

Sum of FY23 FTE		Column Labels			
Row Labels	LOCATION DESCRIPTION	GUIDANCE	PSYCHOLOGY	SOCIAL WORK	Grand Total
2001	CHARLES BARRETT				
	PSYCHOLOGIST		1.00		1.00
	SCHOOL COUNSELOR	1.00			1.00
	SOCIAL WORKER			1.00	1.00
2001 Total		1.00	1.00	1.00	3.00
2002	CORA KELLY				
	PSYCHOLOGIST		1.00		1.00
	SCHOOL COUNSELOR	1.00			1.00
	SOCIAL WORKER			1.00	1.00
2002 Total		1.00	1.00	1.00	3.00
2003	DOUGLAS MACARTHUR				
	COUNSELOR	1.40			1.40
	COUNSELOR - ENCORE	0.20			0.20
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			1.00	1.00
2003 Total		1.60	1.00	1.00	3.60
2004	GEORGE MASON				
	COUNSELOR	1.20			1.20
	PSYCHOLOGIST		0.80		0.80
	SOCIAL WORKER			1.00	1.00
2004 Total		1.20	0.80	1.00	3.00
2005	JAMES K. POLK				
	COUNSELOR	1.60			1.60
	COUNSELOR - STD IMPV	0.50			0.50
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			1.00	1.00
2005 Total		2.10	1.00	1.00	4.10
2006	JEFFERSON-HOUSTON				
	COUNSELOR	2.00			2.00
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			1.00	1.00
2006 Total		2.00	1.00	1.00	4.00
2007	JOHN ADAMS				
	COUNSELOR	2.00			2.00
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			1.00	1.00
2007 Total		2.00	1.00	1.00	4.00
2008	LYLES-CROUCH				
	COUNSELOR	1.00			1.00
	PSYCHOLOGIST		0.60		0.60
	SOCIAL WORKER			1.00	1.00
2008 Total		1.00	0.60	1.00	2.60
2009	NAOMI L. BROOKS				
	COUNSELOR	1.00			1.00
	PSYCHOLOGIST		0.60		0.60
	SOCIAL WORKER			1.00	1.00

Row Labels	LOCATION DESCRIPTION	GUIDANCE	PSYCHOLOGY	SOCIAL WORK	Grand Total
2009 Total		1.00	0.60	1.00	2.60
2010	MOUNT VERNON				
	COUNSELOR	1.80			1.80
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			1.00	1.00
2010 Total		1.80	1.00	1.00	3.80
2011	PATRICK HENRY				
	COUNSELOR	2.00			2.00
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			1.00	1.00
2011 Total		2.00	1.00	1.00	4.00
2012	SAMUEL TUCKER				
	COUNSELOR	1.60			1.60
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			1.00	1.00
2012 Total		1.60	1.00	1.00	3.60
2013	WILLIAM RAMSAY				
	COUNSELOR	2.00			2.00
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			1.00	1.00
2013 Total		2.00	1.00	1.00	4.00
2014	FERDINAND T DAY				
	COUNSELOR	1.00			1.00
	COUNSELOR - ENCORE	0.40			0.40
	COUNSELOR - TITLE I	0.60			0.60
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			1.00	1.00
2014 Total		2.00	1.00	1.00	4.00
2015	EARLY CHILDHOOD CENTER				
	SOCIAL WORKER			0.60	0.60
2015 Total				0.60	0.60
3000	FRANCIS C HAMMOND				
	COUNSELOR	9.00			9.00
	COUNSELOR - ESSER III	1.00			1.00
	COUNSELOR - TITLE I	0.50			0.50
	DIRECTOR - MIDDLE SCHOOL GUIDANCE	1.00			1.00
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			2.00	2.00
3000 Total		11.50	1.00	2.00	14.50
3010	GEORGE WASHINGTON				
	COUNSELOR	6.00			6.00
	DIRECTOR - MIDDLE SCHOOL GUIDANCE	1.00			1.00
	PSYCHOLOGIST		1.20		1.20
	SOCIAL WORKER			2.00	2.00
3010 Total		7.00	1.20	2.00	10.20
3040	ACHS - KING STREET CAMPUS				

Row Labels	LOCATION DESCRIPTION	GUIDANCE	PSYCHOLOGY	SOCIAL WORK	Grand Total
3040	COUNSELOR	13.00			13.00
	DIRECTOR - SECONDARY GUIDANCE	1.00			1.00
	PSYCHOLOGIST		2.00		2.00
	SOCIAL WORKER			3.00	3.00
	SPECIALIST - TRUANCY OUTREACH			1.00	1.00
3040 Total		14.00	2.00	4.00	20.00
3043	ACHS - MINNIE HOWARD				
	ASST DIRECTOR - SECONDARY GUIDANCE	1.00			1.00
	COUNSELOR	4.00			4.00
	PSYCHOLOGIST		0.80		0.80
	PSYCHOLOGIST - ESSER III		1.00		1.00
	SOCIAL WORKER			2.00	2.00
3043 Total		5.00	1.80	2.00	8.80
3044	ACHS - INTERNATIONAL ACADEMY				
	COUNSELOR	3.00			3.00
	COUNSELOR - ESSER II	1.00			1.00
	SOCIAL WORKER			1.00	1.00
3044 Total		4.00		1.00	5.00
3045	ACHS - SATELLITE CAMPUS				
	COUNSELOR	1.00			1.00
3045 Total		1.00			1.00
3060	ALTERNATIVE EDUCATION				
	COUNSELOR	1.00			1.00
	PSYCHOLOGIST		1.00		1.00
	SOCIAL WORKER			0.70	0.70
3060 Total		1.00	1.00	0.70	2.70
5340	AVID & COLLEGE READINESS				
	COORD COLLEGE PREP	1.00			1.00
5340 Total		1.00			1.00
5400	SPECIALIZED INSTRUCTION				
	IDEA CEIS - CLINICAL PSYCHOLOGIST		1.00		1.00
5400 Total			1.00		1.00
5600	TITLE 1 PROGRAMS				
	TITLE I - LIAISON: HOMELESS/FOSTER CARE			1.00	1.00
5600 Total				1.00	1.00
6400	STUDENT SERVICES				
	COUNSELOR - ESSER III	1.00			1.00
	DIRECTOR - SCHOOL PSYCHOLOGY		1.00		1.00
	DIRECTOR - SOCIAL WORK			1.00	1.00
	GUIDANCE DIRECTOR - ESSER III	1.00			1.00
	MENTAL HEALTH SPECIALIST - ESSER II		2.00		2.00
	MENTAL HEALTH SPECL		1.00		1.00
	PSYCHOLOGIST		1.40		1.40
	PSYCHOLOGIST - ESSER III		0.20		0.20
	SOCIAL WORKER - ESSER III			0.70	0.70
	SPECIALIST - TRUANCY OUTREACH			1.00	1.00
	SUBST ABUSE COUNSEL	2.00			2.00

Row Labels	LOCATION DESCRIPTION	GUIDANCE	PSYCHOLOGY	SOCIAL WORK	Grand Total
6400 Total		4.00	5.60	2.70	12.30
Grand Total		70.80	26.60	30.00	127.40

Note: Does not include positions proposed for FY 2024

CHARLES BARRETT	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	78	92	86	81	82	69	488
Actual Staffing as of Jan	5	4	4	4	3	3	23
CORA KELLY	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	45	36	44	41	42	45	253
Actual Staffing as of Jan	3	2	2	2	2	2	13
DOUGLAS MACARTHUR	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	91	100	85	96	96	96	564
Actual Staffing as of Jan	5	4	4	4	4	4	25
FERDINAND T. DAY	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	122	95	120	87	90	82	596
Actual Staffing as of Jan	5	4	5	4	4	4	26
GEORGE MASON	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	47	48	58	57	53	46	309
Actual Staffing as of Jan	3	2	3	3	3	2	16
JAMES K POLK	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	135	162	104	139	118	122	780
Actual Staffing as of Jan	6	7	5	5	5	5	33
JEFFERSON-HOUSTON	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	53	80	58	66	80	56	393
Actual Staffing as of Jan	4	3	3	3	3	2	18
JOHN ADAMS	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	46	43	36	35	39	36	235
Actual Staffing as of Jan	2	2	2	2	2	2	12
AY 22-23 Enrollment as of Jan	91	84	73	74	81	70	473
Actual Staffing as of Jan	4	4	3	3	3	3	20
LYLES CROUCH	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	71	69	74	71	78	52	415
Actual Staffing as of Jan	3	3	3	3	3	2	17
MOUNT VERNON	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	145	179	138	131	136	131	860
Actual Staffing as of Jan	6	7	6	6	6	5	36
NAOMI L. BROOKS	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	63	51	53	56	53	51	327
Actual Staffing as of Jan	3	3	3	2	2	2	15
PATRICK HENRY	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	131	147	135	105	131	102	751
Actual Staffing as of Jan	5	6	5	4	5	4	28
SAMUEL TUCKER	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	136	133	98	130	105	124	726
Actual Staffing as of Jan	6	6	5	5	5	5	32
WILLIAM RAMSAY	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	95	110	84	101	97	80	567
Actual Staffing as of Jan	4	5	4	4	4	3	24

CHARLES BARRETT	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	78	92	86	81	82	69	488
Actual Staffing as of Jan	5	4	4	4	3	3	23
FY 2024 Projected	88	75	93	88	78	77	499
FY 2024 Staffing	4	4	4	4	3	3	22
23-24 Change	10	-17	7	7	-4	8	11
Projected Class Size	22.00	18.75	23.25	22.00	26.00	25.67	
CORA KELLY	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	45	36	44	41	42	45	253
Actual Staffing as of Jan	3	2	2	2	2	2	13
FY 2024 Projected	53	46	38	42	40	40	259
FY 2024 Staffing	3	2	2	2	2	2	13
23-24 Change	8	10	-6	1	-2	-5	
Projected Class Size	17.67	23.00	19.00	21.00	20.00	20.00	
DOUGLAS MACARTHUR	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	91	100	85	96	96	96	564
Actual Staffing as of Jan	5	4	4	4	4	4	25
FY 2024 Projected	100	103	91	84	99	94	571
FY 2024 Staffing	5	5	4	4	4	4	26
23-24 Change	9	3	6	-12	3	-2	
Projected Class Size	20.00	20.60	22.75	21.00	24.75	23.50	
FERDINAND T. DAY	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	122	95	120	87	90	82	596
Actual Staffing as of Jan	5	4	5	4	4	4	26
FY 2024 Projected	105	118	87	110	86	82	588
FY 2024 Staffing	5	5	4	5	4	4	27
23-24 Change	-17	23	-33	23	-4	0	
Projected Class Size	21.00	23.60	21.75	22.00	21.50	20.50	
GEORGE MASON	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	47	48	58	57	53	46	309
Actual Staffing as of Jan	3	2	3	3	3	2	16
FY 2024 Projected	58	46	45	54	52	49	304
FY 2024 Staffing	3	2	2	3	2	2	14
23-24 Change	11	-2	-13	-3	-1	3	
Projected Class Size	19.33	23.00	22.50	18.00	26.00	24.50	
JAMES K POLK	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	135	162	104	139	118	122	780
Actual Staffing as of Jan	6	7	5	5	5	5	33
FY 2024 Projected	131	133	158	110	144	111	787
FY 2024 Staffing	6	6	7	5	6	5	35
23-24 Change	-4	-29	54	-29	26	-11	
Projected Class Size	21.83	22.17	22.57	22.00	24.00	22.20	
JEFFERSON-HOUSTON	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	53	80	58	66	80	56	393
Actual Staffing as of Jan	4	3	3	3	3	2	18
FY 2024 Projected	66	58	65	58	69	82	398
FY 2024 Staffing	3	3	3	3	3	4	19
23-24 Change	13	-22	7	-8	-11	26	
Projected Class Size	22.00	19.33	21.67	19.33	23.00	20.50	

JOHN ADAMS	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	137	127	109	109	120	106	708
Actual Staffing as of Jan	6	6	5	5	5	5	32
FY 2024 Projected	119	138	115	113	112	119	716
FY 2024 Staffing	6	7	6	5	5	5	34
23-24 Change	-18	11	6	4	-8	13	
Projected Class Size	19.83	19.71	19.17	22.60	22.40	23.80	
LYLES CROUCH	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	71	69	74	71	78	52	415
Actual Staffing as of Jan	3	3	3	3	3	2	17
FY 2024 Projected	72	72	67	71	65	71	418
FY 2024 Staffing	4	3	3	3	3	3	19
23-24 Change	1	3	-7	0	-13	19	
Projected Class Size	18.00	24.00	22.33	23.67	21.67	23.67	
MOUNT VERNON	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	145	179	138	131	136	131	860
Actual Staffing as of Jan	6	7	6	6	6	5	36
FY 2024 Projected	154	144	164	136	126	133	857
FY 2024 Staffing	7	6	7	6	5	6	37
23-24 Change	9	-35	26	5	-10	2	
Projected Class Size	22.00	24.00	23.43	22.67	25.20	22.17	
NAOMI L. BROOKS	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	63	51	53	56	53	51	327
Actual Staffing as of Jan	3	3	3	2	2	2	15
FY 2024 Projected	55	64	51	51	55	51	327
FY 2024 Staffing	3	3	3	2	3	2	16
23-24 Change	-8	13	-2	-5	2	0	
Projected Class Size	18.33	21.33	17.00	25.50	18.33	25.50	
PATRICK HENRY	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	131	147	135	105	131	102	751
Actual Staffing as of Jan	5	6	5	4	5	4	28
FY 2024 Projected	88	120	141	123	102	128	702
FY 2024 Staffing	4	5	6	5	4	5	29
23-24 Change	-43	-27	6	18	-29	26	
Projected Class Size	22.00	24.00	23.50	24.60	25.50	25.60	
SAMUEL TUCKER	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	136	133	98	130	105	124	726
Actual Staffing as of Jan	6	6	5	5	5	5	32
FY 2024 Projected	127	124	134	97	124	99	705
FY 2024 Staffing	6	6	6	4	5	4	31
23-24 Change	-9	-9	36	-33	19	-25	
Projected Class Size	21.17	20.67	22.33	24.25	24.80	24.75	
WILLIAM RAMSAY	KG	1st	2nd	3rd	4th	5th	TOTAL
AY 22-23 Enrollment as of Jan	95	110	84	101	97	80	567
Actual Staffing as of Jan	4	5	4	4	4	3	24
FY 2024 Projected	127	109	106	83	101	95	621
FY 2024 Staffing	6	5	5	4	4	4	28
23-24 Change	32	-1	22	-18	4	15	
Projected Class Size	21.17	21.80	21.20	20.75	25.25	23.75	

Fund	G
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Location Desc	Position Desc	Position Number	Employee Name	FY23 FTE
ACHS - INTERNATIONAL ACADEMY	ESSER II - EL SCHOOL COUNSELOR	7538	** VACANT **	1
ACHS - INTERNATIONAL ACADEMY Total				1
ACHS - MINNIE HOWARD	ESSER III - PSYCHOLOGIST	7512	** VACANT **	1
ACHS - MINNIE HOWARD Total				1
CURRICULUM DESIGN	ESSER III - SUPPORT SPECIALIST II: PEDESTRIAN & BIKE EDUCATION	7540	** VACANT **	0.5
CURRICULUM DESIGN Total				0.5
FINANCIAL SERVICES	ESSER II - ACCOUNTING STAFF SUPPORT	7507	** VACANT **	0.5
	ESSER II - PROCUREMENT STAFF SUPPORT	7508	** VACANT **	0.5
	ESSER III - ACCOUNTANT	7515	** VACANT **	1
FINANCIAL SERVICES Total				2
SCHOOL IMPROVEMENT	ESSER III - ANALYST: EVALUATION & ASSESSMENT	7529	** VACANT **	1
SCHOOL IMPROVEMENT Total				1
SPECIALIZED INSTRUCTION	ESSER III - HEARING IMPAIRED TCHR	7535	** VACANT **	1
SPECIALIZED INSTRUCTION Total				1
STUDENT SERVICES	ESSER II - ATTENDANCE SPECIALIST	7504	** VACANT **	1
	ESSER II - SCHOOL HEALTH SPECIALIST	7503	** VACANT **	1
	ESSER III - PSYCHOLOGIST	7530	** VACANT **	0.2
STUDENT SERVICES Total				2.2
Grand Total				8.7

Notes: Funding for vacant positions are awaiting amendment approval to be used to provide other resources to schools.

Revised
June 2022

Attachment 5



Chart of Accounts

Mission:

ACPS ensures success by inspiring students
and addressing barriers to learning



Financial Services
Department
Budget Office
703-619-8040

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Chart of Accounts



Alexandria City Public Schools
Alexandria, Va

Financial Services Department

1340 Braddock Place
Alexandria, Virginia 22314
703-619-8040

Dominic Turner
Chief Financial Officer
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Michael Barclay
Senior Accountant
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Introduction

Introduction

The ACPS chart of accounts follows the Commonwealth of Virginia's recommended chart of accounts, with additional items added to meet ACPS's own reporting needs. The definitions shown in this document are derived from the state's definitions. For details on state structure and definitions, please visit the Virginia Department of Education (VDOE) website for their complete account code structure document.

Understanding the Account Code Structure

ACPS employs a seven-segment account code structure for Operating and School Nutrition Funds and an eight-segment account code structure for Grant and Special Projects Fund, which are separated by hyphens. These segments are arranged by fund, school/department (section), object, program, function, site, and cost center (plus project for Grant and Special Projects Fund). The following provides an explanation of the seven-segment structure of the ACPS chart of accounts. A detailed explanation of the structure is also shown on the following table.

Fund: Identifies the source of funds for the activity; comprised of three fund groups:

- Operating
- Grant and Special Projects
- School Nutrition

School/Department (Section): Identifies the major and subsidiary organizational unit.

