ANNUAL STATISTICAL REPORT OF SCHOOLS
Fiscal Year 2016-2017

Software Instructions

Due By Law

August 15, 2017
Title 16 V.S.A. Section 242(4)(B)&(C)

AOE Data Collection Helpdesk

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AOE School Finance

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VERMONT
AGENCY OF EDUCATION

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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 should use the program.

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 2003	
Disk Space	60 MB + 28 MB per LEA	
Monitor	VGA	800x600 or higher resolution
Printer (for report or worksheet)	Laser Printer	

Note: The application will perform much slower if saved to a shared network as opposed to a local drive, or if you are entering data for multiple LEAs. The set-up and report processes take considerable time to run, which will be apparent on less powerful machines.

What's New!

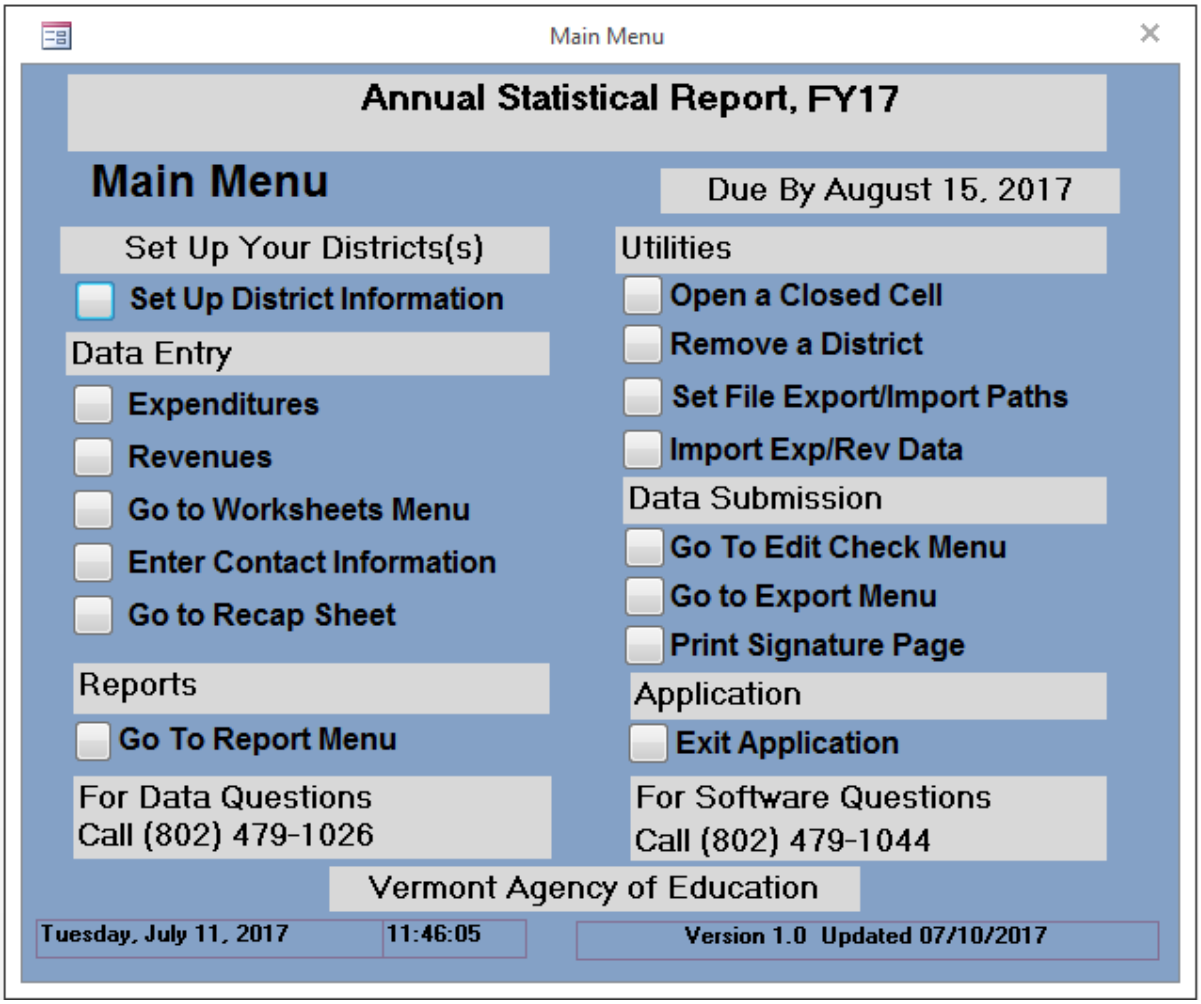
1. The Expenditure and Revenue input forms have been updated to allow for easier filtering and to export data directly into excel for review.
    a. NOTE: The filter fields will function more quickly if you first choose a fund.
    b. To reset a filter field, click into the field you would like to reset.
    c. The Reported PY figure has been added for your convenience. You may want to set that filter to yes to limit the records on the form.
    d. SU NOTE: Supervisory Unions will see another new field (Amount Assessed to Members). Please ignore this field at this time. Since the deployment of Statbook FY17, we have decided not to collect these data in this way.
2. SW1 has a new Tuition Type (5. Independent Pre-K Provider) use this for pre-k programs not in a public school. The Tuition Source Name will now show specific entities for Tuition Types, 1, 2 and 5.
3. SW6 is now only available to SU's and Supervisory Districts.
4. SW12 will now need to be filled out after entering revenues. The revenue code drop down is now based on the federal and subgrant revenue codes used in the revenue table.
    a. A new field has also been added to SW-12 (CE Amount). Please enter the current expenditure portion of the figure entered for each specific revenue code.
5. Submitting data to AOE will now occur via an FTP process as opposed to email.
    - Go to the AOE FTP site.
    - Enter your username and password.
    - You can then upload your completed Statbook into your LEA's folder.

NOTE: The revenue code dropdown includes all sub-grant codes, please only use the federal subgrants for SW-12, others will be ignored

Installation

1. Installation should take less than 10 minutes depending on your computing resources.
2. Save the Zip file containing the FY2017 Statbook to your Desktop or somewhere convenient for you to access.
3. The directory, "C:\Annual_Statistics_2017\" should be automatically created, if not, please create this path.
4. Unzip the Database to the directory, "C:\Annual_Statistics_2017\"
5. Start the application! (No re-start is required)
6. If you require help with installation or encounter any errors please contact the AOE Data Collections HelpDesk at (802) 479-1044.

Using the Statbook Tool



Main Menu Overview

Set up Your District(s)

- **Set Up District Information** – You will use this function to set up the application for your LEAs (Local Educational Agencies).

Data Entry

- **Expenditures** – Use this function to manually enter expenditures for your LEA(s).
- **Revenues** – Use this function to manually enter revenues for your LEA(s).
- **Go to Worksheets Menu** – Use this function to enter information into the Supplemental Worksheets. This should generally be done after inputting your expenditures and revenues.
- **Enter Contact Information** – Please enter the contact information for the person responsible for completing the Statbook should we need to follow-up 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 reports on entered revenues and expenditures. 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 first check the reason for its closure by using the "Account Lookup" in the Statbook Companion (details in the Reporting Instructions). If you still think you need to open a closed cell after reviewing the closure reason, call AOE School Finance at (802) 479-1026 or (804) 479 -1032 for assistance.
- **Remove a District** – If you set up the incorrect 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 using the excel templates provided by AOE. **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 **after** the import has been completed.

Data Submission

- **Go To Edit Check Menu** – This function allows you to view potential errors in your data prior to submitting it to AOE.
- **Go to Export Menu** – This function allows you to export your data to a file on your computer and submit the zip file to AOE using the EFT process outlined later in this document.
- **Print Signature Page** – This function allows you to print of the signature page, which must be signed by your superintendent and mailed to AOE after you have been notified that your data have been accepted.

