

School-Level Reporting AFR form: File Submission

If your District's School-Level Reporting AFR (SLR AFR) form for 26 or more schools is complete and ready to be submitted to ADE, follow the steps below to reduce the file size to help ADE process the file:

1. You **must** save the SLR AFR file and then save a **new copy** of the file. The new copy should be called "ADE_2022 School-Level Reporting.xls".
2. In the new copy of the file, unprotect the Calculation tab by clicking on the Calculation tab and selecting Review→Unprotect Sheet (for Office 2007 and newer users) or Tools→Protection→Unprotect Sheet (for Office 2003 users).
3. Delete extra/unused school columns in columns AH-CS. For example, if your District has only 30 schools, you should delete columns AL-CS for School 31- School 90. Delete the columns by clicking the column header for the first unused column and holding the Shift key while clicking on the heading for column CS, and then press the delete key.

Please note: This may take several minutes.

Click the column header in the 1st unused column, hold the Shift key, click the header for column CS, and press delete.

AK	AL	AM
School 30	School 31	School 32
123456789	0	0
Primary Unit Code	Primary Unit Code	Primary Unit Code
131	0	0
Amount	Amount	Amount
100,000	0	0
20,000	0	0
10,000	0	0
5,000	0	0
2,500	0	0
500	0	0
138,000	0	0
50,000	0	0
10,000	0	0
5,000	0	0
0	0	0
0	0	0

Delete extra, unused school columns.

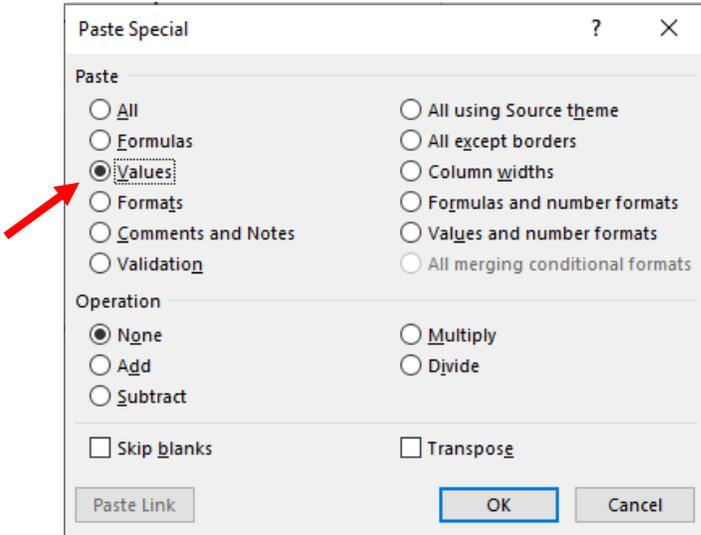
4. Select all data within the Calculation tab by clicking in the top left corner on the Calculation tab.

Select all by clicking the top left corner between Column A and Row 1.

A	B	C	D	E
				Districtwide
				Primary Unit Code
				0
Fund(s)	Program(s)	Function(s)	Object(s)	Amou
all	all	1000	6100	50,000
575, 800-999	all	1000	6100	10,000
all	700-900	1000	6100	5,000
575	700-900	1000	6100	2,500
800-899	700-900	1000	6100	1,000
900-999	700-900	1000	6100	500
Total for Funds 001-799 (excluding 575), Programs 100-630, Function 1000, and Object 6100				0

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- Copy the selection (Ctrl+C, secondary click, and choose copy, or click copy on the Home ribbon).
- Right click on cell A1 and select Paste Special. Choose “Values” and select OK. **Please note:** This will take several minutes.



- Protect the Calculation tab by selecting Review→Protect Sheet→OK (for Office 2007 and newer users) or Tools→Protection→Protect Sheet→OK (for Office 2003 users).
- Save the file by selecting Select File→Save.
- The new file (ADE_2022 School-Level Reporting.xls) should be much smaller than the original SLR AFR file. Upload the new smaller file to ADE.
- If, at any time, your District needs to make any revisions to its SLR AFR file, it must revise its original file, not the file created for upload to ADE. If your District revises its original file, it must delete the ADE file and repeat the steps above to recreate a new file and upload it to ADE.