Object: Identifies the actual type of good or service purchased. The object code is the most detailed level of expenditure category. The seven major categories/characters include:

- Salaries
- Employee Benefits
- Purchased Services
- Internal Services
- Other Charges
- Materials and Supplies
- Capital Outlay

Program: Identifies one of nine major areas or one of its detailed sub-programs.

Function: Identifies what type of activity is supported by the transaction.

Site: Identifies the physical location of the activity.

Cost Center: Identifies the item as elementary, secondary, instructional support, operational support, or administrative/division-wide activity.

Reporting

For reporting purposes, such as the Fund Statements and Monthly Financial Reports, the Budget Office uses the highest level, Character, when presenting expenditures and Major Object when presenting revenue. Revenue codes are shown in the Appendix section of this document and are for Budget and Accounting Office use only.

Selecting the Appropriate Codes

Each component of the chart of accounts (fund, department, object, program, function, site, and cost center codes) show how the detailed codes roll-up into higher levels of summary. When using the account codes, you should always enter the code at the lowest level of detail. For example, the Object code has multiple levels of information. The highest level is Character, which includes 560000 - Materials and Supplies; one of the eight characters. The next level, within Materials and Supplies,

Introduction

consist of several Object Groups, which summarizes a series of lower level codes, such as 561000 - Other Supplies. Within this group, there are detailed Object codes such as 561010 - Office Supplies, 561020 - Paper Supplies, 561030 - Promotional Items, 561850 - P-card Expenditures, and 561990 - Other Operating Supplies. These last items are the lowest level of detail.

Please use this as a reference guide to determine where to charge items as you place orders and expend funds, move funds through budget transfers, and plan your future years' expenditure of funds.

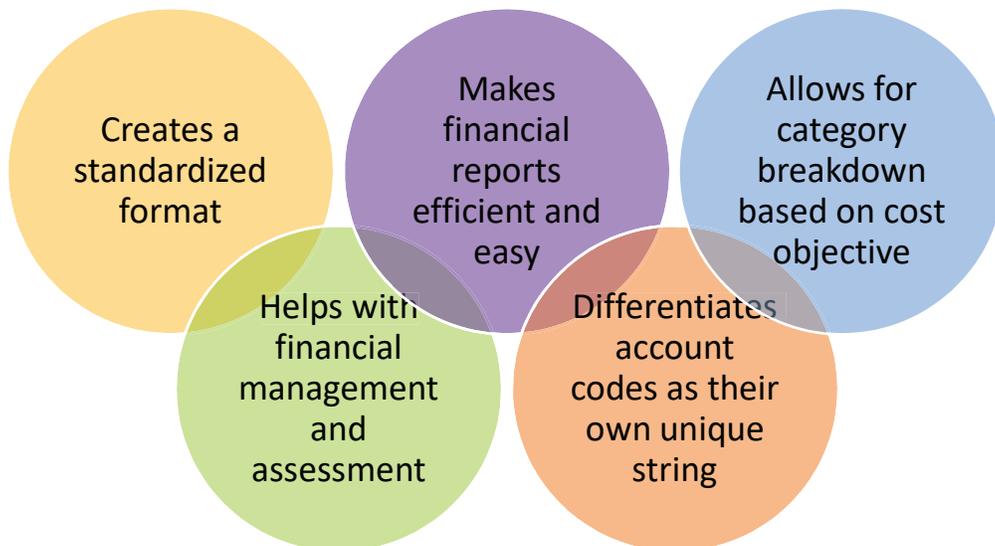
Requesting New Account Codes

School and departments can request new account codes be created at any time by emailing their budget liaison. The email should include a reason and the full account code you would like created. Note: account codes are validated against the state's structure, so newly suggested account codes may be revised.

Prior to submitting your request to create a new account code, please check the Tyler MUNIS system if it does not already exist. Two common ways to check all active account codes in the system is to run a YTD Budget Report (make sure the report options screen has the Suppress Zero Balance Accounts unselected) or to view in Account Inquiry.

If you have any questions about codes, please contact the Budget Office at budget@acps.k12.va.us.

Importance of Chart of Accounts



Explanation of Account Code Structuring

Explanation of Account Code Structure
Sample Account Code

Account Code Segments	Account Code: 1100-5100-560310-1272-1320-01-2	General Explanation	Specific Code	Roll-Up
Fund		Fund: Describes the source of fund in which the items are budgeted. There are three basic funds: Operating, Grants and Special Projects, and School Nutrition. Grant and Special Projects identifies the segment by the specific grant that funds the expenditure (listed as Local, State, and Federal Projects).	1100: Operating Fund	None
School/ Department (Section)		School/Department (Section): Identifies the major and subsidiary organizational units in ACPS. This includes the individual schools, the School Board, the Office of the Superintendent, and the other organizational units within Central Office.	5100: Curriculum Design and Instructional Services	Level 2: Curriculum and Instruction Level 1: Instructional Support
Object		Object: Identifies the actual type of good or service purchased. Object codes are based on the classification structure in the Commonwealth of Virginia's chart of accounts.	560310: Library and General Reference Books and Supplies	Level 2: Educational And Recreational Supplies Level 1: Materials and Supplies
Program		Program: Identifies one of the nine major program areas, as defined by the Code of Virginia, and the subsidiary program areas.	1272: Media Services	Level 2: Enrichment and Electives Level 1: Regular Programs
Function		Function: Identifies what type of activity is occurring with the transaction, such as classroom instruction, health services, food and nutrition services, etc. Function codes are used to complete the Annual School Report submitted to the Commonwealth of Virginia.	1320: Library and Media Services	Level 2: Instructional Support-Staff Level 1: Instruction
Site		Site: Each site in ACPS has a unique code identifying the physical location of the activity.	01: Charles Barrett	Level 11: Elementary Schools/K-8 Schools
Cost Center		Cost Center: Identifies the item as an elementary, secondary, instructional support, operational support or administrative/division-wide activity.	2: Elementary	None

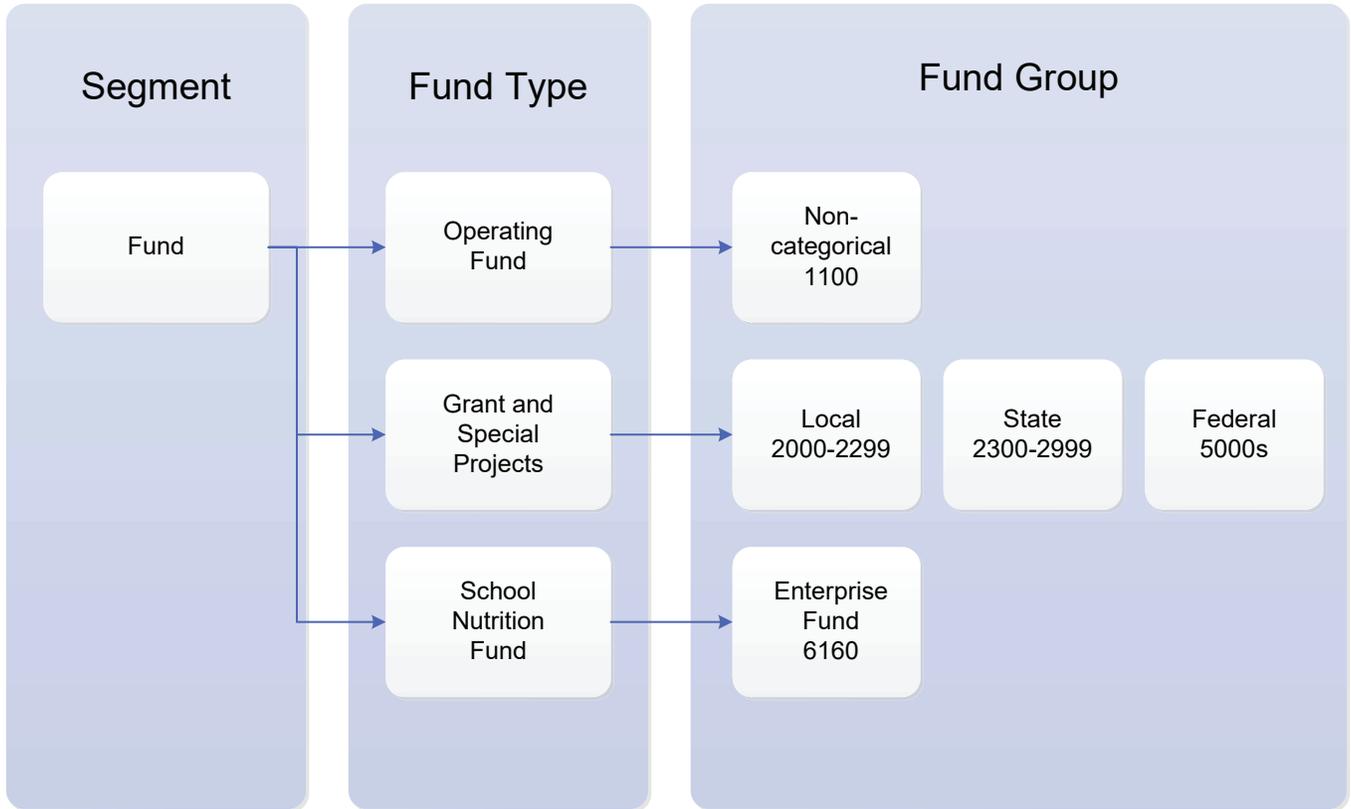
Note: The account code structure for Grant and Special Projects includes an eighth segment, project, not shown on the above table.

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Fund Codes

Note: Always use the "lowest level" of codes available.

Segment Group: Fund



Fund Codes

Note: Always use the "lowest level" of codes available.

Fund Group	Fund Code	Fund Title and Definition
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0000 Pooled Cash

0001 Pooled Cash

1000 Non Categorical

Expenditures that do not require specialized reporting.

1100 Operating Fund

2000 Local Projects

Expenditures that require specialized reporting and are funded from local sources. These local projects include a project funded by the local service club to provide intramural activities for students in the community.

2020 SPED-Regional Tuition
2030 Interscholastic Funds
2032 Green School Challenge
2033 Instrumental Music
2040 Exxon Mobile
2042 Science Fairs
2048 FIRST LEGO League
2049 Target US Soccer Fondation
2052 Remember Our Kids Fund
2053 Your Place in History
2057 Amazon Virtual PLUS+
2060 NVCC Subgrant
2062 Project GLAD
2070 Frank E. Mann Municipal Trust
2075 Homes for America 21 CCLC
2081 Earth Force
2082 NEA Nurse Project
2088 Runningbrooke
2090 E-rate FCC Universal Service
2100 Adult Detention Center
2110 NVA Juvenile Detention Greenhouse
2200 Adult Ed Revolving Account
2299 Local Miscellaneous Funds

Fund Codes

Note: Always use the “lowest level” of codes available.

Fund Group	Fund Code	Fund Title and Definition
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2300 State Projects

Expenditures that require specialized reporting for state funded categorical programs.

2300	NVJDC Juvenile Detention
2400	VPI VA Preschool Initiative
2402	VPI Reallocated Balance
2500	Early Reading Intervention
2550	Algebra Readiness
2560	Middle School Teacher Corps
2611	General Adult Education
2613	PluggedIn VA
2700	Individual Student Alternative Education Plan (ISAEP)
2710	State Equipment - CTE
2720	Project Graduation
2730	Race to GED
2740	Industry Certification Exams
2770	IT-Industry Certifications
2785	CTE Career Pathway
2790	Additional CTE State Equipment
2795	Additional Industry Credential STEM-H
2800	Mentor Teacher/Clinical
2810	Mentor Teacher/Hard-to-Staff
2920	DCJS-Digital Mapping
2999	State Miscellaneous Funds

3000 Clearing Account

3000	Payroll Clearing Fund
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4000 Capital Improvement

4000	Capital Improvement Program
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5000 Federal Projects

Expenditures that require specialized reporting to the federal government directly or through the state.

5013	Title I, SIG 1003 (a)
5121	Title I, Part A FY 2021
5122	Title I, Part A FY 2022
5123	Title I, Part A FY 2023

Fund Codes

Note: Always use the “lowest level” of codes available.

Fund Group	Fund Code	Fund Title and Definition
	5171	Title I, Part D FY 2021
	5172	Title I, Part D FY 2022
	5173	Title I, Part D FY 2023
	5192	McKinney Vento FY 2022
	5193	McKinney Vento FY 2023
	5221	Title II, Part A FY 2021
	5222	Title II, Part A FY 2022
	5223	Title II, Part A FY 2023
	5321	Title III, Part A FY 2021
	5322	Title III, Part A FY 2022
	5323	Title III, Part A FY 2023
	5373	Title III, Imm/Youth FY 2023
	5400	Title IV, Part A FY 2020
	5401	Title IV, Part A FY 2021
	5402	Title IV, Part A FY 2022
	5403	Title IV, Part A FY 2023
	5419	Title IV, Part B FY 2019
	5422	Title IV, Part B FY 2022
	5423	Title IV, Part B FY 2023
	5530	CARES Act
	5531	GEERF CARES Act
	5533	CRRSA ESSER II
	5534	American Rescue Plan ESSERIII
	5535	CSLFRF ARP Ventilation
	5621	IDEA, Part B FY 2021
	5622	IDEA, Part B FY 2022
	5623	IDEA, Part B FY 2023
	5640	IDEA, Part B ARP FY 2022
	5641	IDEA, CEIS ARP FY 2022
	5642	IDEA, PreK ARP FY 2022
	5673	IDEA, Part B Prek FY2023
	5692	IDEA, Part B CEIS FY22
	5693	IDEA, Part B CEIS FY23
	5721	Carl Perkins Voc Ed FY 2021
	5722	Carl Perkins Voc Ed FY 2022
	5723	Carl Perkins Voc Ed FY 2023

Fund Codes

Note: Always use the "lowest level" of codes available.

Fund Group	Fund Code	Fund Title and Definition
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5740	Adult Education and Family Literacy Act
5750	DCJS-Detention Center
5790	COPS Justice
5885	FEMA-COVID Protective Measures
5900	VQRIS Regular
5910	VQ Infant / Toddler Supp
5999	Federal Miscellaneous Funds

6000 Enterprise Fund

6040	Student Activity Funds
6160	Food and Nutrition Services
6300	Health Benefits Fund

7000 Fiduciary Funds

7100	School Activity Funds
7200	Other Post Employment Benefits
7300	United Healthcare Medical Plan
7400	ACPS Supplemental Retirement

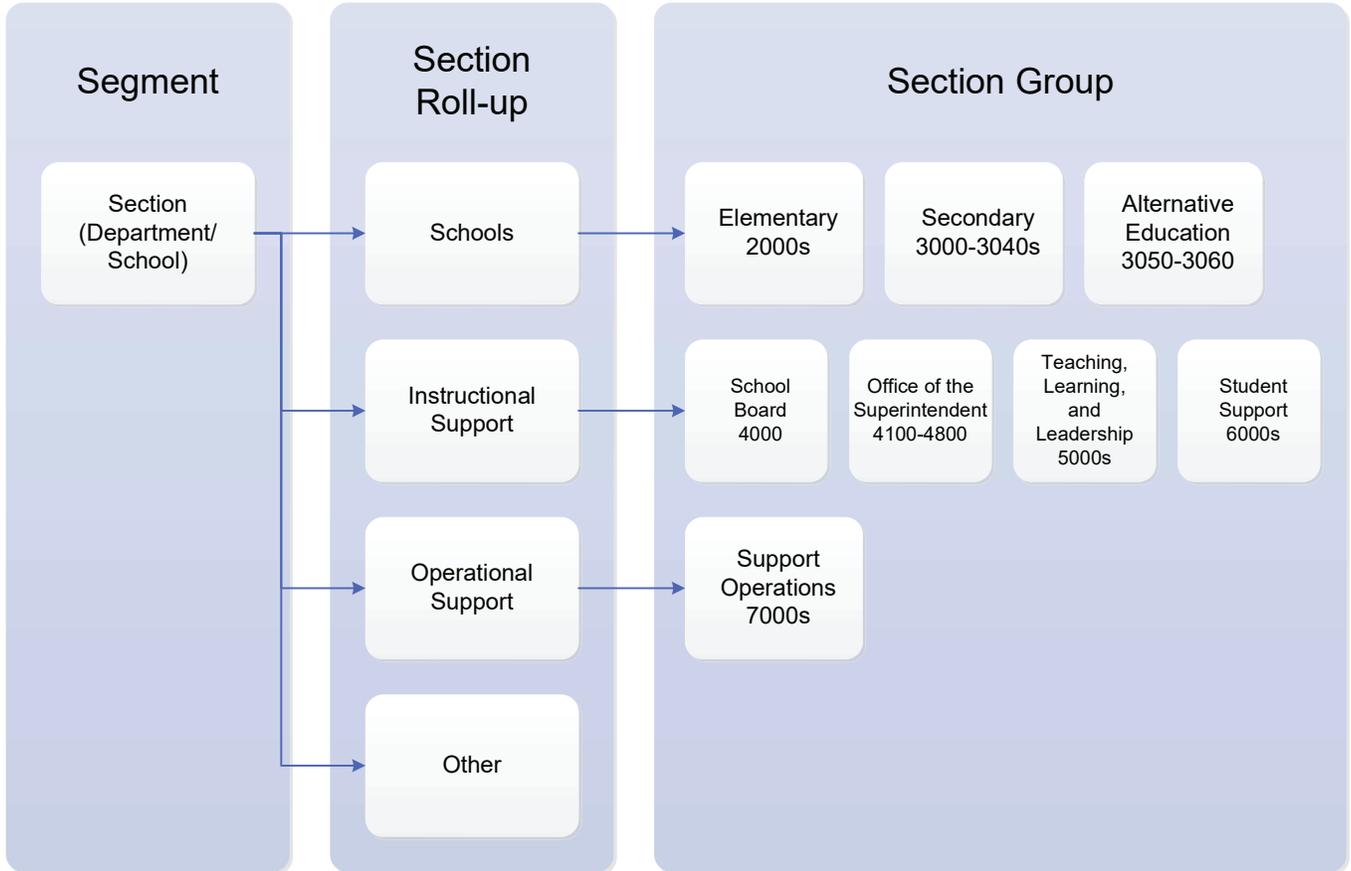
8000 Fixed Assets

8000	Fixed Asset Fund
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School or Department Codes

Note: Always use the "lowest level" of codes available.