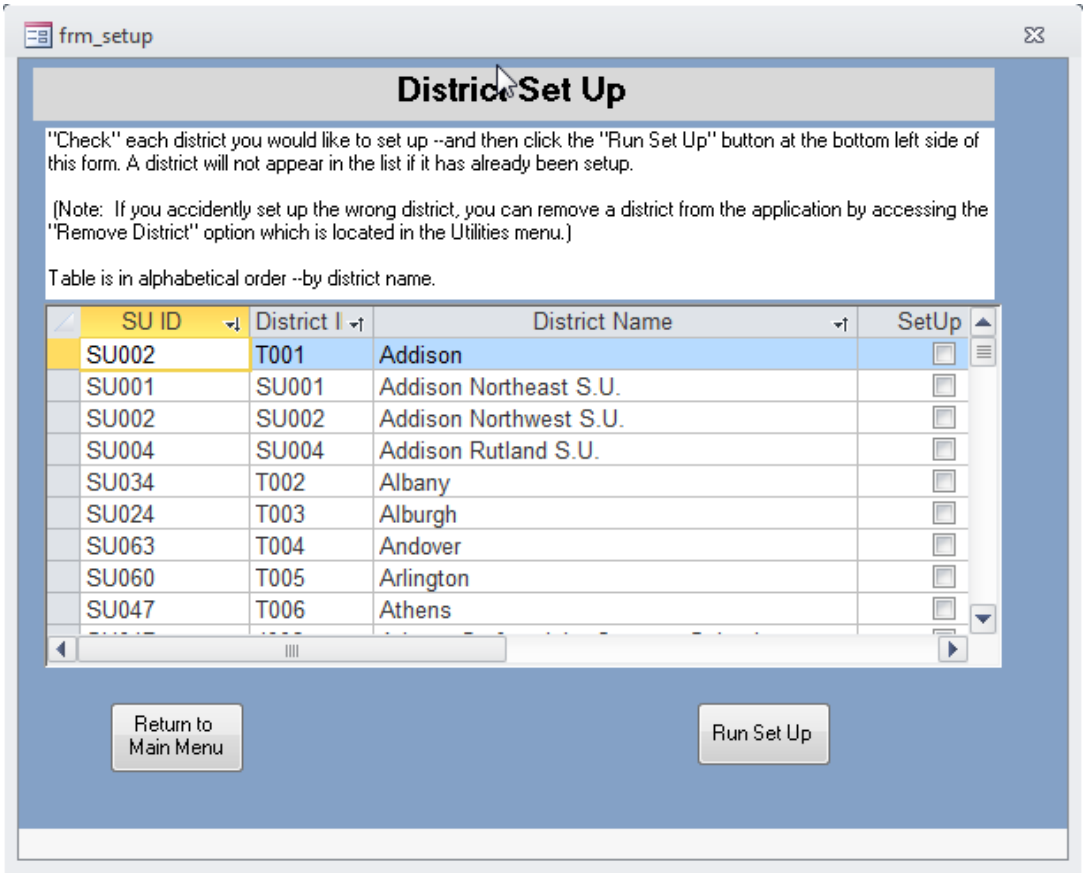
Application

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

Set Up District Information

Select the desired LEA by clicking in the check box next to the district name. 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, prior to running setup, click the district check box a second time. Run the setup by clicking the button [Run Set Up]. The setup process takes time so please be patient and wait until the hourglass changes back to the normal mouse pointer. Interrupting the process may damage the application, requiring a re-installation to correct. After you have set up your LEA(s), 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. If you mistakenly setup a district, go to [Remove District] in the Utilities Menu.

The LEA (Local Educational Agency) Set-up Screen



Data Entry

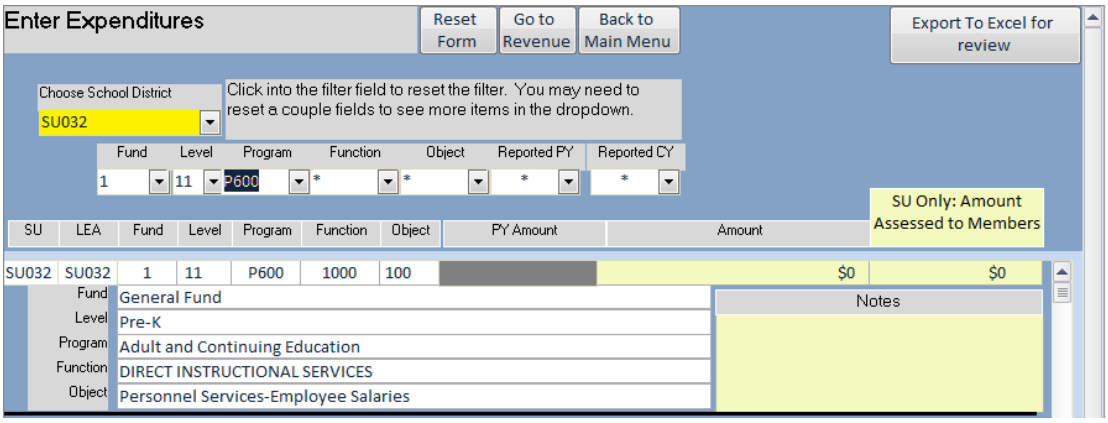
The application is in menu driven navigation format. To switch from one function to another (e.g. from Expenditures to Worksheet data) use the [Return to Main Menu] and navigate to the area of the application you are interested in using.

Expenditures

In the expenditure data entry form, you must first choose the LEA of interest by selecting from the drop down menu, "Choose School District", one of the entities you previous setup. Then, using the filters or by tabbing through the fields, change the fund, level, program, function,

object etc. and report the appropriate amount. **Note**: The filter dropdown fields will respond quicker if the fund field is filtered first.

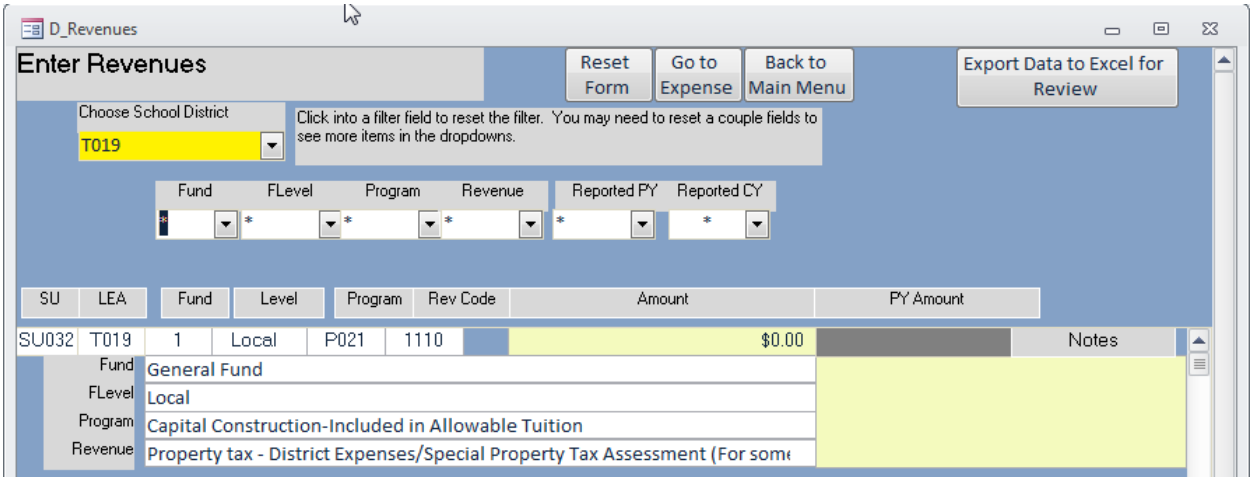
Use the mouse or arrow keys to navigate the form. The [Return] key function is similar to the down arrow key. The application does not tab into the "Note" field, if you wish to use this field you will need to click into the field with your mouse. Data entered into a cell is immediately saved into the database after the focus is moved to another cell or item on the screen.



You may review the data that have been entered by clicking the Export to Excel for Review button, browse to the folder where you would like to save the file. The file will be saved as "D_Expenditures_qryExport.xlsx" **Note**: the data exported will be determined by the filters that are active, so to export all entered expentidure data, first remove all filters. Please do not fill out the field labeled "SU Only: Amount Assessed to Members". Since the deployment of Statbook, we will no longer be collecting this data.

Revenues

The revenue data entry form works in the same way as the expenditure data entry from. Please see above section for details on data entry and exporting data for review.



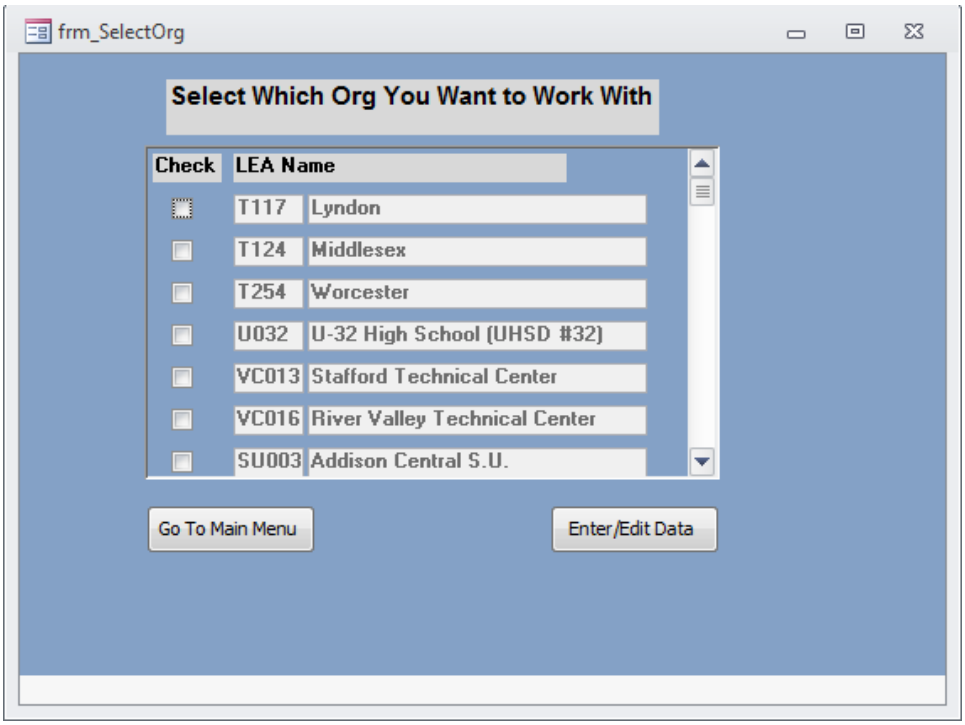
Entering Worksheet Data

Using the Worksheets

Before you will be able to input, validate and export the Supplemental Worksheet data, you will need to either import or input all of your revenue and expenditure data. Many of these worksheets pull data from revenue and expenditures and a large part of the worksheet-related edit checks will compare data in revenue and expenditures to the data input on the worksheets. Having your revenue and expenditure data accurately captured prior to filling out the supplemental worksheets will make for a smoother process.

