

North Carolina Public Schools Facility Needs Survey

2010-11 Report on the 5-year needs of
North Carolina School Systems

Due Jan/10/2011

Contact:

Kenneth Phelps
School Planning, NCDPI
301 N. Wilmington Street
Raleigh, NC 27601-2825
phone (919) 807-3561
email: kphelps@dpi.state.nc.us

Mail address:
School Planning Section
6319 Mail Service Center
Raleigh, NC 27699-6319
fax (919) 807-3561

Introduction

- Every five years, local boards of education are required by G.S.115C-521(a) to submit their Facility Needs Assessment (long-range plans) to the State Board of Education.
- School Planning, Division of School Support, developed a uniform reporting system to assist the local school units in preparing this lists of needs.
- The program contains a list of schools, 2010-11 ADM for each school, and DPI's membership projections. Typical unit costs and building area standards from the N. C. Public Schools Facilities Guidelines are built into the program.
- In addition, the program does most of the math as data are entered.
- The program saves all information for reporting on a CD or via E-mail. Two summary reports, to verify the electronic data, and a certification are the only paper forms used.

The following are the step-by-step instructions for the program.

Forms are shown as "screen captures" herein; reports and printouts of cost worksheets are separate Adobe Acrobat (.pdf) files.

Verify System Compatibility

Even if you cannot begin work on the survey right away, please load it as soon as possible on the computer that will be used, to confirm that no problems exist.

Minimum Requirements: Pentium[®] processor-based personal computer; Microsoft[®] Windows XP or Windows 2000 (SP3 or later); 32 MB of RAM , 25 MB of available hard-disk space, CD-ROM drive. Forms are optimized for 800x600, or 1024x768, or higher resolution – check the settings on your display.

Install the program

If you want to install this program on the *same* computer on which you ran the 2005-06 survey software, you *must* remove all of the 2005-06 program first, including the *Microsoft Office Access 2003 Runtime* program. Use the **Start | Control Panel | Add or Remove Programs** process. If you have a version of Microsoft Access on your computer, make sure you remove the Facilities Needs Survey *Runtime* version, not your version!

If you have a version of Microsoft Access on your computer, make sure it is turned “off” – not currently running.

Load the CD into your computer.

If the Setup window does not automatically appear, install the program by...

- Click on "**Start**" (lower left on status bar)
- then "**RUN**"
- Type **D:\setup.exe** (or the drive letter of your CD drive)
- then "**OK**" The setup program begins.

When the “Welcome” window appears, select “**Next**” and follow the instructions of the Setup Wizard.

When it asks you to choose the type of installation you want, click on the "**Typical**" button.

At the “Ready to Install” window, click on “**Install.**” It will take several minutes for the installation process to be completed.

The message "Completed the Facility Needs Survey Setup Wizard" will show. Click on the “**Finish**” button. The program will be available to run. Please remove the CD and store it in a safe place.

To start the program

- Click on "**Start**"
- then "**Programs**" or "**All Programs**"
- then find "**Facility Needs Survey**" in the list and click on the icon.
- At the security warning, click on “**Open.**”

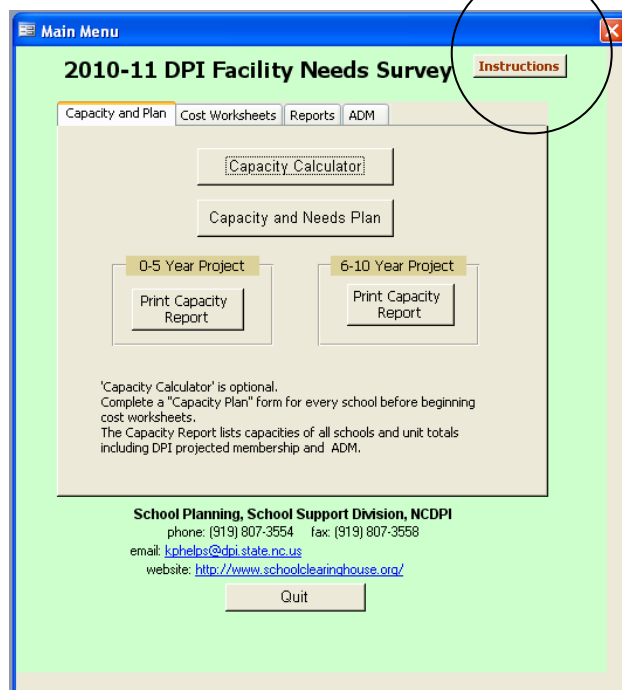
The first time the program opens, you will see a form that asks for your password. (The password is a six digit number that is in the cover letter that came with the CD.)



After you enter the numbers, click on the "OK" button, and in the next window verify that the county information is correct. If you've entered the correct number, the program will be customized for your unit. (This is the only time you will have to enter your password.)

The names, school numbers, and final 2010-11 ADM are recorded for all of your schools as well as new schools that are in design or under construction.

The **main menu** replaces the password screen. Detailed instructions may be accessed on your computer by clicking on the "Instructions" button in the upper right corner, whenever needed. Please open and print these instructions for your use now (19 pgs).



After printing, close the Word.doc window, and the main menu will reappear. Please refer to the printed document for additional step-by-step instructions.