Segment Group: Section



School or Department Codes

Note: Always use the "lowest level" of codes available.

School Group	School or Dept Code	School or Department Title
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1 - Schools

2001	Charles Barrett ES
2002	Cora Kelly School for Math, Science and Technology
2003	Douglas MacArthur ES
2004	George Mason ES
2005	James K. Polk ES
2006	Jefferson-Houston School
2007	John Adams ES
2008	Lyles-Crouch Traditional Academy
2009	Naomi L. Brooks ES
2010	Mount Vernon Community School
2011	Patrick Henry School
2012	Samuel W. Tucker ES
2013	William Ramsay ES
2014	Ferdinand T. Day ES
2015	Early Childhood Center
3000	Francis C. Hammond MS
3010	George Washington MS
3040	Alexandria City High School
3041	Alexandria City Division-Wide Athletics
3042	Alexandria City Financial Aid Program
3043	Alexandria City Minnie Howard Campus
3044	Alexandria City International Academy
3045	Alexandria City Satellite Campus
3050	NVJDC Juvenile Detention
3060	Alternative Education

School or Department Codes

Note: Always use the "lowest level" of codes available.

School Group	School or Dept Code	School or Department Title
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2 - Instructional Support

4000 School Board

2-40 Office of the Superintendent

4100 Office of the Superintendent
4600 Accountability and Research
4700 Office of School, Business and Community Partnerships
4750 Partnerships and Community Engagement
4800 Communications

2-50 Teaching, Learning, and Leadership

5000 Teaching, Learning, Leadership
5090 School Leadership
5099 School-Wide Resources
5100 Curriculum Design and Instructional Services
5110 Career and Technical Education
5120 Humanities
5130 Literacy
5140 STEM Science, Technology, Engineering, and Math
5200 Talent Development
5300 Pre-K-12 Programs
5310 Adult Education
5320 Pre-Kindergarten Programs
5330 Talented and Gifted Programs
5340 AVID/College Readiness
5400 Specialized Instruction
5500 English Learner Services
5600 Title I Programs
5700 School Improvement
5800 Instructional Support

2-60 Student Support

6100 Technology Services
6400 Student Services
6700 Alternative Programs and Equity

School or Department Codes

Note: Always use the "lowest level" of codes available.

School Group	School or Dept Code	School or Department Title
--------------	---------------------	----------------------------

3 - Operational Support

3-70 Support Operations

7000	Office of the Executive Director
7100	Human Resources
7199	Division-Wide Human Resources
7200	Financial Services
7299	Division-Wide FSD Reserve
7300	Pupil Transportation
7400	Facilities and Operations
7410	Maintenance and Custodial Services
7420	Capital Program Planning & Design
7450	Safety and Security Services
7500	School Nutrition Services
7700	Chief of Staff

4 - Other

9000	Crisis Response
9999	Division-Wide Rev and Balances
0000	Non Department

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Object Codes

Note: Always use the "lowest level" of codes available.

Segment Grouping Chart	18	Internal Services	36
Personnel Salaries	19	Other Charges	36
Administrative Regular		Utilities	
Professional Instruction		Communications	
Regular		Insurance	
Professional Other Regular		Leases and Rentals	
Technical Regular		Travel	
Support Regular		Contribution to Other Entities	
Trades Regular		Awards and Grants	
Operative Regular		Miscellaneous	
Laborer Regular		Materials and Supplies	40
Services Regular		Educational and Recreational	
Intermittent		Supplies	
Overtime Pay		Textbooks and Workbooks	
Substitute Pay		Food Supplies and Food Service	
Supplemental Compensation		Supplies	
Early Retirement Incentive		Technology Software / Online	
Reserve Teachers		Content	
Employee Benefits	26	Medical and Laboratory Supplies	
FICA/Medicare		Repair and Maintenance Supplies	
VRS (Virginia Retirement System)		Laundry, Housekeeping, and	
Benefits		Janitorial Supplies	
Hospital/Medical Plans		Vehicle/Power Equipment Fuels	
Other Insurance		Vehicle/Power Equipment	
Other Benefits		Supplies	
Purchased Services	28	Other Supplies	
Business Services		Capital Outlay	44
Temporary Help Service Fees		Capital Outlay Replacement	
Instructional Support		Capital Outlay Additional	
Other Professional Services		Other Uses of Funds	48
Transportation Services			
Maintenance Services			
and Contracts			
Computer and Software Services			
Printing and Binding			
Service from other			
Government Entities			

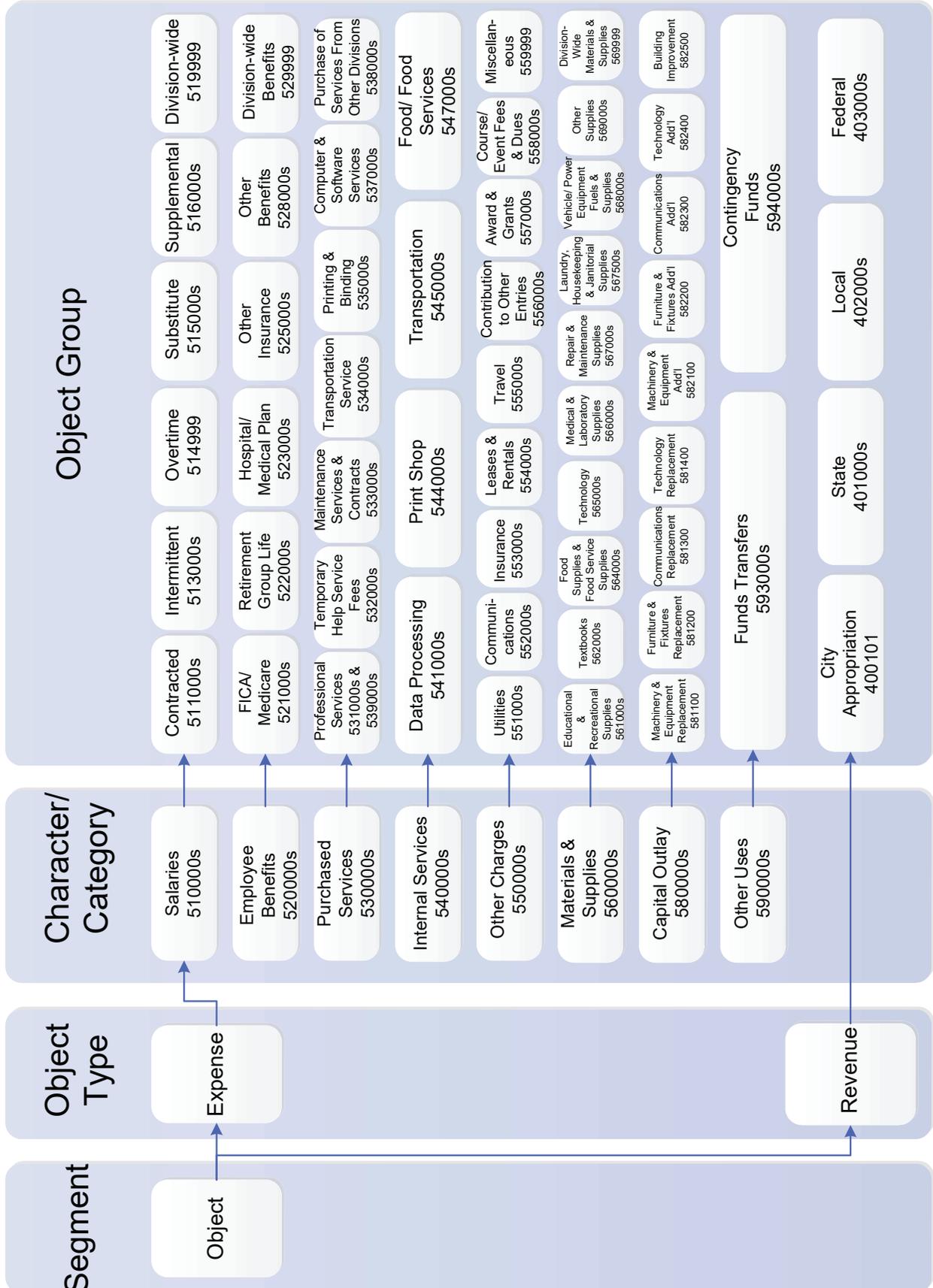
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Fund School **Object** Program Function Site Cost
 or Dept

Object Codes

Note: Always use the "lowest level" of codes available.

Segment Group: Object



Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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510000 Personnel Salaries

All compensation for the direct labor of persons in the employment of the local government. Salaries and wages paid to employees for full- and part-time work, including overtime, shift differential, and similar compensation. Includes payments for time not worked, including sick leave, vacation, holidays, jury duty, military leave, and other paid absences that are earned during the reporting period.

511100 Administrative Regular

Compensation for those who perform management activities that require developing broad policies and executing those policies through direction of individuals at all levels. This includes high-level administrative activities performed directly for policy makers.

511110 Board Member

Compensation for those who perform activities as a member of a legally constituted body that has been created and vested with responsibilities for educational policy- and decision-making as specified in education codes and regulations in a given geographical area.

511120 Superintendent

Compensation for those who serve as the chief executive officer and primary advisor to the board of education. Responsibilities include overseeing the development of educational programs and all other activities that impact those programs.

511130 Assistant Superintendent / Chief Officer

Compensation for those who perform high-level executive management functions for a superintendent in the areas of personnel, instruction, and/or administration such as business, transportation, food services, maintenance, operation, facility management/planning, and others. Such an assignment also includes performing the duties of the superintendent in his or her absence as assigned or designated.

511140 Executive Director

511150 Director

511160 Assistant Director / Manager

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
------------	--------------	-------------	-----------------------------

511200 Professional Instruction Regular

- | | | |
|--------|----------------------------|---|
| 511210 | Teacher | <p>Compensation for those who provide instruction, learning experiences, and care to students during the contract period (i.e., regular instructional day) or in a given discipline. (Include teachers, instructional supervisors, and instructional specialists, including speech language pathologists.)</p> |
| 511220 | Librarian | <p>Compensation for those who develop plans for and manages the use of teaching and learning resources, including the maintenance of equipment, content material, services, multi-media, and information sources.</p> |
| 511230 | Counselor | <p>Compensation for those who provide care to students during the contract period (i.e., regular instructional day) or in a given discipline. (Includes school counselor, career counselors.)</p> |
| 511240 | Teacher Specialist / Coach | <p>Compensation for those who provide learning experiences during the contract period (i.e., regular instructional day) or in a given discipline. (Includes instructional supervisors, instructional specialists, and including speech language pathologist.)</p> |
| 511260 | Principal | <p>Compensation for those who perform the highest level of executive management functions in an individual school, a group of schools, or units of a school system. Responsibilities include the administration of instructional programs, extracurricular programs, community relations, operation of the school plant, selection and evaluation of professional and support staff, and the coordination of staff and student activities.</p> |
| 511270 | Assistant Principal / Dean | <p>Compensation for those who perform high-level executive management functions in an individual school, group of schools, or units of a school system. Duties include, but are not limited to: supervising student behavior; handling specific assigned duties related to school management; continuing curriculum and staff development; working cooperatively with professional staff; providing leadership in the instructional program; and coordinating and/or arranging class schedules.</p> |

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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- 511280 Encore Adjustments (For Budget Use Only)
- 511290 Student Improvement (FLEX) Adjustments (For Budget Use Only)

511300 Professional Other Regular

Compensation for those who perform assignments requiring a high degree of knowledge and skills, but not necessarily requiring skills in the field of education.

- 511310 Nurse
Compensation for those licensed personnel who conduct a health service program at a school or system for the evaluation, improvement and protection of the health of students and school personnel in accordance with state law and local policies and procedures.
- 511320 Psychologist
Compensation for those who evaluate and analyze students' behavior by measuring and interpreting their intellectual, emotional, and social development, and diagnosing their educational and personal problems.
- 511330 Social Worker
- 511340 Coordinator / Program Manager
- 511350 Systems Analyst / Programmer
- 511360 Other Professional / Senior Analyst

511400 Technical Regular

Compensation for those who perform tasks requiring a combination of basic scientific knowledge and manual skills.

- 511400 Other Technical / Analyst
- 511410 Computer and Network Support
Compensation for those responsible for supporting and maintaining the functionality of ongoing technology applications, both instructional and administrative. Positions include software, hardware, and network support and maintenance personnel.

511500 Support Regular

- 511500 Administrative Assistant / Clerical
Compensation for those who prepare, transfer, transcribe, systematize, or preserve communications, records, and transactions.

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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511510 Paraprofessional
 Compensation for those who assist a teacher with routine activities associated with teaching (i.e., those activities requiring minor decisions regarding students, such as conducting rote exercises, operating equipment, and clerking).

511600 Trades Regular

Compensation for those who perform tasks requiring a high manual skill level. This assignment requires considerable judgment and a thorough and comprehensive knowledge of the processes involved in the work.

- 511610 Maintenance Supervisor
- 511620 Custodian Supervisor
- 511630 Mechanic
- 511640 General Maintenance

511700 Operative Regular

Performs tasks requiring intermediate level manual skills. This includes bus drivers and vehicle operators.

- 511700 Bus Driver
- 511710 Bus Monitor
- 511720 Other Driver

511800 Laborer Regular

Compensation for those who perform tasks requiring some manual skills. This includes individuals performing lifting, digging, mixing, loading, and pulling operations.

- 511800 Laborer

511900 Services Regular

Compensation for those who perform tasks regardless of level of difficulty, which relates to both protective and nonprotective support services.

- 511420 Security Guard
- 511900 Food Service Manager
- 511910 Custodian
- 511930 Cafeteria Aide
- 511950 Hall Monitor
- 511980 Building Engineer

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
------------	--------------	-------------	-----------------------------

513000 Intermittent Pay

Compensation to casual temporary employees paid on an hourly basis for hours worked.

513200 Professional Instruction Intermittent

- 513150 Director Intermittent
- 513160 Assistant Director / Manager Intermittent
- 513210 Teacher Intermittent
- 513220 Librarian Intermittent
- 513230 Counselor Intermittent
- 513240 Teacher Specialist / Coach Intermittent
- 513270 Assistant Principal Intermittent

513300 Professional Other Intermittent

- 513310 Nurse Intermittent
- 513320 Psychologist Intermittent
- 513330 Social Worker Intermittent
- 513340 Coordinator / Project Manager Intermittent
- 513360 Other Professional Intermittent

513400 Technical Intermittent

- 513400 Other Technical Intermittent

513500 Support Intermittent

- 513500 Administrative Assistant / Clerical Intermittent
- 513510 Paraprofessional Intermittent
- 513550 Classroom Monitor Intermittent

513600 Trades Intermittent

- 513630 Mechanic Intermittent
- 513640 General Maintenance Intermittent

513700 Operative Intermittent

- 513700 Bus Driver Intermittent
- 513710 Bus Monitor Intermittent

513800 Laborer Intermittent

- 513800 Laborer Intermittent

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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513900 Services Intermittent

- 513420 Security Intermittent
- 513900 Food Service Manager Intermittent
- 513910 Custodian Intermittent
- 513930 Cafeteria Aide Intermittent
- 513950 Hall Monitor Intermittent

514900 Overtime Pay

Compensation for non-exempt employees for hours worked in excess of 40 hours per week.

- 514999 Overtime

515000 Substitute Pay

Compensation for non-contract part-time employees who perform the work of regular full or part-time employees who are absent due to illness. Substitutes may also fill full-time positions on a temporary basis.

515200 Professional Instruction Substitutes

- 515210 Teacher Substitutes

515400 Technical Substitutes

- 515510 Paraprofessional Substitutes

515700 Operative Substitutes

- 515700 Bus Driver Substitutes

515900 Services Substitutes

- 515930 Food Service Substitutes

516000 Supplemental Compensation

Stipends and supplements paid for work performed outside an employee’s normal contract period for example; remediation, extracurricular activities, fixed travel supplements, coaching.

516100 Administrative Supplements

- 516120 Superintendent Supplement
- 516130 Assistant Superintendent / Chief Officer Supplement
- 516150 Director Supplement
- 516160 Assistant Director / Manager Supplement

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
------------	--------------	-------------	-----------------------------

516200 Professional Instruction Supplements

516210	Teacher Supplement
516220	Librarian Supplement
516230	Counselor Supplement
516240	Teacher Specialist / Coach Supplement
516260	Principal Supplement
516270	Assistant Principal / Dean Supplement
516295	Travel Stipends

516300 Professional Other Supplements

516310	Nurse Supplement
516320	Psychologist Supplement
516330	Social Worker Supplement

516400 Technical Supplements

516400	Other Technical / Analyst Supplement
516410	Computer and Network Support Supplement

516500 Support Supplements

516500	Administrative Assistant / Clerical Supplement
516510	Paraprofessional Supplement

516600 Trades Supplements

516610	Maintenance Supervisor Supplement
516620	Custodian Supervisor Supplement
516630	Mechanic Supplement
516640	General Maintenance Supplement

516700 Operative Supplements

516700	Bus Driver Supplement
516710	Bus Monitor Supplement

516800 Laborer Supplements

516800	Laborer Supplement
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Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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516900 Services Supplements

- 516420 Security Guard Supplement
- 516900 Food Service Manager Supplement
- 516910 Custodian Supplement
- 516930 Cafeteria Aide Supplement
- 516950 Hall Monitor Supplement
- 516980 Building Engineer Supplement

516600 Employee Bonus

- 516600 Employee Bonus Payments

517000 Early Retirement Incentive

- 517010 Early Retirement Incentive

519000 Reserve Teachers

- 519210 Reserve Teachers
- 519510 Reserve Paraprofessionals
- 519999 Division-Wide Salaries

520000 Employee Benefits

Job-related benefits provided to employees as part of their total compensation. Fringe benefits include the employer’s portion of FICA, pensions, insurance (life, health, disability income, etc.) and employee allowances.