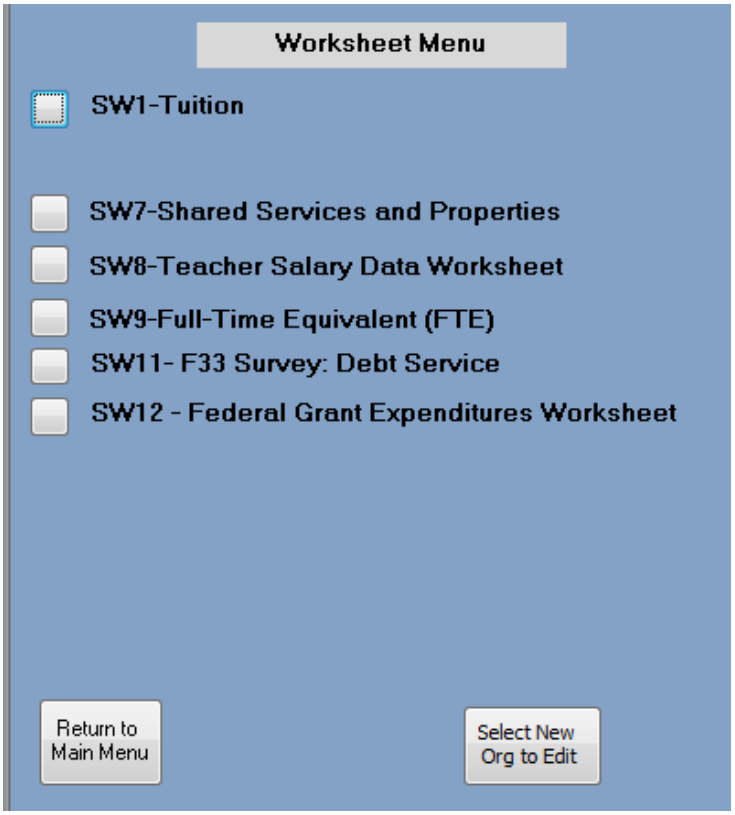
STEP 1: To start working on the supplemental worksheet, select [Go to Worksheets Menu] from the Main Data Menu screen in the Statbook program.

STEP 2: Select the LEA for which you would like to input worksheet data



Click on the check box corresponding with the LEA where you want to enter data and then click on the Enter/Edit Data. You may only enter worksheet data for one LEA at a time.

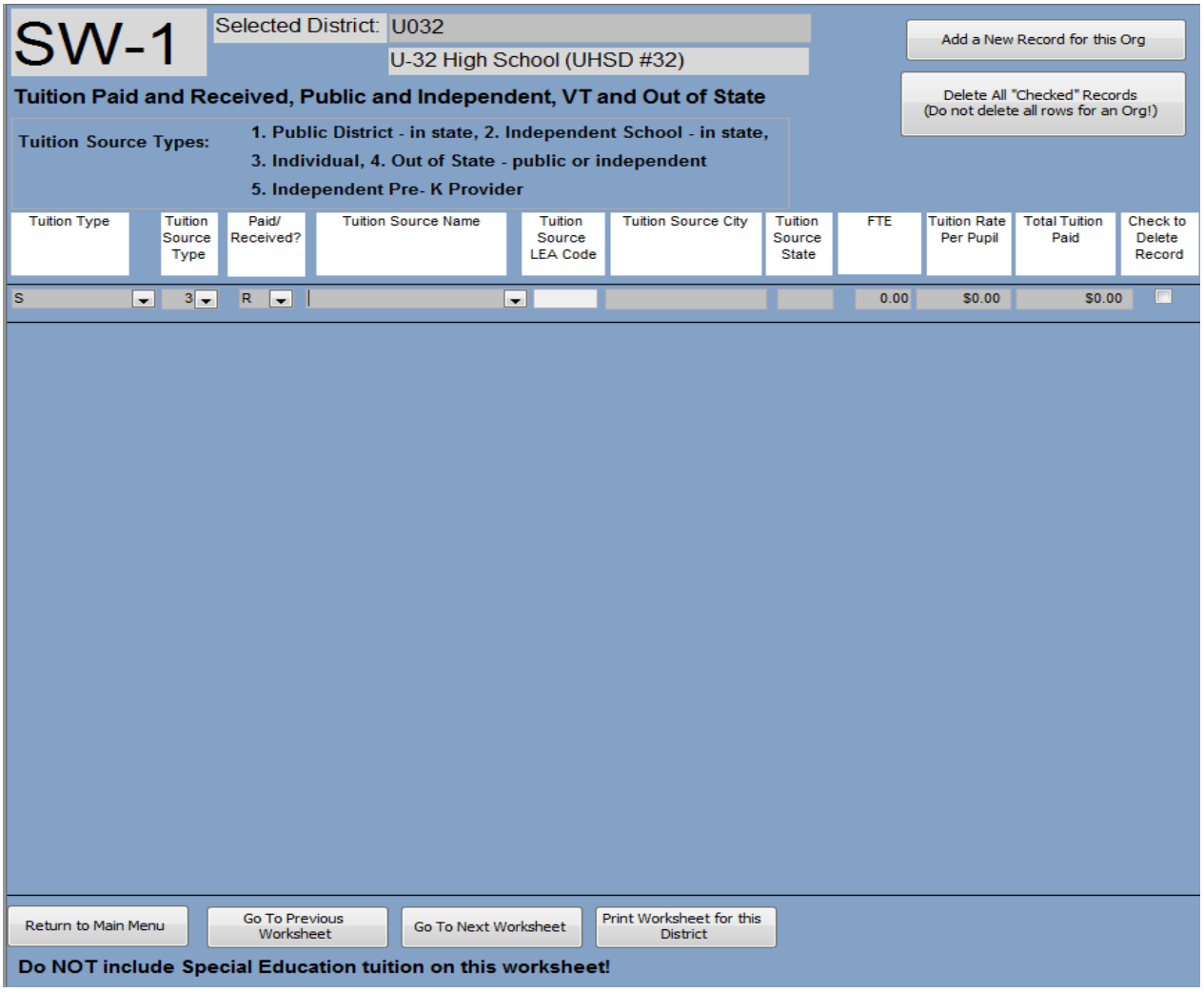
STEP 3: Select the worksheet for which you would like to input data



This screen allows you to access any worksheet for a given LEA. Note: Only the worksheets required for the LEA will populate (in this screenshot SW6 does not show up because it is only available to SU's and Supervisory Districts, and the entity selected is a Union).
Once you have completed inputting data into a worksheet, you may print the worksheet, which should now reflect the data you have entered ([Print Worksheet for this District]), you can navigate to another worksheet in the sequence ([Go to Previous Worksheet] or [Go to Next Worksheet]), or you may return to the main menu.

SW-1 Tuition

You should report all tuition paid or received on the tuition worksheet except Special Education tuition. 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 if you would like to clear all data for the worksheet, click on [Delete All "Checked" Records].



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

PK	Pre-Kindergarten
E	Elementary (K-6)
S	Secondary (7-12)
V	Vocational
CE	Continuing Education

The second column (**tuition source type**) allows you to select the type of entity you either paid tuition to- or received tuition from-:

1	VT Public
2	VT Independent (Private)
3	Individual
4	Out of State (Public or Private)
5	Independent Pre-K provider

Note: If you select tuition source type 1, 2 or 5, you will have the option to select the tuition source name from the dropdown. This will auto-populate the tuition source LEA code, city, and state. The drop down reflects the most up-to-date list of VT public schools, approved independent schools, and approved independent pre-K providers. Only manually input the tuition source name if the entity you are searching for does not exist in this list.

