

Instructions for Preparing the School-Level Reporting AFR for Uploading

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OVERVIEW

- * For the 2020 School (Site) Level Reporting AFRs to process into the system the following modifications need to be made to the file before uploading it:
- * Reduce File Size for Districts with greater than 25 sites
 - o Copy the Calculations Worksheet and Paste it in Place as Values
 - o Use Method for Saving Totals Worksheet in the Instructions Below

Detailed Instructions

there are many ways to do things in Excel (e.g., shortcuts, right clicking); this is only one of the methods to accomplish the modifications

I. Before Modifications

Save a copy of the file locally using a different filename before modifications for your records, future reference and revisions. Any revisions to the School Level AFR file must be made on the original file and follow these steps again on the revision before uploading it to ADE.

II. Ensure the worksheet & workbook are unprotected

SELECT the Totals tab

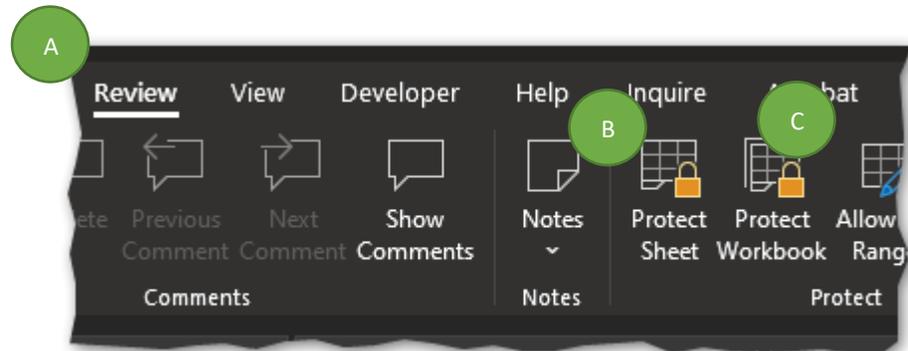
A. CLICK Excel tab Review

Buttons should read:

B. Protect Sheet

C. Protect Workbook

If button reads Unprotect Sheet and/or Unprotect Workbook
CLICK the respective button
(you should not be asked for a password)



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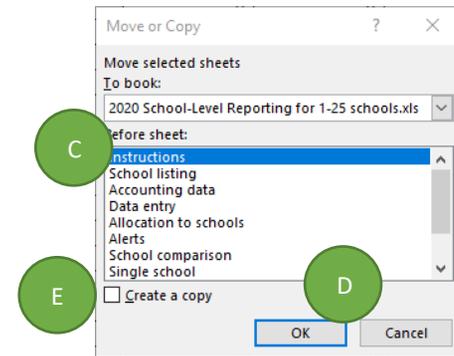
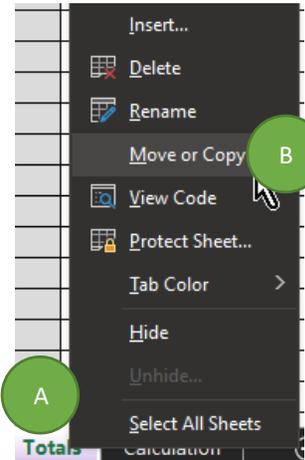
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III. Move the Totals worksheet to the first worksheet

- A. RIGHT-CLICK Totals worksheet
- B. CLICK Copy or Move

In the resulting dialogue box:

- C. SELECT (Click On) Instructions
- D. CLICK the OK button
- E. (*Create a Copy* checkbox should remain unchecked)



IV. Ensure No Site CTDS Ends in 000

On the Totals tab in Column C, beginning in Excel C17; Use Site CTDS only

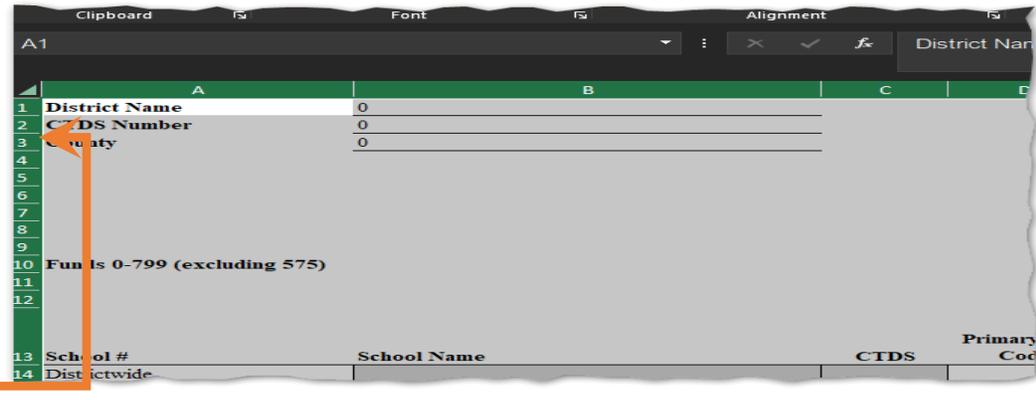
- * If there is only one site, use the site's CTDS not the charter holder or district
- * If CTDS and or school names need to be updated; do it on the School Listings tab.

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V. Copy and Paste Values

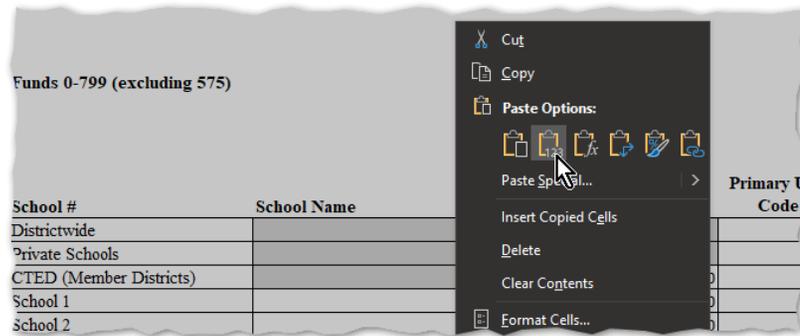
- A. CLICK the Totals tab:
- B. SELECT the entire worksheet by CLICKING the upper right corner (between Column A and Row 1)
- C. Copy the entire worksheet by CLICKING the Copy button on Home tab or PRESSING Control + C
- D. With the worksheet still SELECTED; RIGHT-CLICK the worksheet



In the resulting dialog box:

- E. CLICK Paste Options

Values ()



This only deletes the content NOT the Actual Row

VI. Delete Row Under Last Side Listed

- A. SELECT the row directly under the SITE listed
- B. PRESS Delete Key

VII. Reduce File Size: Required for Districts with more than 25 Sites; Options for Others

See Section IV above if needed