521000 FICA (Federal Insurance Contributions Act) / Medicare Benefits

Payments into the contribution fund for social security payroll taxes to the U.S. Treasury.

- 521000 FICA
- 521010 Medicare

522000 VRS (Virginia Retirement System) Benefits

Payments into the trust fund of the Virginia Retirement System.

- 522100 VRS Retirement
- 522110 VRS Benefits Hybrid Plan
- 522150 ICMA Defined Contribution
- 522200 VRS Retiree Health Insurance Credit (RHIC)
- 522300 VRS Group Life Insurance
- 522800 ACPS Supplement Retirement

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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523000 Hospital/Medical Plans (HMP) Benefits

Payments made on behalf of employees in a group insurance program providing hospital, medical, surgical, and/or dental coverage.

- 523000 Hospital/Medical Plans
- 523010 Retiree Health
- 523020 Dental Insurance

525000 Other Insurance Benefits

Payment into disability insurance plans, Unemployment Insurance System, and payment in compliance with the Virginia Workers' Compensation Act.

- 525000 Long-Term Disability Insurance
- 525100 Long-Term Disability Insurance - Hybrid
- 525500 Short-Term Disability
- 525600 Short-Term Disability - Hybrid
- 526000 Unemployment Insurance
- 527000 Workers' Compensation

528000 Other Benefits

Include annual and sick leave payments for personnel who terminate employment.

- 528005 Termination Benefits
Payment of unused sick and annual leave benefits for qualified employees who are resigning or retiring.
- 528007 Long-Term Sick Leave
- 528009 Long-Term Care
- 528010 Physical Examinations
- 528015 Criminal Record Check
- 528020 Employee Assistance
- 528025 Education / Tuition Assistance
- 528030 National Board Certification
- 528035 VA Teaching Certificate Fee
- 528045 Car Allowance
- 528050 Moving Expenses
- 528055 Parking Incentive
- 528060 Deferred Compensation
- 529999 Division-Wide Benefits

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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530000 Purchased Services

Payments for services, not including capitalized expenditures, acquired from outside sources (i.e., private vendors, public authorities, or other governmental entities, including payments to state mental health institutions for the education of students with disabilities pupils and/or tuition payments to the Virginia School for the Deaf and the Blind that are made by the Virginia Department of Education on behalf of the school division).

Purchase of the service is on a fee basis or fixed time contract basis. Professional service fees such as Architecture and Engineering Fees may be included in object code 530000 but should not include payments to contractors, builders, developers or vendors for capital outlay. All capital outlay expenditures, whether by contract or for school division personnel, should be coded in the object code 570000 or object code 580000 series only. Payments for rentals and utilities are not included in this account description.

531000 Business Services

- | | | |
|--------|-------------|--|
| 531010 | Advertising | Expenditures for printed announcements in professional periodicals and newspapers or announcements broadcast by radio and television networks. |
|--------|-------------|--|
- | | | |
|--------|-----------------------|---|
| 531020 | Auditing / Accounting | Non-payroll services performed by qualified individuals and organizations for the school system in the broad areas of auditing and accounting. Included here are not only the expenses associated with the Board's annual operating budget but other finance related areas such as school food services revenue and student extra curricular activities/accounts. |
|--------|-----------------------|---|
- | | | |
|--------|-----------------|---|
| 531030 | Health Services | Payments made to outside vendors for health services provided to the school system. |
|--------|-----------------|---|
- | | | |
|--------|---------------------|--|
| 531040 | Management Services | Services performed by individuals qualified to assist management either in the broad policy area or in the general operation of the school system. Includes consultants, individually or as a team, to assist the Superintendent or staff in conference or through systematic studies. |
|--------|---------------------|--|

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		531050	<p>Medical / Legal</p> <p>Services performed by qualified individuals to assist the Board of Education of the school system in its particular activities. This category includes the specialized services of physicians, dentists, other medical personnel and legal counsel, counseling the Board in employing a Superintendent, submitting advice and recommendations, etc.</p>
		531060	<p>Settlement Fees</p> <p>Costs arising from court assessments.</p>
		531100	<p>Travel-Direct to Vendor</p> <p>Travel expenditures paid directly to a vendor and not reimbursed to an employee. This includes conference registration, lodging, transportation, and parking. See object code 555010 for travel reimbursements to an employee.</p>
		531110	<p>Food Purchases</p> <p>Prepared meals, working meals, and/or catered services purchased through a vendor. Meals are capped at the per diem rate. This includes catering services/restaurants. See object code 560026 for food purchased from a grocery store.</p>
		532000	Temporary Help Service Fees
		530510	<p>Clerical / Technical Temp</p> <p>Non-payroll clerical/technical services provided to the school system by an outside vendor for short periods of time.</p>
		530520	<p>Professional Temp</p> <p>Non-payroll services performed by qualified individuals and organizations primarily for occupational therapy, physical therapy, and speech therapy.</p>
		530521	<p>Moving Services</p> <p>Non-payroll services performed by qualified individuals and organizations primary for moving and hauling of furniture, equipment and other articles used by the school system.</p>
		532040	<p>Translation Services</p> <p>Non-payroll services performed by qualified individuals and organizations primarily for translations.</p>

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		533010	<p>Officials and Referees</p> <p>Non-payroll services performed by athletic-related officials and referees for the school system's athletic program on both the intramural and interscholastic levels.</p>
		533020	<p>Security Services</p> <p>Non-payroll services performed by qualified individuals and organizations for the school system as they relate to outside security provided through contractual agreements as a substitute and/or replacement for internal provisions.</p>
	533000		Instructional Support
		532010	<p>Pupil Services</p> <p>Non-payroll services of qualified personnel to assist students and to supplement the teaching process.</p>
		532020	<p>Instructional Services</p> <p>Non-payroll services performed by qualified individuals directly engaged in providing a learning experience for students.</p>
		532030	<p>Parent / Family Services</p> <p>Services performed by a qualified individual to assist teachers in parent/family involvement or direct engagement with the parents and/or family.</p>
		532110	<p>Curriculum Development</p> <p>Non-payroll services performed by qualified individuals in the development of curriculum for the school system.</p>
		532120	<p>Testing and Evaluation</p> <p>Non-payroll services performed by qualified individuals and organizations for the school system in the broad areas of testing and evaluation. These services are directly related to special student examinations and individual/group testing programs.</p>
		532200	<p>Staff Development Services</p> <p>Services performed by individuals qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., not on the payroll.</p>

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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539000 Other - Professional Services

539100 Other Professional Services
 Services which are professional in nature which have not been classified elsewhere.

534000 Transportation Services

534100 Public Carriers
 Payments to public carriers for transportation of pupils on vehicles that are used by the public. Include payments for pupils transported in intra-city transit buses, taxicabs, airplanes, and intercity/interstate passenger buses.

534200 Private Carriers
 Payments (either cash or tokens) to parents for transportation of pupils in lieu of providing transportation on school buses. Include allowable payments to parents for pupils attending public, private, and nonsectarian schools.

535000 Maintenance Services and Contracts

535010 Architects / Engineers
 Services performed by qualified individuals and organizations in providing architectural and engineering related activities to the school system.

535020 Clocks, Bells, PA Maintenance and Repair Services
 Services performed by qualified individuals or organizations in providing repairs and maintenance to various types of equipment owned, leased and/or used by the school system. This includes clocks, bells and PA systems.

535030 Cleaning Services
 Services purchased to clean buildings other than those provided by school system employees. Included are carpet shampooing, deodorizing, sand blasting, graffiti removal, window washing and housekeeping services.

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		535040	<p>Communications Equipment Maintenance and Repair Services Services performed by qualified individuals or organizations in providing repairs and maintenance to various types of communications equipment owned, leased and/or used by the school system. This includes radios, base stations, pagers, cell phones, etc.</p>
		535050	<p>Environmental Services Non-payroll services provided by qualified individuals or organizations to the school system in the area of environmental compliance for buildings and other property owned, leased, rented and/or used by the school system.</p>
		535060	<p>Equipment Maintenance and Repair Services Services performed on a time and material basis by qualified individuals or organizations in providing repairs and maintenance to various types of equipment owned, leased and/or used by the school system.</p>
		535070	<p>Fire Equipment Maintenance and Repair Services Services performed by qualified individuals or organizations for the repair and/or maintenance of fire equipment. This includes the cost for service, parts and repairs to fire alarms, extinguishers, sprinklers, smoke detectors and other fire prevention apparatus.</p>
		535080	<p>HVAC Maintenance Contract Services performed on a contract basis by qualified individuals or organizations in providing repairs and maintenance to the heating, ventilation and air conditioning systems of all buildings owned, leased and or/used by the school system.</p>
		535090	<p>Musical Instrument Repair Services Services provided on a time and material basis by qualified individuals and organizations for the repair of musical instruments.</p>
		535100	<p>Pest Control Non-payroll services provided by qualified individuals or organizations to the school system in the area of pest control for buildings and other property owned, leased, rented and/or used by the schools. This also includes the cost of annual contracts.</p>

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		535110	<p>Refuse Disposal Services performed by qualified individuals or organizations to assist in removing refuse, trash, obsolete furniture / equipment and other discarded articles no longer used by the school system.</p>
		535120	<p>Vehicle Maintenance and Repair Services Services performed by qualified individuals or organizations in providing repairs and maintenance to buses, autos, trucks, vans and other vehicles owned, leased and/or used by the school system. This includes body work, engine overhaul, ignition systems, steering and other services.</p>
		535130	<p>General Maintenance and Repair Service Services performed by qualified individuals or organization in providing single or ulti trade maintenance and repairs that cannot be performed by ACPS in-house staff due to trade capabilities, resources, or time-line.</p>
		535140	<p>Painting Services performed by qualified individuals or organization in providing small O&M painting projects and routine painting that exceeds ACPS' in-house resources.</p>
		535200	<p>USDA Commodities Services performed by qualified individuals or organization related to agricultural commodities.</p>
		535301	<p>Dock Maintenance and Marine Services Services performed by qualified individuals or organization in providing repairs and routine maintenance on the dock system at the Dee Campbell Rowing Facility.</p>
		535302	<p>Doors Repair and Installation Services performed by qualified individuals or organization in providing repairs, maintenance, and replacement of doors and associated hardware.</p>
		535303	<p>Electrical Repair and Services Services performed by qualified individuals or organization in providing repairs and maintenance (emergency response and "on-call") of electrical systems (including network cabling) in buildings and schools.</p>

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		535304	<p>Elevators and Lifts Repair Services performed by qualified individuals or organization in providing repairs, maintenance, assessments, and tests/inspections (emergency response, predictive, preventative, and routine) of the conveyance systems (ADA lifts & elevators).</p>
		535305	<p>Fencing Repair and Installation Services performed by qualified individuals or organization in providing repairs, installation, and replacement of new and existing gates, fencing, and all associated hardware.</p>
		535306	<p>Flooring Repair and Installation Services performed by qualified individuals or organization in providing repairs, replacement, assessments, inspections, and installation of new or existing flooring, along with routine maintenance of specialty systems (raised, stone, hardwood, theatrical, etc.).</p>
		535307	<p>Grounds and Trees Maintenance Services performed by qualified individuals or organization in providing routine maintenance of grounds, enclosures, courtyards, and components of the stormwater systems, along with planned work associated with the green spaces in and around ACPS properties.</p>
		535308	<p>Plumbing Repair and Services Services performed by qualified individuals or organization in providing repairs and maintenance (emergency response, "on-call", routine, planned) of all new and existing plumbing systems.</p>
		535309	<p>Roofing Repair and Services Services performed by qualified individuals or organization in providing repairs, maintenance, assessments, and inspections (emergency response, "on-call", routine, planned) to ACPS schools and buildings of all new and existing roofing systems.</p>
		535310	<p>Windows / Glass Repair and Install Services performed by qualified individuals or organization in providing repairs, maintenance, and replacement of glass, window systems, and associated hardware.</p>

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		535321	<p>Non CIP Construction Projects Services performed by qualified individuals or organization in providing single or multi trade small scale projects that cannot be performed by the ACPS in-house staff due to trade capabilities, resources, or time-line.</p>
		535322	<p>Non CIP Design Projects Services performed by qualified individuals or organization such as private sector appraisers, architects, draftsmen, engineers, landscape architects, and surveyors for design projects.</p>
		536000	Computer and Software Services
		536010	<p>Computer Equipment Maintenance and Repair Services Services performed on a contract basis by qualified individuals or organizations for the repair and/or maintenance of computers.</p>
		536020	<p>Computer Network Services Services performed by qualified individuals in the installation / maintenance of the ACPS network.</p>
		536030	<p>Software Maintenance Services performed by qualified individuals or organizations for the repair and/or maintenance of software. This includes upgrades, maintenance agreements, site license renewals and other similar items.</p>
		537000	Printing and Binding
		537210	<p>Forms Expenditures to individuals or agencies for the printing of forms for school system use.</p>
		537211	<p>Student Forms Expenditures to individuals or agencies for the printing of student forms for school system use.</p>
		537220	<p>Publications Expenditures to individuals or agencies for the printing of publications for school system use.</p>
		537230	<p>Other Printing and Binding Expenditures to individuals or agencies for the printing/binding of materials for school system use. This includes letterhead, envelopes and other forms that need to be reproduced from year to year.</p>

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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538000 Service from Other Government Entities

Payments for services purchased from other governmental entities (i.e., other local governments, public authorities, state agencies, and other LEAs) on a contract/fee basis.

- 538010 Tuition - Other Divisions In State
Costs associated with the education of students who attend school in another Virginia school system.
- 538030 Tuition - Private Schools
Costs associated with the education of students who attend school in private school system.

540000 Internal Services

Charges from an internal service fund to other activities/elements of the local government for the use of intragovernmental services, such as data processing, automotive/motor pool, central purchasing/central stores, print shop, and risk management.

- 541000 Internal Food Services
Expenditures for food and refreshments provided by ACPS School Nutrition Services.
- 542000 Internal Print Shop
Expenditures for the printing and binding of materials completed in the ACPS print shop.
- 543000 Internal Transportation
Expenditures for buses for field trips provided by the ACPS Transportation department.
- 549990 Other Internal Services
Expenditures for other services provided by the ACPS schools or departments.

550000 Other Charges

551000 Utilities

Payments for heat, electricity, water, and sewer services regardless of whether the service is provided by a private enterprise authority or an enterprise fund operated by a local government.

- 551000 Electrical Services
Expenditures for electric service to all facilities for heating, air conditioning, equipment operation and lighting.

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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- 551010 Natural Gas / Propane
 Costs for natural gas usage for heating, air conditioning, food preparation, science laboratories, and other similar activities.
- 551021 Water Services
 Costs for water usage to all facilities are included.
- 551022 Sewer Services
 Costs for sewage service to all facilities are included.

552000 Communications

Payments for postal, messenger, and telephone/cell phone services, typically office voice telephone charges.

- 550010 Telecommunications
 Include expenditures for recurring telecommunications services for the use of online computer technology (e.g., telecommunications line charges). Telecommunication charges for line service for Internet connectivity (internet access charges) and the Virtual Virginia program.
- 550011 Online Computer Charges
 Expenditures for internet service providers.
- 550012 Wireless Communications Services
- 552000 Postal Services
 Expenditures associated with sending out mail. This includes stamps, overnight mail and metered mail.

553000 Insurance

Payments for insurance, except those that relate to personal services (i.e., hospitalization, group life, worker’s compensation, unemployment, student liability).

- 553010 General Liability Insurance
 Expenditures for insurance coverage of the school system, its officers and employees or students operating vehicles as authorized by the school system.
- 553020 Property Insurance
 Expenditures for insurance coverage of physical property and equipment of the school system against loss from theft, fire or other perils.

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		553030	Motor Vehicle Insurance Expenditures for motor vehicle insurance to cover all employees who, by the nature of their job, drive an ACPS vehicle.
		553090	Other Insurance Expenditures for insurance payments not classified above.
		554000	Leases And Rentals Includes payments for leases that are not capitalized and rental of land, structures, and equipment. Do not include payments made under a lease-purchase agreement.
		554010	Lease / Rent - Buildings Expenditures associated with the lease or rental of buildings for the temporary or long-range use of the school system.
		554020	Lease / Rent - Equipment Expenditures associated with the lease or rental of equipment for the temporary or long-range use of the school system.
		554030	Lease / Rent - Vehicles Expenditures associated with the lease or rental of all types of vehicles, including trucks, vans, trailers and autos for the temporary or long-range use of the school system.
		554040	Lease / Rent - Technology Equipment Expenditures associated with the lease or rental of all types of technology hardware including laptops.
		555000	Travel
		555010	Travel - Conference / Other Education Reimbursement of expenditures for transportation, meals, hotels, conference registration, and other authorized expenses associated with traveling on business or to conferences for the school system. This includes fares for planes, trains, buses, subways, taxis, parking as well as admission to venues.
		555020	Travel - Recruiting Reimbursement of expenditures for transportation, meals, hotel, registration and other authorized expenses associated with traveling on recruiting trips for the school system.

