-																
	Part-time Program Rate	-																
OTHER ELEMENTARY	(includes grades 1st through 6th)	-																
SECONDARY	7th through 12th Grades	-																
Total Technical Center Rate To Be Charged*	-																	
Person to contact with questions about these completed worksheets:																		
Name: _____																		
Phone: _____																		
Email: _____																		
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.																		
<div style="border: 1px solid black; padding: 5px; display: inline-block; margin: 10px auto; width: 150px;"> <p style="text-align: center; margin: 0;"><i>Return to Cover Page</i></p> </div>																		

Submit Data to AOE

Data can be emailed to [Nicole Gray](#). Be sure to only announce tuitions for the grades that your district serves, Elementary (grades 1 through 6), Secondary (7 through 12). Also please do not announce a vocational tuition unless you are one of the 15 CTE centers and be sure to enter kindergarten tuition rates in the appropriate, part-time or full-time, cells.

Submit Special Education Submission Form

The tab labeled "Special Education Submission" must be returned to Emily Byrne for information on the cost of Special Education programs.

SPECIAL EDUCATION ANNOUNCED TUITION FOR SCHOOL YEAR 2018-2019

Due by Law January 15, 2018*

* This means postmarked or submitted electronically on or before January 15, 2018, or any increases in the announced tuition rate will not become effective for the 2018-2019 School Year.

LEA ID

LEA Name ** SELECT DISTRICT **

To the School Boards of School Districts:		

Notice is hereby given that the maximum tuition rate for special education programs for school year FY2019 as required by 16 V.S.A. 826(b) will be as follows:

Note: When the program is a Collaborative Program include a copy of the agreement with this form.

SPECIAL EDUCATION TUITION - Name of Program:	Full-time Tuition Rate	Collaborative? "Yes" or "No"	If "No" Percent Eligible

A description of the services included for each Special Education program must be attached. Notice of Excess Cost rates is not required until the beginning of each school year.

Signed: _____

Date: _____

A copy of this completed form (or a similar form) must be sent to all School Boards of the School Districts listed above. **The completed special education program descriptions AND a signed copy of the printed form must be sent to:**

Emily Byrne
 Vermont Agency of Education
 Chief Financial Officer
 219 North Main St, Suite 402
 Barre, VT 05641