The third column (**paid/received?**) allows you to note whether the transaction was paid or received between your entity and the tuition source LEA:

P	Paid
R	Received

The fourth column, **tuition source name**, provides a drop down box that allows you to select the entity that you paid tuition to, or the entity from which you received tuition. Again, only manually input the tuition source name if the entity you are searching for does not exist in the drop-down list. The fifth column, **FTE**, is to capture the number of student FTEs associated with the tuition paid or received. The sixth column, **tuition rate**, is the amount of tuition expected to be paid or received per FTE. The last column, **total tuition**, is the amount actually paid to the receiving LEA. This amount is typically calculated by multiplying FTE x Tuition Rate.

For more information on how to fill out this worksheet and the business rules governing SW1 edit checks, please see the reporting instructions.

SW-6 Transportation Reimbursement Worksheet (Supervisory Union and Supervisory District's only)

This worksheet breaks out the transportation costs that are and are not reimbursable. Users must 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 in from your expenditure data. If these amounts look different than expected, return to the expenditure data entry form from the main menu and filter on the function of interest to find the discrepancy.

SW-6

Selected District: SU006

Bennington Rutland S.U.

Transportation Reimbursment 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)	$1,682,033.00	(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	$1,682,033.00	

Section 2		
Any expenditures in Functions 2711 and 2712 attributable to the purchase of school buses.	$0.00	(2a)
Annual depreciation of school buses and interest on school bus purchases (see instructions).	$0.00	(2b)
Sub-Total 2 =Section 1 Subtotal - 2a+2b	$1,682,033.00	

Section 3		
Subtract any expenditures in functions 2711 and 2712 made for any purpose other that 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.	$0.00	(3a)
Sub-Total 3 =Sub-Total 2-(3a)	$1,682,033.00	

Section 4		
(The intent of this step is to remove all revenues associated with expenditures found in Sub-Total 3.)		
Revenues reported under Rev Code 1400 series that were collected to offset expenditures in Sub-Total 3.	$0.00	(4a)
The portion of tuition revenues received which is allocated to expenditures in Sub-Total 3.	$0.00	(4b)
State aid for extraordinary expenditures. See Equal Education Opportunity Act. Sec 22(d).	$0.00	(4c)
Total Reimbursable Expenses =(Sub-Total 3)-(4a+4b+4c)	$1,682,033.00	

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

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

SW-7 Selected District: U032

U-32 High School (UHSD #32)

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

Title 16, Section 4029(f) directs the Agency of Education to annually collect the amount each school district paid to or received from its municipality, including donated property and in-kind services. Education tax revenue the district receives from the municipality is not included. The objective is to insure the funds are used for education purposes and municipal funds are used for municipal purposes with the meaning of Title 16, Section 4029.

Title 16, Section 4029. Use of funds for local education spending:

(a) Funds for local education spending may be used by a school district for legitimate items of current education expense and shall not be used for municipal services.

(b)Funds raised under section 2664 of Title 17, section 2601 of Title 20 or section 1309 of Title 24 shall be used only for municipal services and shall not be used for education expense.

(e)For the purposes of this section, notwithstanding any provision of municipal law to the contrary, "legitimate items of current education expense" may include reasonable payments to a municipality for services performed on behalf of a school district by its corresponding town or city clerk, or the town or city auditors.

(f)Annually, on a form prescribed by the commissioner, each school district shall report for the previous school year, the amount it paid or received from its corresponding municipality or municipal officials, including any payments made pursuant to subsection(e) of this section, and any property or in-kind services it donated to or received from it's corresponding municipality.

If your district has no transactional data to report in this worksheet, please check the box stating: "**This district does not pay for or receive municipal services, receive in-kind services or property, or provide services to the municipality.**" Once this box is checked, you will not have the ability to enter any data in the two remaining tabs associated with this worksheet.

By District to Municipality Tab

If your district made payments, or donated property and/or services, to the municipality, please indicate the type of transaction and the amount paid to the municipality on the tab shown below.

SW-7

Selected District: U032

U-32 High School (UHSD #32)

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

Payments by the School District to the Municipality for Services	Amount Paid
Town/City Clerk	
Town/CityTreasurer	
Town/City Auditor	
Road Maintenance	
Plowing	
Other (Please Specify)	

Donations

Services or Property Donated by the School District to the Municipality	Value (if know)
Use of buildings/rooms	
Other (Please Specify)	

By Municipality to District Tab

If the municipality made payments to your school district or, provided services and/or donated property, to the school district, please provide details of the transaction.

SW-7

Selected District: U032

U-32 High School (UHSD #32)

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)

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: U032

U-32 High School (UHSD #32)

Teacher Salary Data Worksheet

Enter ONLY salaries paid out of function 1000

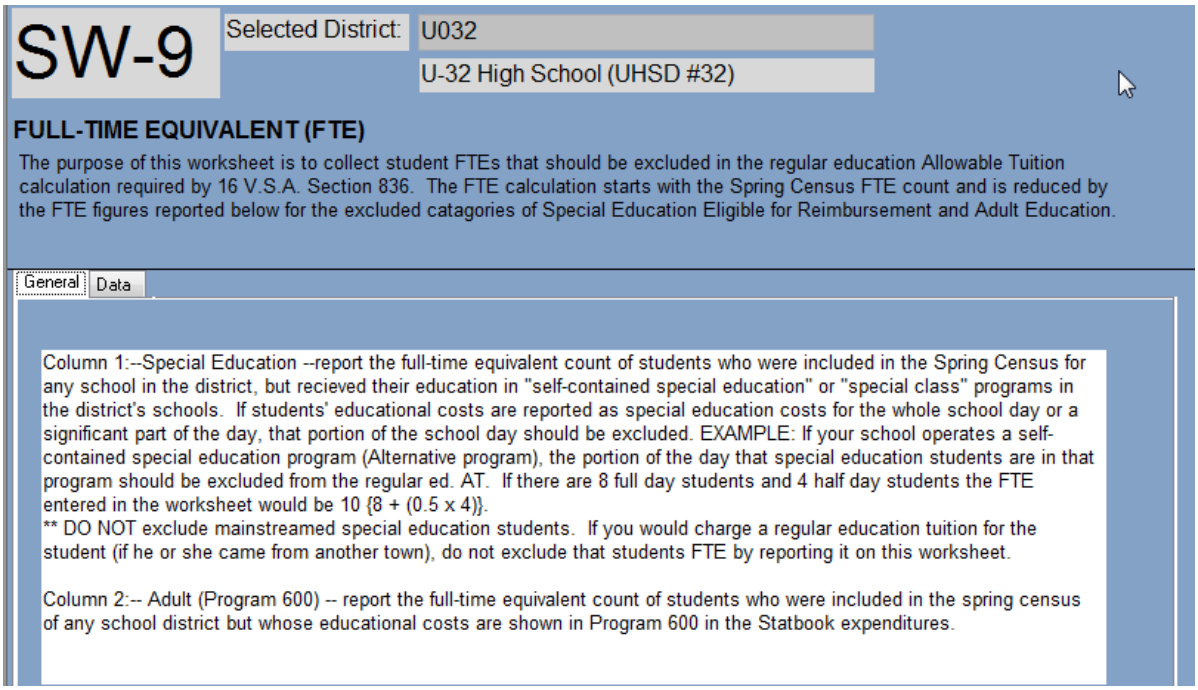
A.	Salaries paid to teachers in regular education programs. Includes Program 100 and the regular education portion of Pre K Gradelevel.	$0.00
B.	Salaries paid to special education teachers. Includes Program 200 series programs and the special education portion of Pre K Gradelevel.	$0.00
C.	Salaries paid 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

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

This tab provides general information regarding how to report data for this worksheet. Please refer to the Statbook Reporting Instructions for more details.



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: U032

U-32 High School (UHSD #32)

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 catagories of Special Education Eligible for Reimbursement and Adult Education.

General | Data

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

* Expenditures for Pre-K/EEE students are reported in Level 11. Neither expenditures nor students in these grades are reported in Allowable Tuition at this time.

**A Kindergarten program that students do not attend all offered hours, every day in the school's session are considered part time.

+ A Kindergarten Program that students do attend all offered hours, every day in the school's session are considered full time.

++ Generally, expenditures for Adult Without Diploma students are included in regular education. These students are not reported here. FTE's associated with Adult without Diploma students in self-contained special education classes, technical centers, or Adult Education Programs (Progam 600) should be reported here.

SW11- F33 Survey: Debt Service

The purpose of this worksheet is to capture long and short-term debt activity. See the Reporting Instructions for a more complete description of how to enter these items.

SW-11

Selected District: SU006

Bennington Rutland S.U.

F-33 SURVEY: DEBT SERVICE

This worksheet MUST be completed for ALL LEAs. If your LEA has no short or long-term debt for this fiscal year please check the box; all others must complete.**DO NOT INCLUDE INTEREST. PRINCIPAL ONLY **

☐ No Debt Service

ENTER AN AMOUNT FOR EACH QUESTION BELOW.