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		555030	Travel - Mileage Reimbursement (normally calculated by the number of miles driven) as authorized by the Board of Education for the use of a personal vehicle in the conduct of school system business.
			556000 Contribution to Other Entities
		556010	Contribution to Other Entities Includes payments to other governmental entities or community organizations that are not related to the direct purchase of a service on a fee basis or payments to joint operations.
			557000 Awards and Grants
		558010	Awards and Grants Expenditures for various types of awards given in recognition for services rendered or exceptional performance in the classroom, on the athletic field or other types of extra curricular activities.
			558000 Miscellaneous
		558020	Course / Event Fees Registration for student events.
		558030	Dues / Association Memberships Payments to authorized organizations which exist to provide pertinent information and aid and assistance to the school system in its recognized functions. Membership dues to accreditation agencies, the Virginia School Boards Association, etc., are examples of such expenditures.
		558040	Graduation Expenditures for services and materials associated with year-end graduation ceremonies whether conducted on school system premises or off-site at some leased/rented facility. Included are the costs of platforms, sound systems and seating.
		558990	Other Miscellaneous Charges Expenditures for other miscellaneous services or materials.

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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560000 Materials and Supplies

Includes articles and commodities that are consumed or materially altered when used and minor equipment that is not capitalized. This includes any equipment purchased under \$5,000, unless the school division/regional program has set a lower capitalization threshold.

561000 Educational and Recreational Supplies

Books (not textbooks) and other materials.

- 560300 Instructional Supplies
Expenditures for consumable instructional supplies used in the classroom and used by teachers to aid in their instruction of the student, such as paste, pencils, paint, flash cards, geographical maps, encyclopedias, dictionaries, instruction manuals, etc.
- 560310 Library and General Reference Books and Supplies
Expenditures for books acquired by the library (hardbound or paperback) whether new editions, reprints, rebounds or regular trade books and for authorized periodicals and newspapers for general use by the school system.
Also includes expenditures for consumable library supplies such as general office supplies including pencils, labels, book pockets, blank catalog cards, plastic book jacket covers, pamphlet boxes, bookends and typewriting supplies.
- 560991 Enrollment Adjustment Reserve
- 561010 Office Supplies
Expenditures for consumable items used in the various offices of a school or the school system such as pens, envelopes, paper clips, staples, etc.
- 561020 Paper Supplies
Expenditures for such items as paper, print cartridges, and toner cartridges.
- 561030 Promotional Items
Expenditures for the purchase of promotional items such as pens, t-shirts, etc., with the school or ACPS logo.
- 562010 Athletic Supplies
Expenditures for such athletic-related items as practice jerseys, adhesive tape, baseballs, bats, handballs, tennis balls, tennis rackets, helmets, nets, football shoes, volleyballs, tackling dummies, lacing and similar items.

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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562000 Textbooks and Workbooks

All textbooks and workbooks purchased to be used in the classroom.

- 560200 Textbooks - New Adoptions
Expenditures for texts at the beginning of an adoption period which represent the primary books used in a class. These texts are usually bound with hard covers and are non-consumable.
- 560201 Textbooks - Replacement and Growth
Expenditures for a variety of miscellaneous texts and other publications used in the classroom.
- 560202 Consumable Texts
Expenditures for a variety of miscellaneous texts used in the classroom which have to be replaced on a yearly basis.

564000 Food Supplies and Food Service Supplies

(For use by School Nutrition Services only, except 560026 Refreshments)
Food for human consumption.

- 560020 Wholesale Groceries
Expenditures for all dry, canned and frozen foods not included elsewhere.
- 560021 Bakery Products
Expenditures for such food items as bread, hot dog and hamburger rolls.
- 560022 Dairy Products
Expenditures for such food items as milk, orange and other fruit juices.
- 560023 Fresh Produce
Expenditures for items such as fresh fruits, vegetables and eggs.
- 560024 Ice Cream
Expenditures for all ice cream items purchased for use in the school food service program.
- 560025 Meats
Expenditures for all meat items purchased for use in the school food service program which are not included elsewhere.
- 560026 Refreshments
Expenditures for food items (cookies, juice, etc.) purchased primarily for meetings or staff development. This also includes luncheons and dinners.

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		560027	<p>USDA Commodities - Processed</p> <p>Raw foods that are allocated to school districts by the government to be processed into products that are ready to serve. For example, chicken processed into chicken strips.</p>
		560028	Meals
		565000	Technology Software / Online Content
		560400	<p>Software / Online Charges</p> <p>Include expenditures for videodiscs and computer programs used in the classroom for instructional purposes, operating system software (e.g., stand-alone software, not software that is pre-installed and included in hardware costs), application software, and online or downloadable software and content, including electronic textbooks used in place of paper textbooks. Include expenditures for both additions and replacement.</p>
		560501	<p>Audiovisual Supplies < \$5,000</p> <p>Expenditures for the purchase of video and audiotapes, CD's, DVD's, camera film, etc.</p>
		560502	<p>Other Technology Equipment < \$5,000</p> <p>Expenditure for equipment items which have a life expectancy of more than one year and a cost of less than \$5,000.</p>
		566000	Medical and Laboratory Supplies
		562100	<p>Medical Supplies</p> <p>Expenditures for supplies used primarily in the treatment of students by school nurses. Includes thermometers, bandages, swabs, etc.</p>
		567000	Repair and Maintenance Supplies
		563010	<p>Electrical Supplies</p> <p>Expenditures for electrical supplies and materials used to maintain and/or repair school system property.</p>
		563050	<p>Health Safety Supplies / Equipment</p> <p>Expenditures for health supplies and equipment used primarily in the safety of students and staff.</p>
		563040	<p>Lock / Key Systems Hardware</p> <p>Expenditures for supplies and materials used in replacing, repairing, and / or altering of lock/key systems. Included are such items as cylinders, locks, keys, deadbolts, and related hardware for doors, windows, cabinets, vaults, safes and other areas of access/egress.</p>

Object Codes

Note: Always use the “lowest level” of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		563060	Signs Expenditures for parts, supplies and repairs on signs.
		563990	Other Maintenance Repairs and Supplies Expenditures for parts, supplies and repairs on small motors, security equipment and furnishings.
		567500	Laundry, Housekeeping, and Janitorial Supplies
		562020	Uniforms and Wearing Apparel Expenditures for uniforms for students (e.g., band or athletic uniforms) and ACPS employees.
		563030	Janitorial Supplies Expenditures for laundry, housekeeping and janitorial materials and supplies to maintain school system property.
		568000	Vehicle and Powered Equipment Fuels Gasoline, lubricating oils, or such other fuel used in the operation of vehicles and powered equipment (e.g., lawnmowers) purchased from private sources or governmental agencies.
		560080	Gas / Diesel Expenditures for gasoline used in all school system vehicles, including buses, trucks, vans and autos used in daily operations.
		560081	Motor Oil Expenditures for motor oil used in all school system vehicles used in daily operations.
		560089	Other Fuels and Lubricants Charges for a variety of miscellaneous fluids and lubricants such as anti-freeze, grease, varsol, kerosene, transmission fluid, hydraulic fluid and similar items.
		568500	Vehicle and Powered Equipment Supplies Tires, spark plugs, batteries, and chains used in the operation of vehicles and powered equipment purchased from private sources or governmental agencies.
		560090	Parts and Supplies for Vehicles Expenditures for miscellaneous items needed to maintain school buses, such as automotive parts, engine parts, electrical parts, rebuilt parts and other similar items.

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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	560091	Tires and Tubes	Costs for the purchase, service and repair of all tires and inner tubes.
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569000 Other Supplies

	561850	P-Card Expenditures Default	For purchase card (p-card) transactions imported into Tyler MUNIS. All p-card transactions imported to this code will be changed to a valid GL account or budget code before posting occurs.
	561990	Other Operating Supplies	Expenditures for miscellaneous supplies not listed above such as paper products, linens, professional development material, etc.
	563020	Equipment / Furniture Supplies < \$5,000	Expenditures for furniture and equipment items used in general or support services within the school system such as secretarial desks and chairs, filing cabinets, tables, and similar items.

580000 Capital Outlay

Outlays that result in the acquisition of or additions to fixed assets. Capital outlay includes the purchase of fixed assets both replacement and/or additional. Capital outlay does not include the purchase of equipment costing less than \$5,000.

Capital Outlay Replacement

581000 Machinery and Equipment Replacement

	581010	Capital Replacement - Athletic / PE	Expenditures for athletic/physical education equipment that represents replacement units to the school system's inventory.
	581020	Capital Replacement - Music	Expenditures for music equipment that represents replacement units to the school system's inventory.
	581030	Capital Replacement - Grounds	Expenditures for grounds equipment that represent replacement units to the school system's inventory such as lawnmowers, edgers, weed eaters, spreaders, sprayers, sweepers and other similar items.

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		581040	<p>Capital Replacement - Food Service Expenditures for food service equipment that represents replacement units to the school system's inventory such as ovens, steamers, ranges, cash registers, freezers, slicers and other similar items.</p>
		581050	<p>Capital Replacement - Other Equipment Expenditures for miscellaneous equipment that represents replacement units to the school system's inventory and not included elsewhere in this section.</p>
		581060	<p>Capital Replacement - Furniture and Fixtures Expenditures for furniture and equipment items used in general or support services within the school system such as desks, chairs, filing cabinets, tables, carpet and similar items.</p>
		581100	Miscellaneous Capital Outlay Replacement
		581110	<p>Capital Replacement - Audio Visual Expenditures for audiovisual equipment that represents replacement units to the school system's inventory. This may include cameras, TV's, DVD players, projectors, etc.</p>
		581120	<p>Capital Replacement - Communications Equipment Expenditures for communications equipment that represents replacement units to the school system's inventory such as cellular phones, fax machines, smart phones, and similar items.</p>
		581130	<p>Capital Replacement - Technology Hardware Capital outlay for replacement of hardware or classroom technology equipment for computers, associated peripheral equipment and other specialized technology equipment. Computers include desktop and laptop machines, handheld computers and mainframe machines. Peripheral equipment includes devices attached to computers, such as monitors, keyboards, disk drives, modems, printers, scanners, cameras and speakers, etc. Also includes other specialized computer devices such as fax-back and voice-mail resources, video conferencing and other distance education tools including satellite transmitters and receivers, cable-based receivers, and modem or codec based video equipment, projection devices from transparent and opaque projectors to video monitors, and graphing calculators and other specialized computational aids.</p>

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
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581210 Capital Replacement - Technology Infrastructure
 Capital outlay for replacement of infrastructure or classroom technology equipment for equipment and devices that enable the linking of computers or video hardware to networks (such as routers, hubs, switches, access servers, modems, or codecs). Infrastructure also refers to cabling installations, whether wire, fiber optic, or coaxial, as well as electrical capacity expansion or HVAC upgrades to support networks. In wireless networking systems, include receivers and transmitters under infrastructure.

Capital Outlay Additional

582000 Machinery and Equipment Additional

Include machinery, equipment, furniture, fixtures, communications equipment, motor vehicles, etc., that are capitalized.

- 582001 Capital Additional - Athletic / PE
 Expenditures for athletic/physical education equipment that represents additional units to the school system's inventory.
- 582002 Capital Additional - Music
 Expenditures for music equipment that represents additional units to the school system's inventory.
- 582003 Capital Additional - Maintenance
 Expenditures for maintenance equipment that represents additional replacement units to the school system's inventory such as air compressors, band saws, welding equipment, pneumatic hammers, machine tools and other similar items.
- 582004 Capital Additional - Food Service
 Expenditures for food service equipment that represents additional units to the school system's inventory such as ovens, steamers, ranges, cash registers, freezers, slicers and other similar items.
- 582005 Capital Additional - Other Equipment
 Expenditures for miscellaneous equipment that represents additional units to the school system's inventory and not included elsewhere in this section.
- 582006 Capital Additional - Security Equipment
 Expenditures for security equipment that represents additional units to the school system's inventory and not included elsewhere in this section.

Object Codes

Note: Always use the "lowest level" of codes available.

Char-acter	Object Group	Object Code	Object Title and Definition
		582007	<p>Capital Additional - Furniture and Fixtures</p> <p>Expenditures for furniture and equipment items used in general or support services within the school system such as desks, chairs, filing cabinets, tables, carpet and similar items.</p>
			<p>582100 Miscellaneous Capital Outlay Additional</p>
		582110	<p>Capital Additional - Audio Visual</p> <p>Expenditures for audiovisual equipment that represents additional units to the school system's inventory. This may include cameras, TV's, DVD players, projectors, etc.</p>
		582111	<p>Capital Additional - Communications Equipment</p> <p>Expenditures for communications equipment that represents additional units to the school system's inventory such as cellular phones, fax machines, smart phones, and similar items.</p>
		582112	<p>Capital Additional - Technology Hardware</p> <p>Capital outlay for addition of hardware or classroom technology equipment for computers, associated peripheral equipment and other specialized technology equipment. Computers include desktop and laptop machines, handheld computers and mainframe machines. Peripheral equipment includes devices attached to computers, such as monitors, keyboards, disk drives, modems, printers, scanners, cameras and speakers, etc.</p> <p>Also includes other specialized computer devices such as fax-back and voice-mail resources, videoconferencing and other distance education tools including satellite transmitters and receivers, cable-based receivers and modem or codec based video equipment, projection devices from transparent and opaque projectors to video monitors and graphing calculators and other specialized computational aids.</p>
		582210	<p>Capital Additional - Technology Infrastructure</p> <p>Capital outlay for the addition of infrastructure or classroom technology equipment for equipment and devices that enable the linking of computers or video hardware to networks (such as routers, hubs, switches, access servers, modems, or codecs). Infrastructure also refers to cabling installations, whether wire, fiber optic, or coaxial, as well as electrical capacity expansion or HVAC upgrades to support networks. In wireless networking systems, include receivers and transmitters under infrastructure.</p>
		582300	<p>Capital Additional - Building Improvement</p>

Object Codes

Note: Always use the "lowest level" of codes available.

Character	Object Group	Object Code	Object Title and Definition
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590000 Other Uses of Funds - FOR BUDGET / ACCOUNTING ONLY

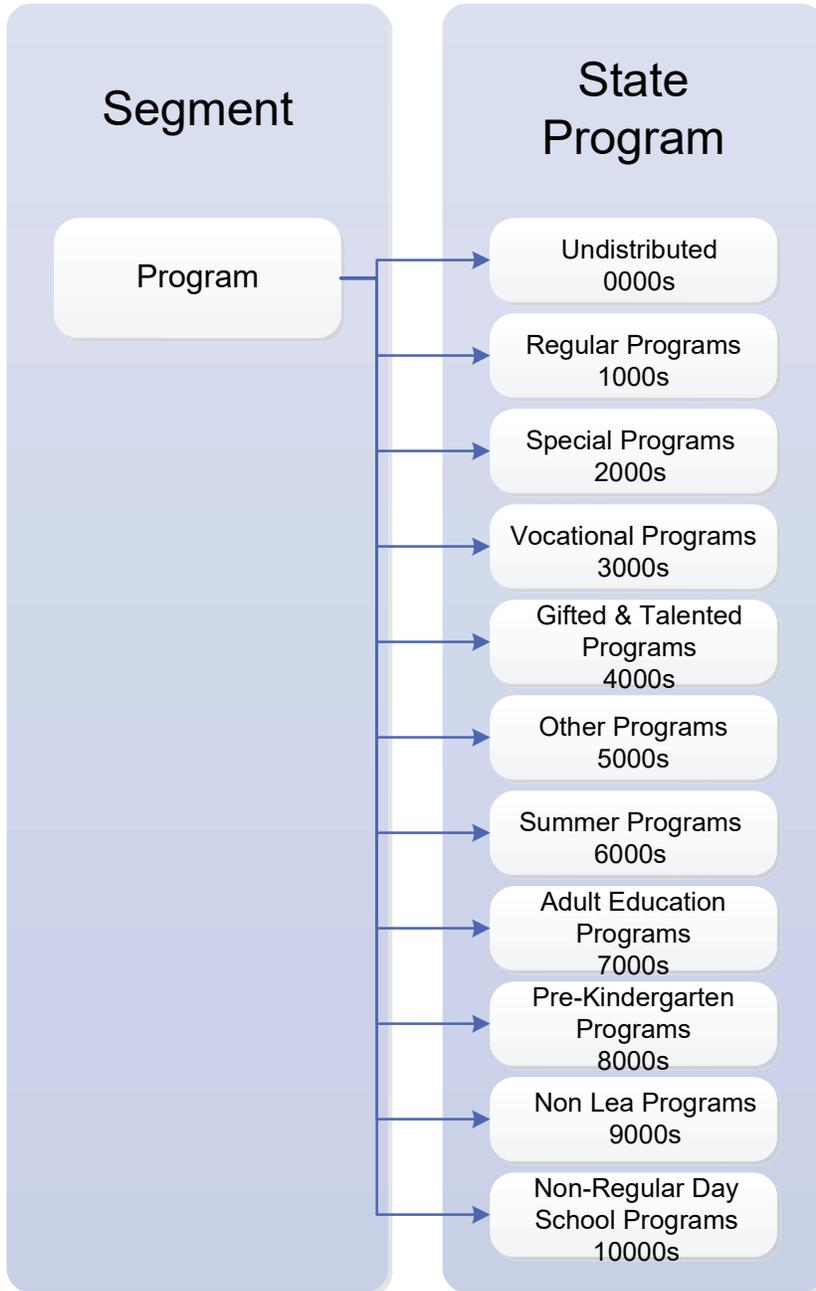
This series of codes is used to classify transactions that are not properly recorded as expenditures of the LEA but require budgetary or accounting control.

590100	Indirect Costs
590200	Contingency Fund
590300	PY Release of Encumbrance
595501	Other Financing Use (In)
595503	Other Financing Use (Out)
599999	Employee Setup

Program Codes

Note: Always use the "lowest level" of codes available.

Segment Group: Section



Program Codes

Note: Always use the “lowest level” of codes available.

