

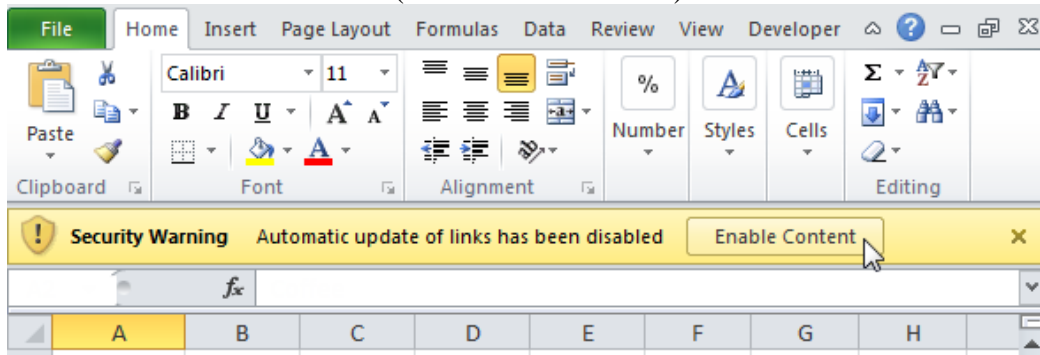
Linking K3 Reading Budget and AFR Files

- 1.) Create folder on your computer and name it *K3ReadingForms*
- 2.) Open the zip file that contain the K3 Reading 2020 Budget and 2019 AFR files
- 3.) Extract the files into the folder created in Step 1
Do not open the files until after they have been extracted from the zip into the *K3ReadingForms* folder
- 4.) Add a copy of the following files to the *K3ReadingForms* folder
 - a. FY2018 K3 Reading AFR (ensure the file is named as in the table below)
 - b. FY2019 K3 Reading Budget (ensure the file is named as in the table below)

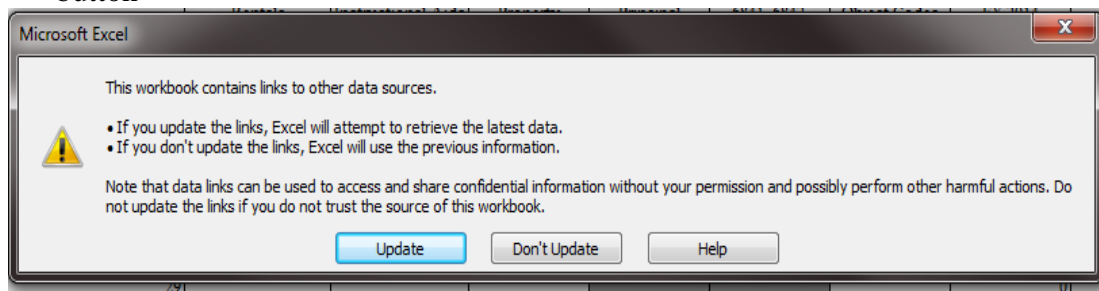
The K3ReadingForms folder should now contain the following named files:

School District	Charter District
2019K3READBUDG.xls	k3readbudg19.xls
2020K3READBUDG.xls	k3readbudg20.xls
K3READ2018AFR.xls	k3read18afr.xls
K3READ2019AFR.xls	k3read19afr.xls

- 5.) Open and **complete the 2019 K3 Reading AFR first:**
 - a. After Opening the File if there is a yellow bar at the top of the worksheet; CLICK on the “*Enable Content*” button (see screenshot below)



- b. If you see a Dialog Box asking update links (see screenshot below), CLICK the “Update” button



- 6.) When the file opens, verify that the linked values update and **SAVE without renaming** (do not SAVEAS); as it is now linked to the 2020 K3 Reading Budget.
- 7.) Complete and save the 2019 K3 Reading AFR.
- 8.) Complete the 2020 K3 Reading Budget by opening the file and following steps 5a through 7 above.