HOW MUCH LONG-TERM DEBT WAS

1. Outstanding at the beginning of the fiscal year?	$0.00
2. Issued during the fiscal year? (Revenue Code 5100)	$0.00
3. Retired during the fiscal year? (Object 910)	$0.00
4. Outstanding at the end of the fiscal year?	$0.00

ENTER AN AMOUNT FOR EACH QUESTION BELOW.

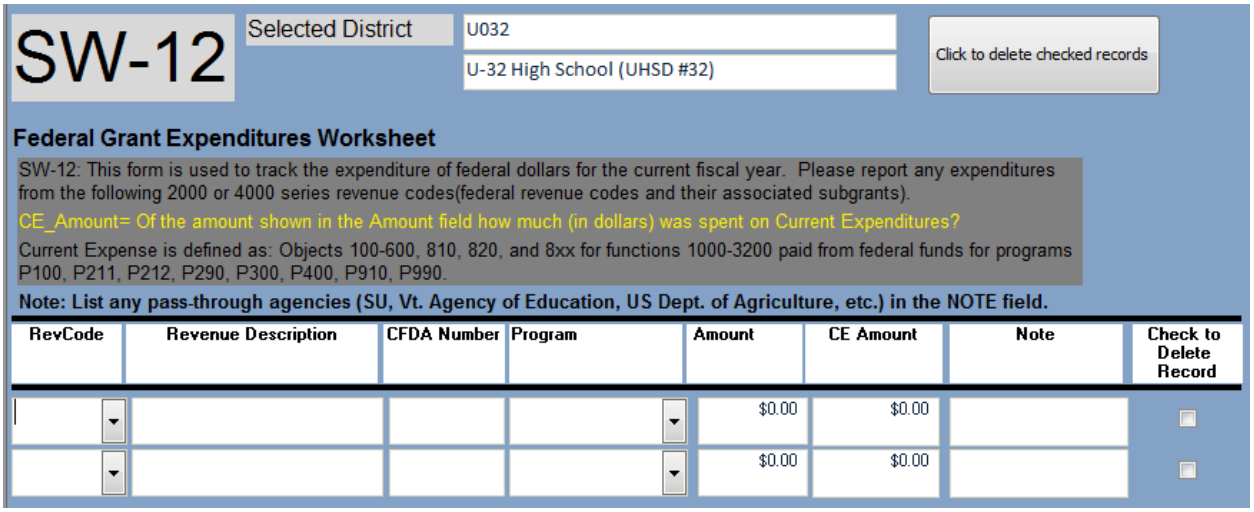
HOW MUCH SHORT-TERM DEBT WAS

5. Outstanding at the beginning of the fiscal Year?	$0.00
6. Issued during fiscal year?	$0.00
7. Retired during the fiscal year?	$0.00
8. Outstanding at the end of the Fiscal Year?	$0.00

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

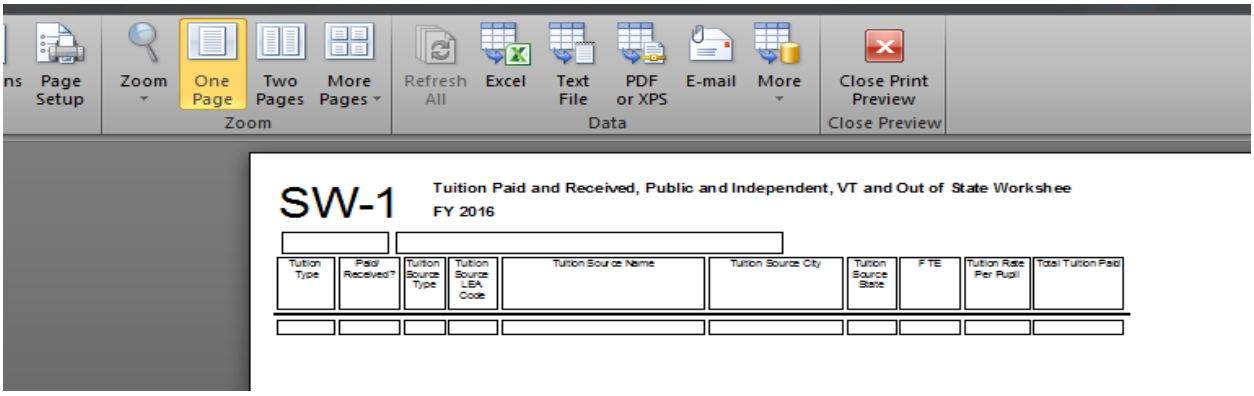
SW12 - Federal Grant Expenditures Worksheet

This worksheet tracks the expenditures of Federal revenue dollars within the current fiscal year. SW-12 should be filled out after entering revenues. This is because the revenue code drop down is based on the federal and subgrant revenue codes used in the revenue table. Enter the dollars spent associated with the particular revenue code in the "Amount" field. To input additional details that may be helpful for understanding expenditures relative to revenues, please use the "Note" field. You will also be asked for "CE Amount", which is the portion of federal expenditures that are considered current expenses. For each line item, please enter the current expenditure associated with each revenue code. "CE Amount should be less than or equal to the total amount spent ("Amount") for each revenue code.



Reviewing Worksheet Data

You may review the worksheet data you have entered by clicking the button [Print Worksheet for this District] from within any worksheet. This will bring you to a print preview of the worksheet data. From there, you can print the document, export the data, or close the print preview.

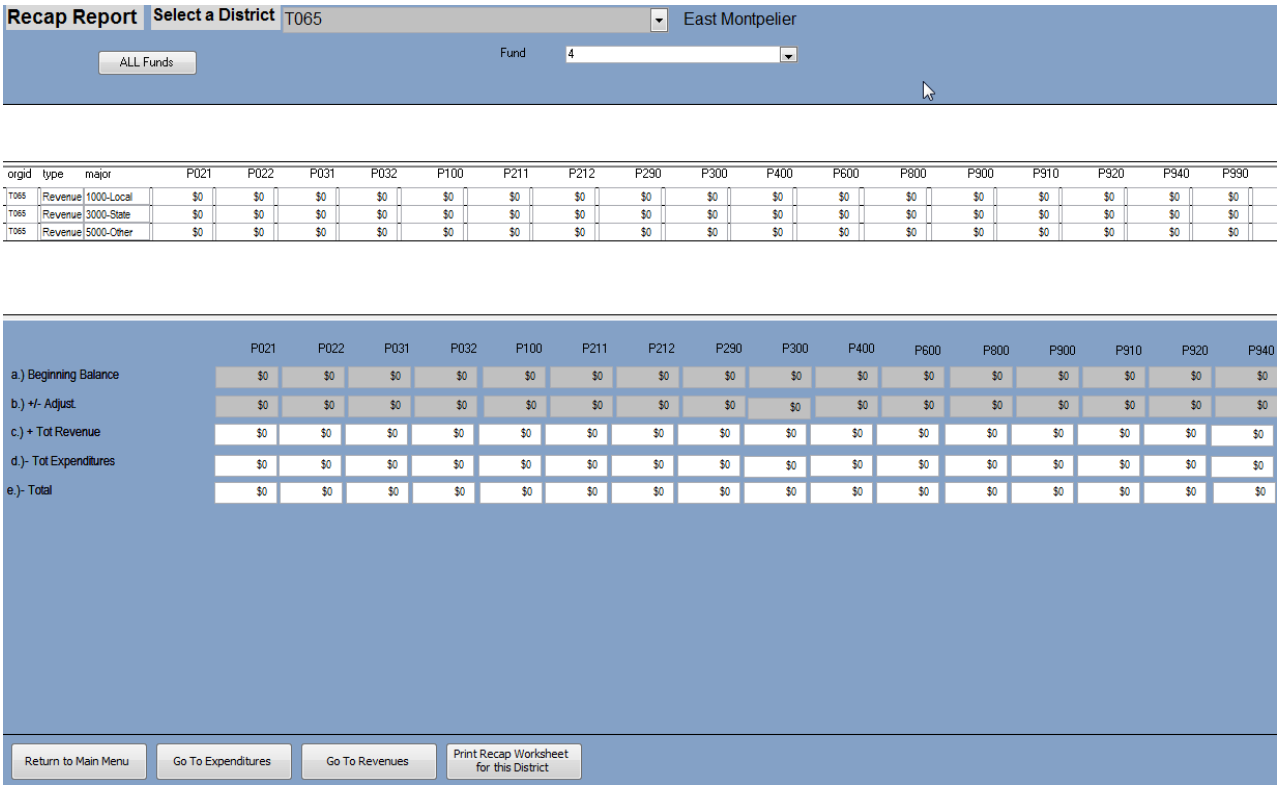


Enter Contact Information

Please input the name and contact information of the person who is responsible for completing the Statbook, or who would be able to answer questions AOE may have on the data submitted.