Major Group	Program Group	Program Code	Program Title and Definition
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0000 Instructional Support and Support Programs

01 - Administration

0400	Board Services
0410	Executive Administration
0601	Grants Development
0602	Policy Development
0610	Technology Services Management
0611	Education and Business Systems
0612	Network and Infrastructure
0613	Help Desk
0614	Records Management
0620	Information Services
0621	ACPS Television
0660	Partnerships and Civic Engagement
0690	Evaluation and Planning
0710	Human Resources Management
0711	Compensation and Benefits
0712	Employee Relations
0713	Employment Services
0720	Financial Services Management
0721	Accounting
0722	Budgeting
0723	Enterprise Resource Planning
0724	General Services
0725	Procurement
0726	Payroll
0727	Internal Audit

02 - Attendance and Health

0671	Health
0673	Psychological Services
0676	Attendance

Program Codes

Note: Always use the "lowest level" of codes available.

Major Group	Program Group	Program Code	Program Title and Definition
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03 - Transportation

0730 Transportation

04 - Operations and Maintenance

0740 Educational Facilities Management

0741 Maintenance and Operations

0742 Planning Design and Construction

0743 Safety Health Risk Management

0744 Executive Director

05 - School Nutrition Services

0750 Food Services

0999 General Administration

1000 Regular Programs

Activities that provide students in grades K-12 with instructional experiences to prepare them for activities as citizens, family members, and non-career and technical workers. These programs do not include those specifically designed to improve or overcome physical, mental, social, and/or emotional handicaps or programs intended for gifted and talented students. Also, include remedial education programs (other than Alternative Education programs) that are conducted during the regular instructional day.

Remedial programs, other than remedial summer school, conducted outside regular instructional hours should be reported in Program 8000 - Non-Regular Day School.

10 - Kindergarten

1010 Kindergarten

1011 Kindergarten Dual Language

1012 Kindergarten Intersession

11 - Instructional Core

1020 Elementary Core

1021 Elementary Dual Language

1022 Elementary Intersession

1030 Middle Core

1040 Secondary Core

Program Codes

Note: Always use the “lowest level” of codes available.

Major Group	Program Group	Program Code	Program Title and Definition
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		1041	Secondary Satellite Campus
		1110	English
		1120	Mathematics
		1130	Reading
		1140	Social Studies
		1150	Science
		1160	English Language Arts

12 - Enrichment and Electives

		1210	Art
		1220	Drama
		1230	Health and Physical Education
		1231	Substance Abuse Prevention
		1240	Band
		1241	Marching Band
		1242	Orchestra
		1243	Vocal
		1250	World Languages
		1252	Chinese
		1253	French
		1254	German
		1255	Latin
		1256	Spanish
		1260	Family Life Education
		1261	Driver Education
		1271	Computer Instruction
		1272	Media Services
		1280	ROTC

13 - Exemplary Programs

		1300	Advanced Placement
		1310	AVID Advancement Via Individual Determination
		1320	CETA Changing Education Through the Arts
		1330	CK Core Knowledge
		1340	EIP Early Identification Program
		1345	Guided Language Acquisition Design

Program Codes

Note: Always use the “lowest level” of codes available.

Major Group	Program Group	Program Code	Program Title and Definition
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		1350	HOM Habits of Mind
		1351	Discourse Program
		1355	RC Responsive Classroom
		1360	IB International Baccalaureate
		1370	Math, Science, and Technology
		1371	STEM Science, Technology, Engineering, and Math
		1372	STEM Robotics
		1380	Extended Learning Opportunities
		1390	Early College

14 - Alternative and At-Promise Education

		1400	Homebound Instruction
		1401	Alternative Education
		1402	At-Promise
		1403	Crisis Resource
		1404	Writing Project
		1405	Drop-Out Prevention
		1406	Homeless Resource
		1407	Improvement of Instruction-Regular
		1408	Teacher's Dream Fund
		1409	Minority Student Achievement Network (MSAN)
		1410	Remediation
		1411	School Choice
		1412	Secondary Alternative
		1413	Supplemental Education Service
		1414	Sheltercare

15 - Instructional Support

		1500	School Administration
		1510	Financial Aid
		1530	Teacher Mentor Program
		1610	Instructional Technology
		1630	Student Services
		1631	Guidance
		1632	Social Work
		1633	Positive Behavior Interventions and Support (PBIS)
		1634	Substance Abuse

Program Codes

Note: Always use the “lowest level” of codes available.

Major Group	Program Group	Program Code	Program Title and Definition
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2000 Special Programs

Activities primarily for students with special needs. These special programs include pre-kindergarten, kindergarten, elementary, and secondary services for students who are intellectually disabled, physically handicapped, emotionally disturbed, culturally different, students with learning disabilities, bilingual students, and special programs for other types of students such as alternative education programs. Speech services are also included and should be reported in this program.

21 - Special Education

2110	Autism
2115	Emotional Disabilities
2120	Hearing Impaired
2125	Intellectual Disabilities
2130	Occupational and Physical Therapy
2135	Multiple Disabilities
2140	Speech and Language Impaired
2150	Visually Impaired
2160	Adaptive Communications and Assistive Technology
2170	Parent Resource Center
2180	Secondary Transition
2190	Other Special Education
2200	Improvement of Instruction - Special Education
2210	Medicaid Services
2250	Homebased Services
2360	ESY Extended School Year
2480	Special Education Preschool

25 - English Learner (EL)

2500	English Learner Services
2520	EL International Network
2560	EL Summer School

Program Codes

Note: Always use the “lowest level” of codes available.

Major Group	Program Group	Program Code	Program Title and Definition
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3000 Vocational Programs

Activities that provide students with the opportunity to develop the knowledge, industry skills, and attitudes needed for employment in a specific occupational area.

30 - Career and Technical Education

3000	Vocational Management and Administration
3010	Automotive Service Technology
3020	Business and Information Technology
3021	Marketing
3022	Economics & Personal Finance
3030	Construction Technology
3031	Engineering/Architectural Drawing
3032	Technical Drawing/CAD
3040	Cosmetology
3050	Culinary Arts
3060	Electronics
3070	Early Childhood Education (Childcare)
3071	Family Consumer Science (Homemaking)
3072	Family Consumer Science (Occupational)
3080	Graphic Imaging Technology
3081	Photography
3082	Television Production
3083	Other Technology Education
3084	Materials and Processing Tech
3090	Health and Medical Science
3100	Industrial Cooperative Training/Education for Employment
3110	Other Trade and Industrial Education

Program Codes

Note: Always use the "lowest level" of codes available.

Major Group	Program Group	Program Code	Program Title and Definition
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4000 Gifted and Talented Programs

Programs for students in grades K-12 whose abilities and potential for accomplishments are so outstanding that they require special programs to meet their educational needs. These students are to be identified by professionally qualified persons as having demonstrated abilities and who possess high performance capabilities in academic, vocational, and visual and performing arts areas. No single criteria shall be used in determining students who qualify for these programs and each school division shall maintain a uniform procedure for the screening and identification of gifted students.

45 - Enrichment and Electives

- 4530 Talented and Gifted Programs
- 4540 Young Scholars
- 4545 Young Scholars Summer School

5000 Other Programs

Activities that provide students in grades K-12 with learning experiences other than those covered in programs 1000-4000 or 6000-7000. These include school sponsored co-curricular activities under the guidance of LEA staff that are designed to provide students experiences and benefits such as motivation, enjoyment, and improvement of skills. Athletics are included in these programs.

51 - Enrichment and Electives

- 5102 Other Student Activities
- 5103 Other Educational Programs
- 5105 After School Activities
- 5107 Student Publications
- 5201 Football - Boys
- 5202 Cross Country - Boys
- 5203 Basketball - Boys
- 5204 Wrestling - Boys
- 5205 Indoor Track - Boys
- 5206 Outdoor Track - Boys
- 5207 Baseball - Boys
- 5208 Crew - Boys
- 5209 Soccer - Boys

Program Codes

Note: Always use the “lowest level” of codes available.

Major Group	Program Group	Program Code	Program Title and Definition
		5210	Tennis - Boys
		5211	Golf - Boys
		5212	Athletic Trainer - Boys
		5213	Swimming - Boys
		5215	Volleyball - Boys
		5216	Lacrosse - Boys
		5217	Rugby - Boys
		5299	Division-Wide Athletics - Boys
		5301	Field Hockey - Girls
		5302	Cross Country - Girls
		5303	Basketball - Girls
		5304	Cheerleading - Girls
		5305	Indoor Track - Girls
		5306	Outdoor Track - Girls
		5307	Softball - Girls
		5308	Crew - Girls
		5309	Soccer - Girls
		5310	Tennis - Girls
		5313	Swimming - Girls
		5315	Volleyball - Girls
		5316	Lacrosse - Girls
		5317	Rugby - Girls
		5399	Division-Wide Athletics - Girls
		5401	Debate Team
		5999	Division-Wide Athletics Administration

55 - Instructional Support

5500	Family and Community Engagement (FACE) Center
5600	School Engagement & Public Outreach

Program Codes

Note: Always use the "lowest level" of codes available.

Major Group	Program Group	Program Code	Program Title and Definition
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6000 Summer Programs

The school session for elementary and secondary students conducted during the period between the end of the regular day school term and the beginning of the next regular day school term. Includes expenditures for summer school programs, both regular and remedial, that are administered by the school division and supervised in an instructional program by the principal of the school (or other person serving in that capacity) that is operating the summer school program.

60 - Summer School

1385	Summer Language Academy
6100	Regular Summer School
6110	Summer Algebra Bootcamp
6120	Summer Drama Camp
6130	Middle School Prep
6140	Summer Music Camp
6150	HS Credit Recovery
6160	HS Online Courses
6170	HS Orig Credits/Advancement
6180	Summer - Title I
6190	Transition to Algebra
6400	Kindergarten Prep
6500	Other Summer Programs

7000 Adult Education Programs

Activities that develop knowledge and skills to meet immediate and long-range educational objectives of adults whom, having completed or interrupted formal schooling, have accepted adult roles and responsibilities. Adult basic education programs are included in this category.

70 - Adult Education

7010	Adult Basic Education (ABE)
7020	Adult Marketing Education
7030	EL Adult Education
7035	EL Adult Education Testing
7040	GED General Education Diploma
7045	GED Testing

Program Codes

Note: Always use the "lowest level" of codes available.

Major Group	Program Group	Program Code	Program Title and Definition
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7050	High School Diploma
7060	Individual Student Alternative Education Plan (ISAEP)
7065	Workforce Development
7070	LPN Program
7075	Cosmetology
7080	Other Adult Education

8000 Pre-Kindergarten Programs

Services or programs for the custody, care, and instruction of children such as Head Start or the Virginia Preschool Initiative in pre-kindergarten programs.

80 - Pre-Kindergarten

8100	Regular Preschool
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9000 Non-LEA Programs

Activities that are not directly related to the provision of educational services in an LEA. Include services such as education services in state hospitals, clinics, and detention homes and federal migrant children programs.

91 - State Hospitals, Clinics and Detention

9100	State Hospitals and Detention Centers
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99 - Division-wide

9991	School-Wide
9999	Division-Wide
0000	Non Program

10000 Non-Regular Day School Programs

Activities that are not directly related to the educational services offered by an LEA and occur outside the regular instructional day. Remedial programs, other than remedial summer school, conducted outside regular instructional hours should be reported in the Non-Regular Day School Program.

100 - Non-Regular Day School

1050	Extended Day
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Function Codes

Note: Always use the "lowest level" of codes available.

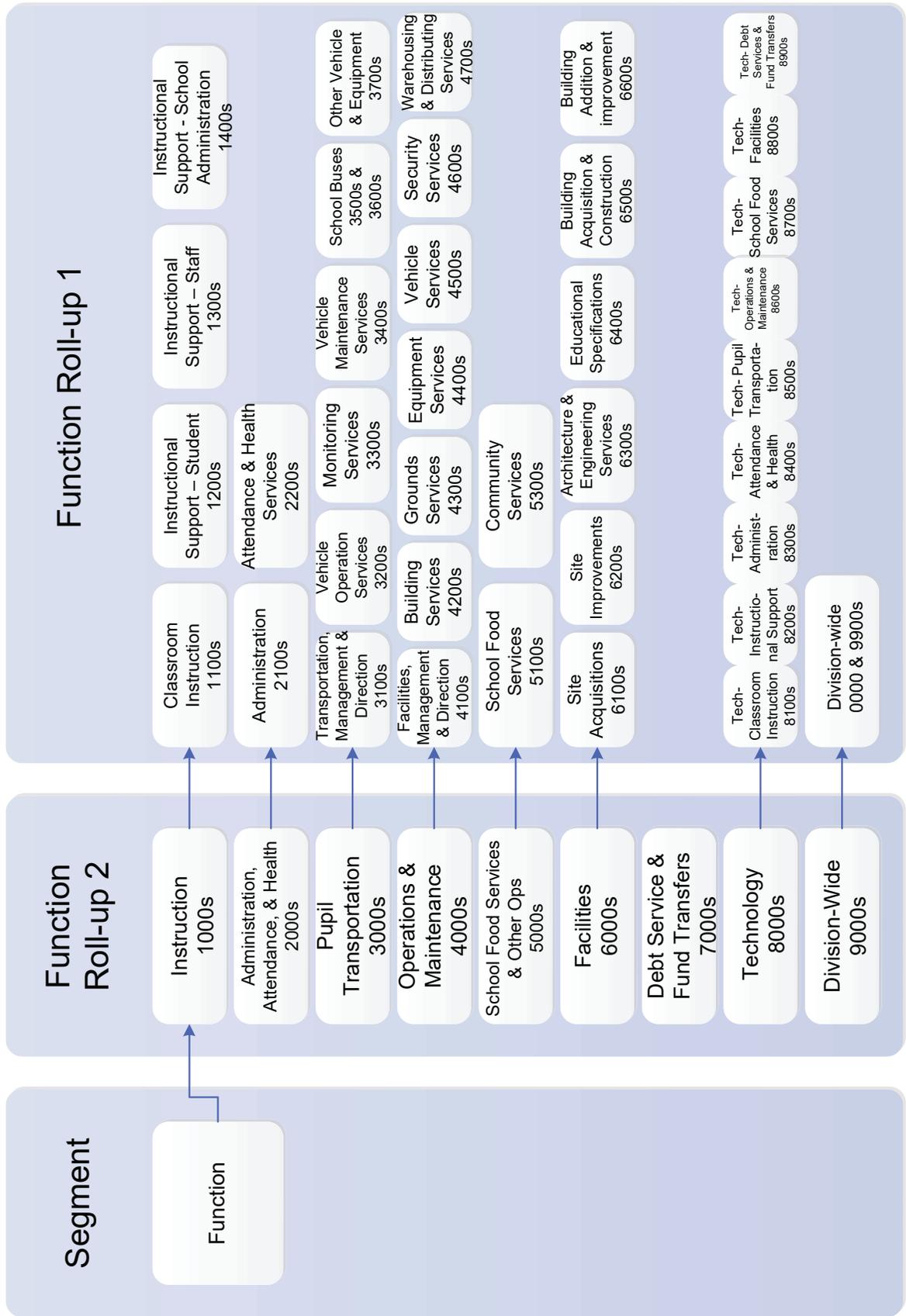
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 Fund School Object Program **Function** Site Cost
 or Dept

Function Codes

Note: Always use the “lowest level” of codes available.

Segment Group: Object



Function Codes

Note: Always use the “lowest level” of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
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1000 Instruction

Instruction includes the activities that deal directly with the interaction between teachers, aides, or classroom assistants and students. Instruction may be provided for students in a school classroom, in another location such as a home or hospital, or in other learning situations such as those involving co-curricular activities. Instruction may also be provided through another approved medium such as television, internet, radio, telephone, or correspondence. The activities of aides or classroom assistants of any type (clerks, graders, etc.) that assist in the instructional process are included in this category. Technology related expenditures related to instruction should be reported under function 8000.

1-11 Classroom Instruction

1100 Classroom Instruction
All activities related to regular day schools, grades K-12, should be included in this section regardless of the source of funds (local, state, federal, other).

1-12 Instructional Support - Students

Activities designed to assess and improve the well-being of students and to supplement the teaching process.

1210 Guidance Services
Activities involving counseling students and parents, consulting with other staff members on learning problems, evaluating the abilities of students, assisting students as they make educational and career plans, assisting students with personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for students.

1220 School Social Worker Services
Activities designed to improve student attendance at school and that attempt to prevent or solve student problems involving the home, the school, and the community.

1230 Homebound Instruction
Activities designed to meet the educational needs of students who are unable to attend regular school because of illness, emotional disturbance, or accident, etc.

Function Codes

Note: Always use the “lowest level” of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
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1-13 Instructional Support - Staff

Activities associated with assisting instructional staff with the content and process of instructing students.

- | | |
|------|--|
| 1310 | Improvement of Instruction
Activities that assist instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These activities include curriculum development, techniques of instruction, child development, staff training, etc. |
| 1320 | Library and Media Services
Activities concerned with the use of all teaching and learning resources. Educational media are defined as any devices, content materials, methods, or experiences used for teaching and learning purposes. |

1-14 Instructional Support - School Administration

Activities concerned with the overall administration of a school.

- | | |
|------|--|
| 1410 | Office of the Principal
Activities concerned with directing and managing the operation of a particular school. This includes the activities performed by the principal, assistant principals, and other assistants while they supervise the operations of the school, evaluate the staff members of the school, assign duties to staff members, supervise and maintain the records of the school, and coordinate school instructional activities with those of the local education agency (LEA). These activities also include the work of clerical staff that supports teaching and administrative duties. |
|------|--|

2000 Administration, Attendance and Health

Activities concerned with establishing and administering policy for Administration and Attendance and Health.

2-10 Administration

Activities concerned with establishing and administering policy for operating the LEA.

