

Virtual Charter School

Revenue Estimate Worksheet Instructions

Open the attached Excel workbook and fill in all gray shaded cells in accordance with these directions:

1. **Select “Virtual School Calculator” tab** on the Excel workbook.
2. **Enter your district number in cell A1.** (These sheets are currently set to District #1.) Only by entering the correct number will you be able to pull in the district-appropriate data from the feeder sheets.

You can find your district number on the second tab of the workbook. Columns A & B on that sheet list the district name preceded by the district number.

3. **Check the line under the heading to be sure that the sheet pulls in your district name** just above the #1. If the district name does not reflect your district, press F9 to initiate the indexing of the data and check again for the correct district name.

4. **Enter your annualized FTE** (full-time equivalent) in section 1, column (2), Number of FTE. *(Column for data entry is headed in red.)*

5. **Enter your additional FTE** in section 1, cell G31, Number of FTE. *(Column for data entry is headed in red.)*

6. **Re-enter the ESE FTE** from programs 111, 112 and 113 into section 2, by appropriate grade and matrix level, less any 113 gifted FTE. *(Column for data entry is headed in red.)*

7. **Enter your Acceleration Value** in section 6, cells H67 to H72.

8. **Enter your Federally Connected Students** in section 10, Number of students. *(Column for data entry is headed in red.)*

9. **Enter allocations** for the following components (if applicable) section 1B, Teacher Salary Increase Allocation (after the Second FEFP calculation) and section 11, (Food Service).

10. **Enter “1”** in section 11, cell G91, if the charter school has more than a 75 percent ESE student population.

11. **Calculate your estimated Revenue.** The bottom line should calculate automatically; if not, press F9 again to initiate the calculation.