Go To Recap Sheet

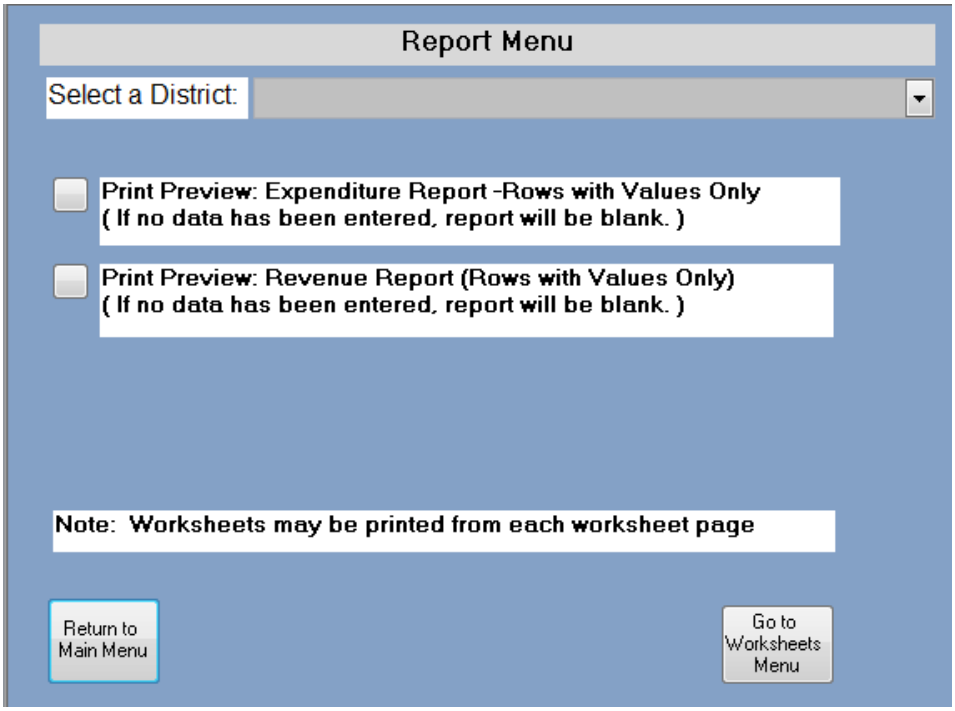
To begin working with the Recap Sheets, select your LEA from the drop down list and then click on [Load Recap Sheet with Current Data]. You can either load data from one (Fund drop-down menu) or all funds ([All funds] button). To change the beginning balances and adjustments on the recap sheets, select [Go to Recap Sheet] and the editing report/entry will appear. The cursor will begin in the beginning balance cell for program P021. You can then tab through the table and make adjustments for each program where necessary. To review your edits select [Print Recap Sheet] from the bottom of the screen. To exit the screen click [Return to Main Menu].



Reports

Go To Report Menu

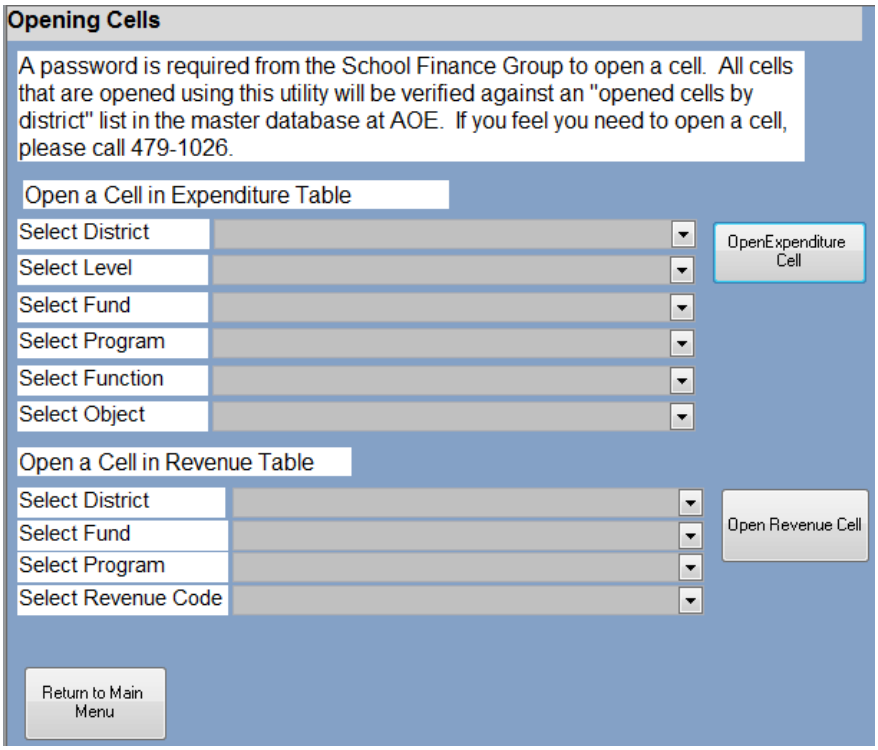
The reports menu allows you to export expenditure and revenue data entered, or imported. You can set the export path from the main menu, otherwise, once exported, the output files will be found here: C:\Annual_Statistics_2017\ExpenditureReportWithValues_SU032.XLS for the expenditure report and C:\Annual_Statistics_2017\RevenueReportWithValues_SU032.XLS for the revenue report.



Utilities

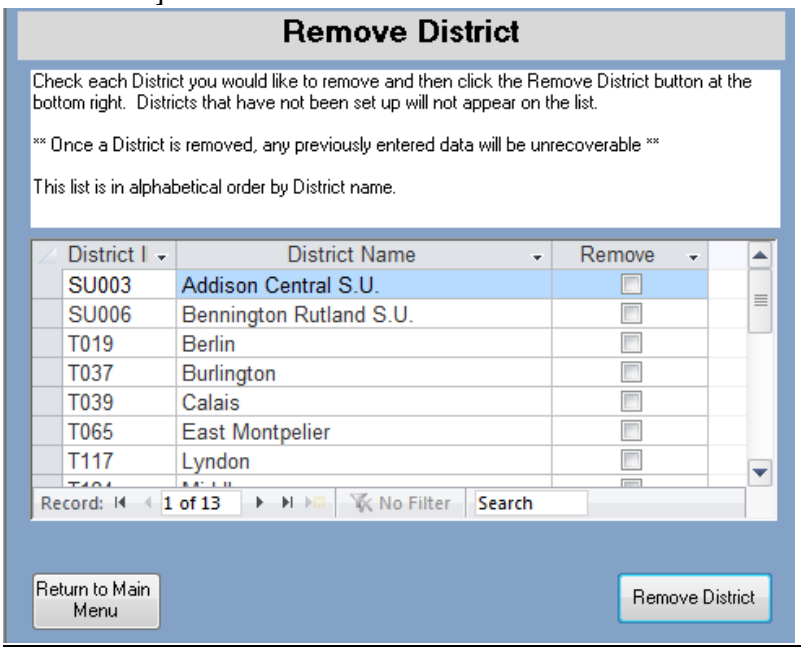
Open a Closed Cell

Please see the "Account lookup" form in the Statbook Companion tool to review why a certain code combination is closed for an entity. If you still feel the code combination should be open for your entity, please call AOE School Finance at (802) 479-1026 or (802) 479-1032.