- | | |
|------|---|
| 2110 | Board Services
Activities of the elected/appointed body that has been created according to state law and vested with responsibility for educational activities in a given administrative unit. |
|------|---|

Function Codes

Note: Always use the “lowest level” of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
		2120	<p>Executive Administration Activities associated with the overall general administration of, or executive responsibility for, the LEA, including the Superintendent, Assistant Superintendent and other staff who report directly to the Superintendent.</p>
		2130	<p>Information Services Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to students, staff, managers, and the public through direct mailing, the various news media, or personal contact.</p>
		2140	<p>Personnel Services Activities concerned with maintaining the school system’s staff. This includes such activities as recruiting and placement, staff transfers, in-service training, health services, and staff accounting.</p>
		2150	<p>Planning Services Activities, other than general administration, that support each of the other instructional and supporting service programs. These activities include planning, research, development, evaluation, and information. Such activities include government relations services that exist to achieve the legislative goals of the School Board and promote positive leadership regarding education policy and financing.</p>
		2160	<p>Fiscal Services function includes budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing and managing funds.</p>
		2170	<p>Purchasing Services Activities concerned with purchasing supplies, furniture, equipment, and materials used in schools or school system operations.</p>
		2180	<p>Reprographics Activities such as printing and publishing administrative publications such as annual reports, school directories, and manuals. Activities also include centralized services for duplicating school materials and instruments such as school bulletins, newsletters, and notices.</p>
		2199	<p>General Administration Include general expenditures that directly support activities concerned with establishing and administering policy for operating the LEA.</p>

Function Codes

Note: Always use the “lowest level” of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
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2-21 Attendance Services

Activities whose primary purpose is the promotion and improvement of children’s attendance at school. This consists of various activities in the field of physical and mental health, such as medicine, dentistry, psychology, psychiatry, and nursing services, as well as activities in student attendance services.

Expenditures for all health services for public school students and employed personnel should be recorded here.

2210 Attendance Services
Activities such as identifying non-attendance patterns, promoting improved attitudes toward attendance, analyzing causes of non-attendance, acting on non-attendance problems, registration activities for adult education programs, and enforcing compulsory attendance laws.

2-22 Health Services

2220 Health Services
Activities associated with physical and mental health services that are not related to direct instruction. Include activities that provide students with appropriate medical, dental, and nursing services.

2-23 Psychological Testing and Services

2230 Psychological Services
Activities concerned with administering psychological tests and interpreting the results, gathering and interpreting information about student behavior, working with other staff members in planning school programs that meet the special needs of students as indicated by psychological tests and behavioral evaluation, and planning and managing programs provided by psychological services, including psychological counseling for students, staff, and parents.

2-24 Speech/Audiology Services

2240 Speech/Audiology Services
Activities that identify, assess, and treat children with hearing impairments. Audiologists should be reported here. Speech Language Pathologists and those providing this service should be reported under instruction regardless of the type of pay scale, even if the position is itinerant, or even if the service is contracted.

Function Codes

Note: Always use the "lowest level" of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
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3000 Pupil Transportation

Activities concerned with transporting students to and from school, as provided by state and federal law. This includes trips between home and school, and trips to and from school activities.

3-10 Management and Direction

Activities that pertain to directing and managing student transportation services.

3100 Pupil Transportation Management

3-20 Vehicle Operation Services

Activities involved in operating vehicles for student transportation, from the time the vehicles leave the point of storage until they return to the point of storage.

3200 Pupil Transportation Operations

3-30 Monitoring Services

Activities concerned with supervising students in the process of being transported between home and school and between school and school activities. Such supervision can occur while students are in transit, while they are loaded and unloaded, and in directing traffic at the loading stations. Include school bus aides/attendants who assist drivers.

3300 Pupil Transportation Monitoring

3-40 Vehicle Maintenance Services

Activities involved with maintaining student transportation vehicles. This includes repairing vehicle parts, replacing vehicle parts, cleaning, painting, fueling, and inspecting vehicles for safety.

3400 Pupil Transportation Maintenance

3-50 School Buses - Regular Purchase

Activities involved in the regular purchase of school buses (do not include buses under lease-purchase agreements).

3500 School Buses- Regular Purchases

3-60 School Buses - Lease Purchase

Include only the expenditures for the current year made for lease-purchases of school buses.

3600 School Buses- Lease Purchases

Function Codes

Note: Always use the “lowest level” of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
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3-70 Other Transportation Vehicle and Equipment

Activities involved with purchasing vehicles and equipment, excluding school buses. Any vehicles, activity buses, or equipment purchased to support pupil transportation not reported in activities 3100 – 3600 should be reported in 3700. Vehicles and equipment purchased in support of other functions should be reported under the appropriate function (i.e., vehicles purchased to support operations and maintenance services should be reported under Operations and Maintenance - 4000).

3700 Other Transportation Vehicle and Equipment Purchases

4000 Operation and Maintenance

Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in effective working condition. This includes the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.

4-10 Management and Direction

Activities involved in directing, managing, and supervising the operation and maintenance of school plant facilities.

4100 Educational Facilities Management

4110 Insurance and Risk Management

4-20 Building Services

Activities concerned with keeping the physical plant clean and ready for daily use. Include operating the heating, lighting, and ventilating systems, and repairing and replacing facilities and equipment. Also, include the costs of building rental and property insurance.

4200 Educational Facilities Building

4-30 Grounds Services

Activities involved in maintaining and improving the land (but not the buildings). Include snow removal, landscaping, grounds maintenance, etc.

4300 Educational Facilities Grounds

Function Codes

Note: Always use the "lowest level" of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
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4-40 Equipment Services

Activities involved in maintaining equipment owned or used by the LEA. Include such activities as servicing and repairing furniture, machines, and movable equipment.

4400 Educational Facilities Equipment

4-50 Vehicle Services (Other than Pupil Transportation Vehicles)

Activities involved in maintaining general-purpose vehicles such as trucks, tractors, graders, and staff vehicles. Include such preventive maintenance activities as repairing vehicles, replacing vehicle parts, cleaning, painting, greasing, fueling, and inspecting vehicles for safety.

4500 Educational Facilities Vehicle

4-60 Security Services

Activities concerned with maintaining order and safety in school buildings, on the grounds, and in the vicinity of schools at all times. Include police activities for school functions, traffic control on the grounds and in the vicinity of schools, building alarm systems, hall monitoring services, School Resource Officers (SRO) paid directly by school divisions.

4600 Educational Facilities Security

4-70 Warehousing and Distributing Services

Activities such as receiving, storing, and distributing supplies, furniture, equipment, materials, and mail.

4700 Warehousing and Distribution

5000 School Nutrition Services and Other Non-Instructional Operations

Activities concerned with providing non-instructional services to students, staff, or the community.

5-10 School Nutrition Services

Activities concerned with providing food to students and staff in a school or LEA. Include preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.

5100 School Nutrition Services

Function Codes

Note: Always use the “lowest level” of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
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5-30 Community Services

Activities concerned with providing community services to students, staff, or other community participants. Examples include the operation of a community swimming pool, recreation programs for the elderly, childcare centers for working parents, etc.

5300 Community Services

6000 Facilities

Activities concerned with acquiring land and buildings, remodeling buildings, constructing buildings and additions to buildings, installing or extending service systems and other built-in equipment, and improving sites.

6-10 Site Acquisitions

Activities concerned with acquiring and improving new sites.

6100 Capital Site Acquisitions

6-20 Site Improvements

Activities concerned with improving existing sites and with maintaining existing site improvements.

6200 Capital Site Improvements

6-30 Architecture and Engineering Services

Include the activities of architects and engineers related to acquiring and improving sites and improving buildings. Include charges in this function only for those preliminary activities that may or may not result in additions to the LEA's property.

6300 Capital Architecture and Engineering Service

6-40 Educational Specifications

Activities concerned with preparing and interpreting descriptions of specific space requirements for the various learning experiences of students to be accommodated in a building. The architects and engineers interpret these specifications in the early stages of blueprint development.

6400 Capital Educational Specifications

6-50 Building Acquisition and Construction Services

Activities concerned with buying or constructing buildings.

6500 Capital Building Acquisition and Construction Service

Function Codes

Note: Always use the “lowest level” of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
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6-60 Building Addition and Improvement Services

Activities concerned with building additions and with installing or extending service systems and other built-in equipment.

6600 Capital Building Addition and Improvement Service

7000 Debt Service and Fund Transfers

A number of outlays of governmental funds are not properly classified as expenditures, but still require budgetary or accounting control. These include debt service payments (principal and interest) and certain transfers of monies from one fund to another. These accounts are not used with proprietary funds.

7-20 Intra-agency Fund Transfers

Include transactions that withdraw money from one fund and place it in another without recourse within an LEA. For example, transfer of funds to an escrow account or a textbook fund.

7200 Intra-agency Fund Transfers

8000 Technology

This function captures technology-related expenditures as required by the General Assembly. All technology-related expenditures should be reported under this function using the sub-functions described below. Any services (i.e., distance learning) involving the use of technology for instructional, public information, administration, or any other use should be recorded exclusively in this function and not reported in other functional areas.

8-10 Classroom Instruction

Include technology expenditures directly related to the delivery of classroom instruction and the interaction between students and teachers, including actual instruction in technology.

8100 Tech Classroom Instruction

8-20 Instructional Support

Include technology expenditures related to instructional support services for students, staff, and school administration. Include technology expenditures in the areas of Guidance Services, School Social Worker Services, Homebound Instruction, Improvement of Instruction, Media Services, Office of the Principal, as well as for instructional technology resource positions that provide staff development and technology support positions that provide technical support but do not teach students.

8200 Technology Instructional Support

Function Codes

Note: Always use the “lowest level” of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
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8-30 Administration

Include technology-related expenditures that directly support activities concerned with establishing and administering policy for operating the LEA.

8300 Technology Management and Administration

8-40 Attendance and Health

Include technology-related expenditures that directly support activities whose primary purpose is the promotion and improvement of students' attendance at school through various student attendance and health services.

8400 Technology Attendance and Health

8-50 Pupil Transportation

Include technology-related expenditures that directly support activities concerned with transporting students to and from school.

8500 Technology Pupil Transportation

8-60 Operation and Maintenance

Include technology-related expenditures that directly support activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in effective working condition.

8600 Technology Operations and Maintenance

8-70 School Nutrition Services and Other Non-Instructional Operations

Include technology-related expenditures that directly support non-instructional services for students, staff, or the community, such as school food services, enterprise operations, and community services.

8700 Technology Food and Nutrition Service

8-80 Facilities

Include technology-related expenditures that directly support activities concerned with acquiring land and buildings, remodeling buildings, constructing buildings and additions to buildings, installing or extending service systems and other built-in equipment, and improving sites.

8800 Technology Facilities

Function Codes

Note: Always use the "lowest level" of codes available.

Major Group	Function Group	Function Code	Function Title and Definition
-------------	----------------	---------------	-------------------------------

8-90 Debt Service and Fund Transfers

Include technology-related expenditures that directly support activities concerned with managing outlays of governmental funds for debt service payments and fund transfers.

8900 Technology Debt Service and Fund Transfer

9-90 System-Wide

9999 Division-Wide

0000 Non Function

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Site Codes

Note: Always use the “lowest level” of codes available.

Site Group	Site Code	Site Code Title
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The site code identifies the physical location of the activity, comprising of five categories.

01 Elementary Schools/K-8/PreK-8 Schools

- 01 Charles Barrett
- 02 Cora Kelly
- 03 Douglas MacArthur
- 04 George Mason
- 05 James K. Polk
- 06 Jefferson-Houston
- 07 John Adams
- 08 Lyles-Crouch
- 09 Naomi L. Brooks
- 10 Mount Vernon
- 11 Patrick Henry
- 12 Samuel W. Tucker
- 13 William Ramsay
- 14 Ferdinand T. Day
- 15 Early Childhood Center

20 Middle Schools

- 20 Francis C. Hammond
- 25 George Washington

30 Secondary Schools

- 30 Alexandria City Main Campus
- 31 Alexandria City Minnie Howard Campus
- 32 Northern Virginia Juvenile Detention Center (NVJDC)
- 34 Secondary Satellite Campus
- 35 Chance for Change (CFC) Academy

Site Codes

Note: Always use the "lowest level" of codes available.

Site Group	Site Code	Site Code Title
------------	-----------	-----------------

40 Non ACPS Schools

41	Alexandria Country Day School
42	Bishop Ireton
43	Blessed Sacrament
44	Episcopal
45	Resurrection
46	St. Mary's
47	St. Rita's
48	Grace Episcopal School
49	Commonwealth Academy
50	Immanuel Lutheran School
51	Falls Church City Public School

60 Other ACPS Locations / Classifications

61	Central Office
62	Burke Library
63	Maintenance Facility
64	Transportation Facility
81	Active Employee/Cobra Healthcare
82	Retiree Healthcare (HB Fund)
91	School-Wide
99	Division-Wide
00	Non Site

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Cost Center Codes

Note: Always use the "lowest level" of codes available.

Elementary	80
Secondary	80
Instructional Support	80
Operational Support	80
Administrative/Division-Wide	80
Non Cost Center	80

Fund School or Dept Object Program Function Site **X**

Cost Center

Cost Center Codes

Note: Always use the “lowest level” of codes available.

Cost Center Code	Cost Center Title and Definition
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The cost center code permits local education agencies to report expenditures by the population served.

- 2 Elementary
 From kindergarten through grade five (5)

- 3 Secondary
 From six (6) through grade twelve (12)

- 4 Instructional Support
 Superintendent's Office, Curriculum and Instruction, Student Services, Partnerships and Community Engagement, and Technology Services.

- 5 Operational Support
 Educational Facilities, Human Resources, Pupil Transportation, School Nutrition Services, Financial Services, and Communications.

- 9 Administrative/Division-Wide
 Applies to the entire local education agency (LEA) and not clearly assignable to an elementary or secondary cost center.

- 0 Non Cost Center

Appendix

Note: Always use the “lowest level” of codes available.

Project	82
Revenue (For Budget and Accounting Office Use Only)	
City Appropriation	83
City Appropriation	
State Revenue	83
State Aid	
Other State Revenue	
Local Revenue	87
Rent and Custodial	
Tuition and Other Fees	
Food Service Fees	
Other Local Revenue	
Indirect Cost Recovery	
Federal Revenue	89
Federal Aid	
Other Federal Revenue	
Other Revenue	90
Charges for Services	
Contributions	

Appendix

Note: Always use the “lowest level” of codes available.

Project Group	Project Group Title
---------------	---------------------

The project code is applied to grant account strings as the eighth segment.

C0000	Capital
CA000	Center for the Arts
FM000	Federal Miscellaneous
G0000	Grant
LM000	Local Miscellaneous
RB000	Runningbrooke
SM000	State Miscellaneous

Appendix

Note: Always use the “lowest level” of codes available.

Char-acter	Char-acter	Object Code	Object Title and Definition
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400000 City Appropriation

Include all appropriations from the local governing body, such as proceeds of general fund levies and state revenue paid to the locality that is then appropriated for school support. Include any local subsidies received for school food service. Revenue is considered city or county funding when it comes from a local governmental unit and the school division is not the final authority, within legal limits, in determining the amount of money to be received, and the money is raised by taxes or other means that are not earmarked for school purposes.

R0 City Appropriation

400101 City Appropriation

401000 State Revenue

Revenue received from the Virginia Department of Education in support of the operational standards (i.e., Standards of Quality) for Kindergarten through grade 12 as prescribed by the Board of Education subject to revision by the General Assembly, to provide school divisions with an incentive to offer specific programs, and for general and categorical support of other educational programs and needs.

R1 State Aid

Standards of Quality (SOQ) Programs

- 401110 State Sales Tax
Revenue from taxes assessed by the state on the sale and consumption of goods and services in support of the Standards of Quality (SOQ).
- 401120 Basic School Aid
Basic Aid includes funding for the basic instructional positions derived from minimum student to teacher ratios and other instructional position staffing standards required by the Standards of Quality (SOQ).
- 401140 Gifted Education
Gifted education funding supports the state share of one full-time equivalent instructional position per 1,000 students in adjusted ADM.
- 401160 Prevention, Intervention, and Remediation
SOQ Prevention, Intervention, and Remediation funding provides remedial services to children who need additional instruction.

Appendix

Note: Always use the “lowest level” of codes available.

Char-acter	Char-acter	Object Code	Object Title and Definition
		401165	<p>Remedial Summer School</p> <p>Remedial Summer School programs provide additional education opportunities for at-risk students. These funds are available to school divisions for the operation of programs designed to remediate students who are required to attend such programs during a summer school session, or during an intersession in the case of year-round schools.</p>
		401220	<p>Special Education</p> <p>Funding for special education provides for the state share of salary costs of instructional positions generated based on the staffing standards for special education.</p>
		401260	<p>Vocational Education</p> <p>State funds are provided to support career and technical education courses for students in grades 6-12.</p>
		401311	<p>Social Security - Instructional</p> <p>This funding supports the state share of cost of the employer share of Social Security costs for funded SOQ instructional positions.</p>
		401331	<p>Teach Retirement Instruc</p> <p>This funding supports the state share of cost of employer contributions to VRS for retirement benefits for funded SOQ instructional positions.</p>
		401334	<p>National Board Certification</p> <p>State funds for teachers whom obtain National Board Certification.</p>
		401371	<p>Group Life Ins-Instructional</p> <p>This funding supports the state share of cost of employer contributions to the Virginia Retirement System (VRS) for Group Life benefits for funded SOQ instructional positions.</p>
		401515	<p>Textbook Payments</p> <p>State law requires that students attending public schools receive free textbooks. State funding is provided on a per pupil basis based on the funded per pupil amount for textbooks.</p>
		401930	<p>English as a Second Language</p> <p>State funds are provided to support local school divisions providing the necessary educational services to children not having English as their primary language.</p>
			<p><u><i>Incentive Programs</i></u></p>
		401900	<p>Salary Supplement</p> <p>Compensation supplement funding covers the state share of cost (including fringe benefits) for a percentage-based salary increase for funded SOQ instructional and support positions.</p>

Appendix

Note: Always use the “lowest level” of codes available.