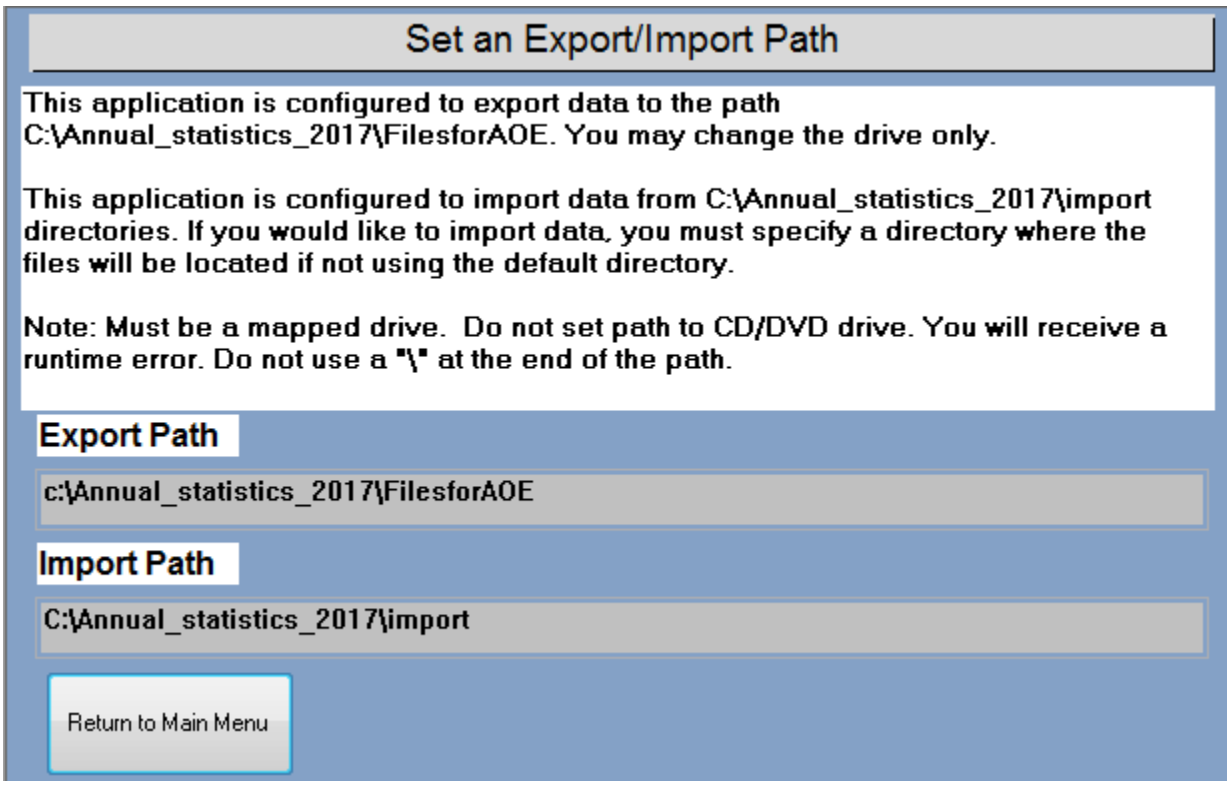
Remove a District

To remove a district, select the district that you would like to remove and click [Remove District]. Once complete a dialogue box will confirm its removal and you can select [Return to Main Menu].



Set File Export/Import Paths

Prior to importing or exporting files you must have the following directory set up (this should have already been done during installation.): C:\Annual_Statistics_2017



Import Exp/Rev Data

You may use this function to import expenditure and/or revenue data into Statbook, alleviating the need to input the data manually through the expenditure or revenue data input tools. Importing the data, does not preclude you from making changes to the data manually after the data have been imported. **Note: importing revenue or expenditure data WILL OVERWRITE data already input for the particular entity.** Expense and revenue import templates are included in directory where the Statbook application was installed. The file names of the templates are:

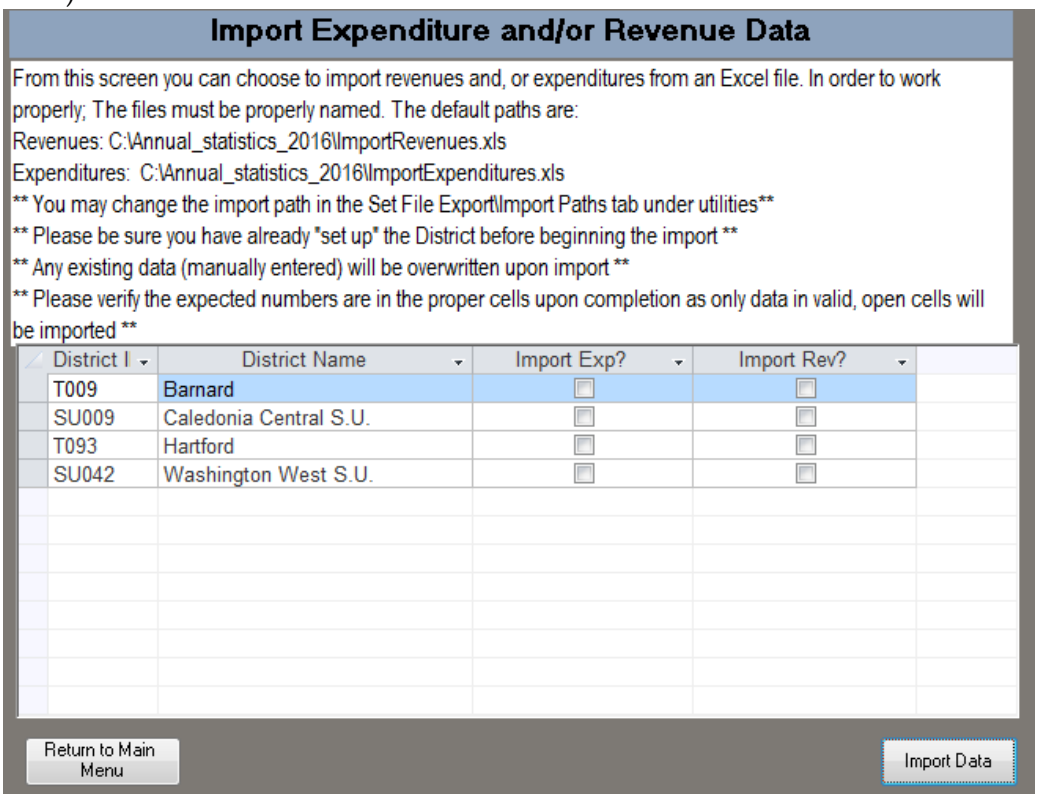
ImportRevenues.xls
ImportExpenditures.xls

How to import expenditure and/or revenue data

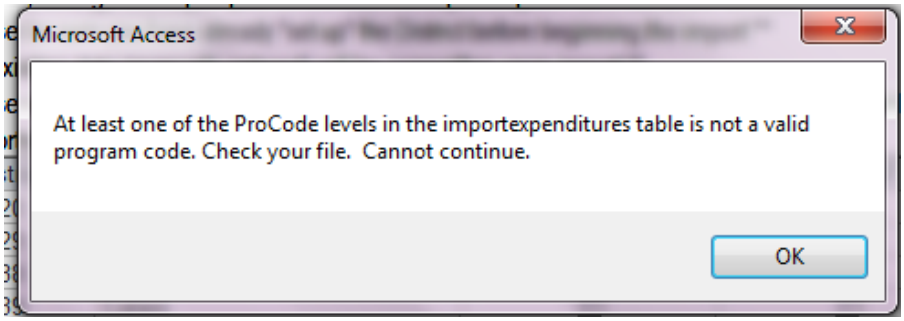
1) Add the expenditure or revenue data to each template for a single entity and save the files as named above into "C:\Annual_Statsitics_2017\import\" or the folder you specified on the Set an Export/Import Path form.
2) Click the button, [Import Exp/Rev Data] to bring up the import form.
3) Select the data to be imported, expenditure (exp) or revenue (rev) or both.
4) Click [Import Data]. **Note**: Importing is a slow process, please allow the Statbook application time and do not interrupt the process.
5) The Statbook Application will import the data into the expenditure or revenue tables.

6) If you select the wrong LEA to import, or if the import files are incomplete, the import process will stop and you will receive a message that the import process could not continue.

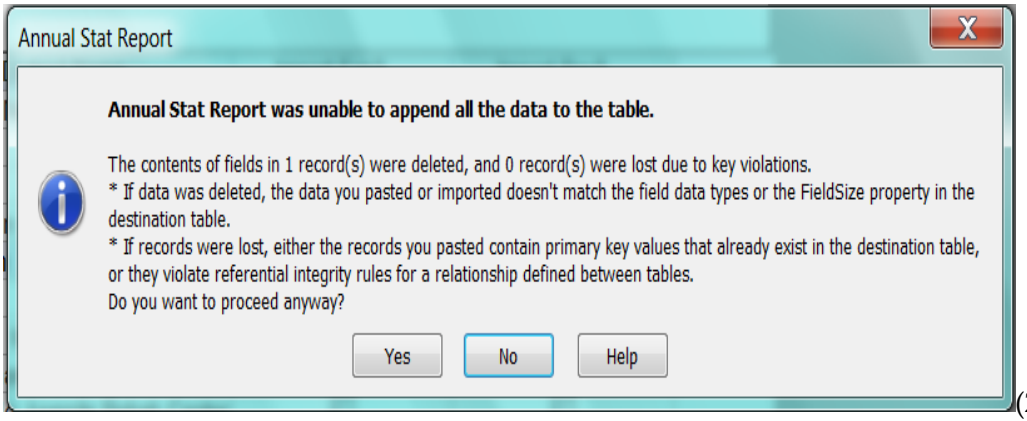
7)



Should you see one of the following messages while trying to import your files, please review your import revenues and/or import expenditures excel files for a possible typographical error.



(1/2)



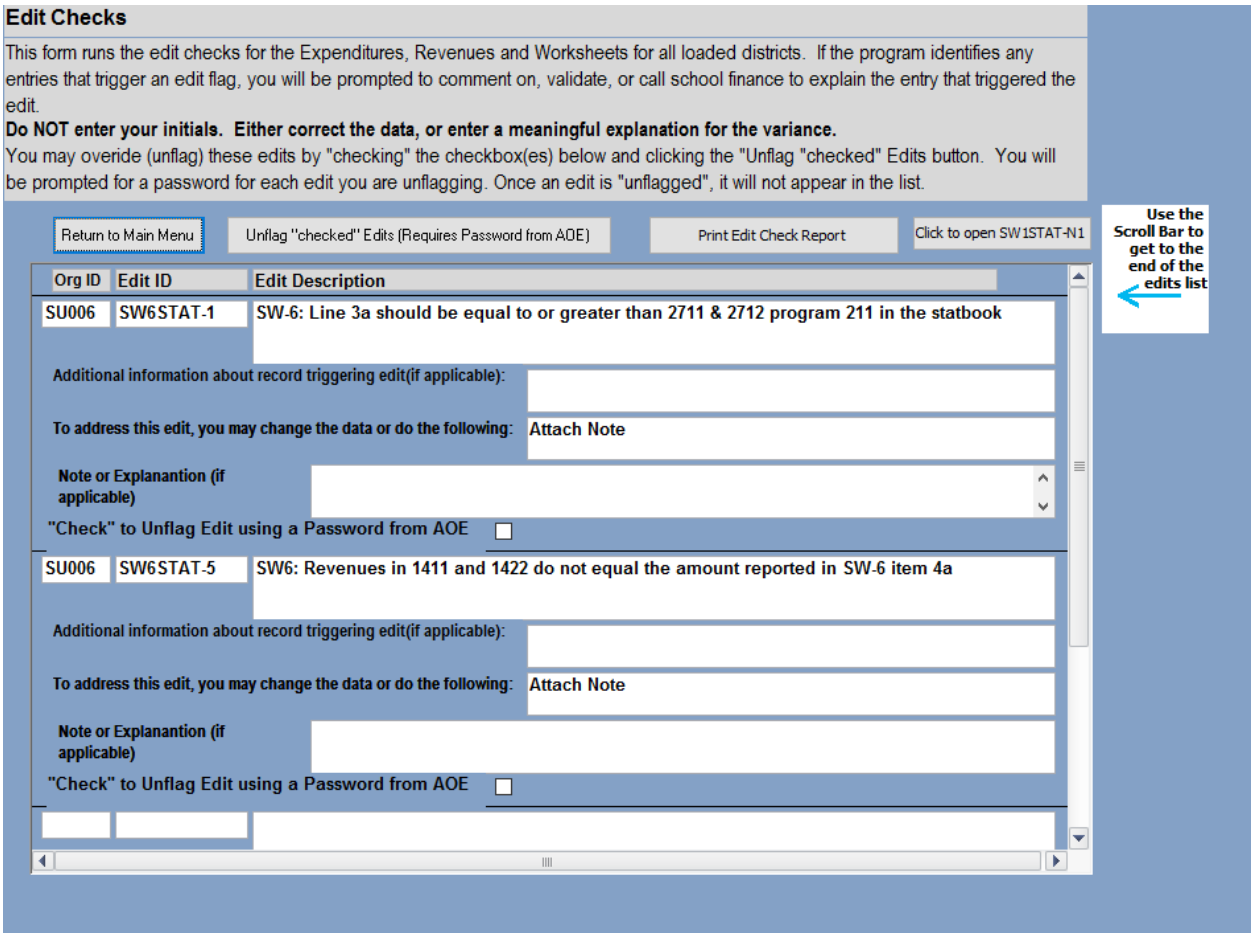
(2/2)

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 the AOE Data Collection helpdesk at (802) 479-1044.

Note: The import may conclude without any obvious errors, but some rows of data may not be imported. To verify that the import was successful, use the Statbook Companion tool to identify if any rows from your import files were not imported. In most cases, the failure to import rows is caused by an invalid code combination for the entity being imported. You may follow up by using the "Account Lookup" function to see the reason for the invalid code combination.

Data Submission

Go To Edit Check Menu



Running the Edit Checks

You must verify your data before you can export your Statbook and submit to AOE. To verify your data, select [Go to the Edit Check Menu] from the main menu, and then [Run Edits]. This screen will give you a list of potential errors in your data and describes the response required to "resolve" the edits prior to submitting your files to AOE (screenshot above).

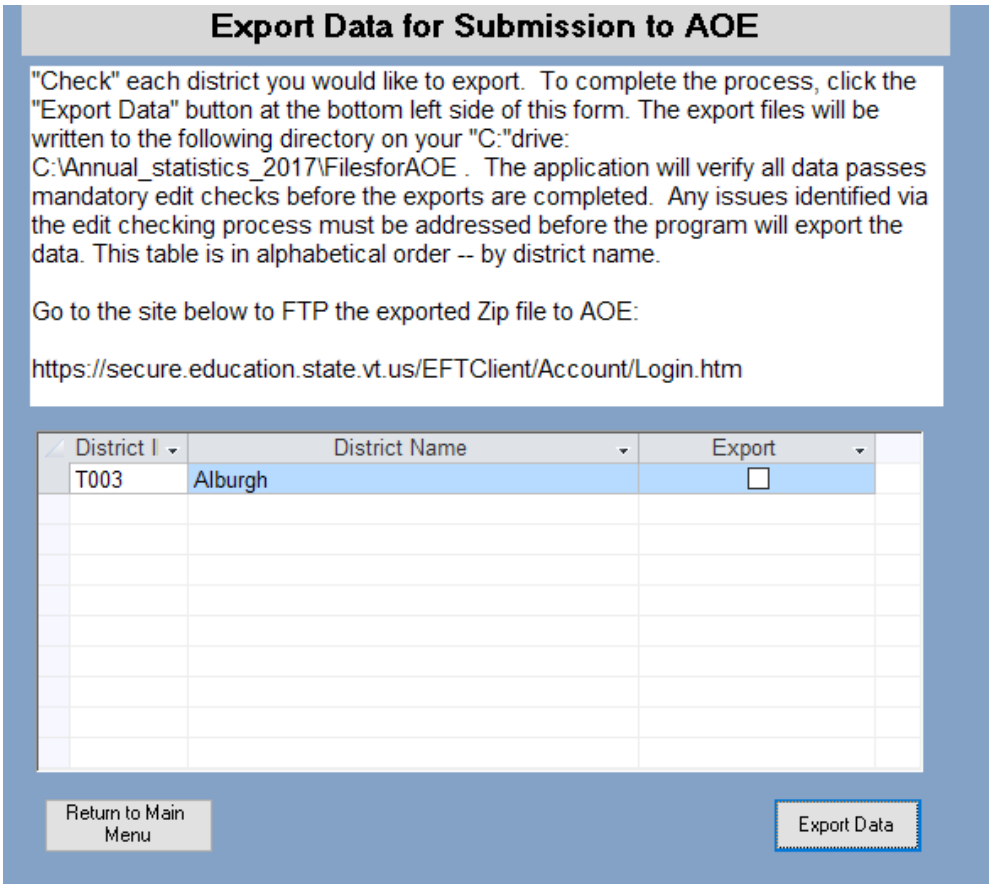
Edit checks are a series of business rules that must apply to your data before it may be accepted as final by AOE. If these rules are violated and the violation is not due to a data input error, then we will either require that you attach a note to provide explanation, or, in special cases, you can call AOE and request a password to overwrite the edit check. In most cases, edit checks are triggered due to user error. If you have reviewed your data and still have any questions about edits you may be encountering, do not hesitate to contact AOE School Finance for help. The reporting instructions are also another great source of information as it relates to edit checks and the business rules that the data are expected to follow.

Go to Export Menu

The export tool serves two purposes, backing up data and exporting final data for submission to AOE. Before beginning the final export 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, "C:\Annual_Statsitics_2017\" that should have been set up during installation. If for some reason you are unable to save to your C-drive, it is suggested that you only update the export path to the drive of your choice, but otherwise, use the same file path names. **Note:** Users running on **Windows Vista** will not be able to use the default locations for Statbook importing and exporting, as they will be required to save to that person's "User" account. If you are not sure of the location of your "User" area, please contact your local network administrator.

Once your export path has been confirmed, from the main menu, select [Go to Export Menu], and choose the LEA for whom you plan to export data. From the main menu, select [Go to Export Menu]. Select the district that you wish to export and upon hitting the [Export] button the application will save your data to the export folder you specified in the [Set File Export/Import Paths] function.



Once you have cleared all edits and are ready to send the data to AOE, locate the Statbook export data on your computer. In most cases you will find your data in the default file path: C:\Annual_Statistics_2017\FilesforAOE. You will find two folders for each LEA that has been exported. They will both have 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. Once you have located your LEAs zipped folder, follow the following process to FTP these files to AOE:

1) Click on the AOE FTP Site.
2) Enter your username and password provided to you by AOE specifically for this data collection process.
3) You can then upload your completed Statbook into your LEA's designated folder.

Once your file has been successfully received by the FTP process, it will delete out of the FTP folder and the business manager will received an email confirmation.

Print Signature Page

LEA ID: _____

LEA NAME: _____

State of Vermont
FY17 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 Agency 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
Fund	Fund codes	Text	2
Amount	Currency /Amount	Currency	decimal places 2
Note1	Note field	Text	255
Orgid	LEA Organization ID	Text	6
SUAssesAmt	SU Assessment Amount	Currency	decimal places 2

*Note: Do not fill out SUAssesAmt at this time. Please leave this field blank (or $0.00).

Revenue Table Import Specifications

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