Char-acter	Char-acter	Object Code	Object Title and Definition
		401850	<p>Breakfast After the Bell</p> <p>Program where school breakfast is provided after the official start of the school day</p>
		401910	<p>At-Risk (Incentive Programs)</p> <p>State payments for at-risk students are disbursed to school divisions based on the estimated number of federal free lunch participants in each division to support programs for students who are educationally at-risk.</p>
		401980	<p>Technology</p> <p>The VPSA Technology program provides grant funding for school divisions to purchase additional technology to support the SOL Technology Initiative. Funding is also included for the Virginia e-Learning Backpack Initiative to purchase laptop or tablet computers for ninth grade students in high schools that are not fully accredited for two consecutive years.</p>
			<p><u>Categorical Programs</u></p>
		401510	<p>Homebound</p> <p>Homebound funding provides for the continuation of educational services for students who are temporarily confined to their homes for medical reasons.</p>
		401525	<p>Hospitals,Clinics,Detention Homes</p> <p>Special Education Categorical - State Operated Program services are continued for students placed in state-operated facilities. State statute requires the state to provide appropriate education to all children in state hospitals, clinics, detention homes, and the Woodrow Wilson Rehabilitation Center. Education services are provided through contracted services with local school divisions.</p>
		401830	<p>School Lunch</p> <p>School divisions participating in the National School Lunch Program receive cash subsidies and donated commodities from the U.S. Department of Agriculture for each meal they served. The lunches must meet Federal requirements, and they must offer free or reduced-price lunches to eligible children. This state reimbursement program is required by the National School Lunch Program, the School Breakfast Program, and the After School Snack Program.</p>
			<p><u>Lottery Programs</u></p>
		401271	<p>At-Risk (Lottery Programs)</p> <p>State payments for at-risk students are disbursed to school divisions based on the estimated number of federal free lunch participants in each division to support programs for students who are educationally at-risk.</p>

Appendix

Note: Always use the “lowest level” of codes available.

Char-acter	Char-acter	Object Code	Object Title and Definition
		401270	<p>Lottery</p> <p>School divisions are permitted to spend such funds on both recurring and nonrecurring expenses in a manner that best supports the needs of the school divisions.</p>
		401650	<p>Early Reading Intervention</p> <p>The Early Reading Intervention program is designed to reduce the number of students needing remedial reading services. Program funds are used by local school divisions for: special reading teachers; trained aides; full-time early literacy tutors; volunteer tutors under the supervision of a certified teacher; computer-based reading tutorial programs; aides to instruct in class groups while the teacher provides direct instruction to the students who need extra assistance; or extended instructional time in the school day or year for these students.</p>
		401700	<p>Career and Technical Education - Adult Education</p> <p>Adult Education funds provide adult education for persons who have academic or economic disadvantages, and who have limited English-speaking abilities. These funds pay for full-time and part-time teacher salaries and supplements to existing teacher salaries.</p>
		401740	<p>Career and Technical Education - Occupation Prep</p> <p>Occupation Prep funds are used to provide a portion of the salary of principals and assistant principals of divisional vocational technical centers and assistant principals at regional vocational centers, which are not required in the Standards, and therefore, not funded through Basic Aid. These funds also pay a portion of the cost of extended contracts for vocational teachers.</p>
		401950	<p>K-3 Primary Class Size</p> <p>State funding is disbursed to school divisions as an incentive payment for reducing ratios and class sizes in grades kindergarten through three below the required SOQ standard of a 24:1 pupil-teacher ratio.</p>
		401840	<p>School Breakfast Incentive</p> <p>Local school food authorities administer the School Breakfast Program at the local level. Participating schools must serve breakfasts that meet federal nutrition standards, and must provide free and reduced-price breakfasts to eligible children. This funding provides an incentive to increase student participation in the school breakfast program and to leverage increased federal funding resulting from higher participation.</p>

Appendix

Note: Always use the "lowest level" of codes available.

Char-acter	Char-acter	Object Code	Object Title and Definition
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R2 Other State Funds

- | | |
|--------|--|
| 401990 | Medicaid
Includes State funds for reimburseable healthcare-related expenses. Expenditures in other financing sources and uses for Medicaid-eligible students is shown in object code 595501. |
| 401999 | Other State Funds
Other state funds may include lottery-funded programs such as Individual Student Alternative Education Plan (ISAEP), Mentor Teacher, Project Graduation, SOL Algebra Readiness, Supplemental Basic Aid, and Virginia Preschool Initiative (VPI). As well as incentive programs such as Special Education - Regional Tuition, Special Education - Vocational Education, Math/Reading Instructional Specialist, and Early Reading Specialists Initiative. |

402000 Local Revenue

Revenue received from the division in support of educational programs and needs.

R3 Rent and Custodial

This revenue is typically a community use fee assessed on outside organizations that use school facilities for various meeting purposes.

- | | |
|--------|------------------------------|
| 402000 | FH - Hockey Rink Rental |
| 402009 | Parking - 1701 N. Beauregard |
| 402010 | Rents - 1701 N. Beauregard |
| 402011 | Rents - Facilities |
| 402019 | Custodial Fees |

R4 Tuition and Other Fees

Includes tuition payments and pupil fees.

- | | |
|--------|---------------------------|
| 402040 | ELL/ESL Tuition |
| 402061 | Adult Basic Ed |
| 402071 | Community Education Fees |
| 402080 | Adult LPN Fees |
| 402081 | Adult LPN Program |
| 402082 | Adult High School Tuition |
| 402083 | GED Testing Fees |
| 402084 | Adult Ed Cosmetology |
| 402085 | Adult Ed Textbook |

Appendix

Note: Always use the “lowest level” of codes available.

Char-acter	Char-acter	Object Code	Object Title and Definition
		402086	GED Transcript Fees
		402091	Adult Ed Cosmetology Fee
		402100	Non-Resident Tuitions
		402110	Tuition - Driver Education
		402130	Intersession - Samuel W. Tucker
		402131	Summer Language Academy - Mount Vernon
		402140	Tuition - Summer/Reg
		402160	Tuition - Summer/Super
		402180	Tuition - Summer/Music
		402190	High School Fees
		402200	Pupil Fees-Other
		402210	Fees - Athletic
		402215	Revenue-Other Events
		402220	Pupil Fees - Textbook/Laptops
		402230	Pupil Fees - Instrument Rental
		402240	Student Parking Receipts
		402270	GED Tuition

R5 Food Service Fees

Enter receipts from the sale of school breakfast and lunch, interest earned on accounts, sale of a-la-carte food items, sale of meals to adults, special functions, etc. Treat rebates from processors as expenditure refunds.

402310	Food Nutr - Pupil Lunches
402320	Food Nutr - Breakfast
402330	Food Nutr - Adult Meals
402340	Food Nutr - A La Carte Sls
402345	Food Nutr - Vending
402370	Food Nutr - Local Summer
402371	Food Nutr - Special Sales
402380	Food Nutr - Catering
402381	Food Nutr - Emergency Meals
402382	Food Nutr - Contract Svcs
402385	Food Nutr - Crdt Card Fee
402386	Food Nutr - Dinner Program
402390	Food Nutr - Other

Appendix

Note: Always use the "lowest level" of codes available.

Char-acter	Char-acter	Object Code	Object Title and Definition
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R6 Other Local Revenue

Local revenue not categorized elsewhere such as rebates, refunds, and sale of assets.

402400	Vendor Refunds & Rebates
402410	Interest Income
402440	Rebates - Vending Machines
402700	Insurance Claims
402800	Proceeds from Sale of Assets
402850	Online Donations
402999	Other Local Funds

R7 Indirect Cost Recovery

Recovery of indirect cost in support of educational programs and needs.

402998	Indirect Cost Recovery
--------	------------------------

403000 Federal Revenue

Revenue received from the federal government, either directly or through the state, in support of educational programs and needs.

R8 Federal Aid

403020	Title I
403100	National School Lunch Program
403110	School Breakfast Program
403111	Meal Reimb - Ops Summer Feeding
403113	Fresh Fruit and Vegetables
403120	Dinner Program
403130	Donated Commodities
403220	Vocational Ed. - Fed-Disadv
403750	J.R.O.T.C. Program

R9 Other Federal Revenue

403010	Basic Adult Education
403999	Other Federal Funds

Appendix

Note: Always use the "lowest level" of codes available.

Char-acter	Char-acter	Object Code	Object Title and Definition
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420000 Other Revenue

P0 Charges for Services

- 420010 Charges for Services - Self Ins
- 420011 Charges for Services - Kaiser
- 420012 Charges for Services - Dental
- 420013 Charges for Services - Vision

P1 Contributions

- 420020 Contributions - Trust Fund
- 420021 Contributions - Retiree Subsidy

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Alexandria City Public Schools

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Alexandria, Va (United States)

Fund	G
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Position Desc	Position Number	Employee Name	FY23 FTE
ESSER III - ACCOUNTANT	7515	** VACANT **	1
ESSER III - ANALYST: EVALUATION & ASSESSMENT	7529	** VACANT **	1
ESSER III - HEARING IMPAIRED TCHR	7535	** VACANT **	1
ESSER III - PSYCHOLOGIST	7512	** VACANT **	1
	7530	** VACANT **	0.2
ESSER III - SUPPORT SPECIALIST II: PEDESTRIAN & BIKE EDUCATION	7540	** VACANT **	0.5
Grand Total			4.7

Fund	(Multiple Items)				
Location	Location Desc	Position Desc	Position Number	Employee Name	FY23 FTE
2002	CORA KELLY	FAMILY LIAISON	3280	PERLA, DARITZA	1
	CORA KELLY Total				1
2002 Total					1
2005	JAMES K. POLK	FAMILY LIAISON	73	MATTHEWS, MYRA W	1
	JAMES K. POLK Total				1
2005 Total					1
2006	JEFFERSON-HOUSTON	FAMILY LIAISON - BILINGUAL	3956	** VACANT **	1
	JEFFERSON-HOUSTON Total				1
2006 Total					1
2007	JOHN ADAMS	FAMILY LIAISON	2433	PERALTA, ASHLEY B	1
	JOHN ADAMS Total				1
2007 Total					1
2011	PATRICK HENRY	FAMILY LIAISON - BILINGUAL	3966	** VACANT **	1
	PATRICK HENRY Total				1
2011 Total					1
2013	WILLIAM RAMSAY	FAMILY LIAISON - BILINGUAL	3957	SANTIZO-BONILLA, STEPHANIE M	1
	WILLIAM RAMSAY Total				1
2013 Total					1
2014	FERDINAND T DAY	FAMILY LIAISON - BILINGUAL	4290	ASHMAWI, SALMA H	1
	FERDINAND T DAY Total				1
2014 Total					1
3000	FRANCIS C HAMMOND	FAMILY LIAISON - BILINGUAL	3955	CARVAJAL, DIANA J	1
	FRANCIS C HAMMOND Total				1
3000 Total					1
3010	GEORGE WASHINGTON	FAMILY LIAISON - BILINGUAL	3285	LARES, MARINES	1
	GEORGE WASHINGTON Total				1
3010 Total					1
4750	PARTNERSHIP & COMMUNITY ENGMNT	BILINGUAL SPECIALIST - FACE	4093	RAMOS, KARINA R	1
			4094	BENGHANEM, NASSIBA	1
			4095	AMBERBER, TEFAYE	1
		EARLY CHILDHOOD SPECIALIST: BILINGUAL FAM	7600	** VACANT **	1
		ESSER III - EL BILINGUAL FAMILY LIAISON	7514	OLGUIN ALCALA, ADRIANA J	1
	PARTNERSHIP & COMMUNITY ENGMNT Total				5
4750 Total					5
Grand Total					14

School or Department/Office:	# of FTEs	Position Title (If Requesting Regular Contracted FTEs):
2001 - Charles Barrett ES	0.60	Math Interventionist
2001 - Charles Barrett ES	1.00	Family Liaison
2001 - Charles Barrett ES	1.00	EL Teacher
2001 - Charles Barrett ES	0.50	School Counselor
2003 - Douglas MacArthur ES	0.50	Orchestra Teacher
2003 - Douglas MacArthur ES	0.50	Art Teacher
2003 - Douglas MacArthur ES	1.00	School Counselor
2005 - James K. Polk ES	2.00	English Language Learner Teacher
2008 - Lyles-Crouch Traditional Acad	1.00	School Improvement Coach
2008 - Lyles-Crouch Traditional Acad	1.00	School Psych
2009 - Naomi L. Brooks ES	0.50	Academic Math Interventionist
2009 - Naomi L. Brooks ES	0.40	School Psychologist
2011 - Patrick Henry ES	1.00	Assistant Principal
2011 - Patrick Henry ES	1.00	Interventionist-Middle School
2011 - Patrick Henry ES	1.00	Data/MTSS/STC Coach
2011 - Patrick Henry ES	0.50	School Psychologist
2012 - Samuel W. Tucker ES	1.00	Instructional Coach Grades 3-5
2012 - Samuel W. Tucker ES	1.00	Science Instructional Coach/ Science Resource Teacher
2012 - Samuel W. Tucker ES	1.00	Parent (Family) Liason
2012 - Samuel W. Tucker ES	1.00	School Counselor
2012 - Samuel W. Tucker ES	1.00	Clinic Assistant
2014 - Ferdinand T. Day ES	1.00	Assistant Principal
2014 - Ferdinand T. Day ES	1.00	Elementary Counselor
2015 - Early Childhood Center	0.40	School Psychologist
3010 - George Washington MS	1.00	EL Teacher
3040 - Alexandria City HS-King St Campus	1.00	Math Interventionist
3040 - Alexandria City HS-King St Campus	1.00	Math Instructional Coach
3040 - Alexandria City HS-King St Campus	3.00	Math Teacher
3040 - Alexandria City HS-King St Campus	1.00	EL TEACHER (ACHS)
3040 - Alexandria City HS-King St Campus	2.00	Attendance / Truancy Specialist
3040 - Alexandria City HS-King St Campus	1.00	Social Studies teacher
3040 - Alexandria City HS-King St Campus	2.00	High School Counselor
3040 - Alexandria City HS-King St Campus	1.00	College and Career Counselor
3043 - Alexandria City HS-Minnie Howard	1.00	Math Interventionist
3043 - Alexandria City HS-Minnie Howard	1.00	English Teacher
3043 - Alexandria City HS-Minnie Howard	1.00	Math Teacher
3044 - Alexandria City HS-Interntnl Acadmy	1.00	IA Spanish Literacy for English Language Learners Teacher
3044 - Alexandria City HS-Interntnl Acadmy	1.00	IA EAP English Teacher

4600 - Accountability and Research	1.00 Administrative Assistant II
4600 - Accountability and Research	3.00 Measurement & Improvement Coach
4800 - Communications	1.00 Internal Communications Specialist
5000 - Teaching, Learning, Leadership	1.00 Early Childhood (Pre-K) Instructional Specialist
5100 - Curriculum Design & Inst Srvcs	1.00 Secondary Science Instructional Specialist
5110 - Career and Technical Education	1.00 ADMINISTRATIVE ASSISTANT II- CTE Financial Specialist
5110 - Career and Technical Education	1.00 TEACHER SPeCIALIST (12)- CTE Work-Based Learning Specialist
5320 - Pre-Kindergarten Programs	4.00 Virginia Preschool Initiative Instructional Assistant I
5320 - Pre-Kindergarten Programs	1.00 Pre-K Registrar
5330 - Talented and Gifted Programs	1.00 Talented and Gifted Specialist- Secondary Level
5330 - Talented and Gifted Programs	1.30 TAG Itinerant Teacher
5330 - Talented and Gifted Programs	0.50 Adminstrative Assistant I
5500 - English Learner Services	2.00 Director of EL Welcome Center; Director of EL Special Programs and Services
6100 - Technology Services	1.00 Administrative Assistant II
6100 - Technology Services	1.00 Helpdesk / Student Helpdesk Technician 2
6100 - Technology Services	1.00 Helpdesk / Student Helpdesk Technician 2
6100 - Technology Services	1.00 Local and State Reporting Specialists
6400 - Student Services	1.00 Substance Abuse Specialist
6400 - Student Services	1.00 Director of School Counseling K-12
6400 - Student Services	1.00 Mental Health Specialist
6400 - Student Services	1.00 Mental Health Specialist
6400 - Student Services	1.00 Multi Tiered System of Support (MTSS) Specialist
7450 - Safety & Security Services	1.00 Security Services Supervisor
7450 - Safety & Security Services	1.00 Assistant Director, Safety & Security Services

New Operating Positions Added					
	2020	2021*	2022	2023	2024
School-Based	0	21.37	0	7.8	19.7
Central Office	0	0	2.5	2	4
Transportation Office	0	0	0	6	0
*Non-School Based positions were placed on hiring freeze.					

Secondary Transition to Improve Post Secondary Outcomes

- Training for secondary special education teachers related to DARS post secondary supports and services for students with disabilities
- Monitoring and Support for HS seniors on track for graduation whose grades were reflecting below a C for quarter 1 in courses required for graduation.
- Established a partnership GWMS staff in the cafeteria, library and front office at to provide ACHS Career Prep IV students work-based learning opportunities.
- Provided ACHS special education case managers with training regarding DARS (Department of Adult Rehabilitative Services) Pre-ETS services and VR services, and DARS referral protocol.
- Collaboration with DARS counselor to identify additional RAP and SAS classes during which pre-employment and transition services (ETS) can be offered.
- VDOE Secondary Transition Supplemental Grant Project
 - BRITE Project (Building Relationships to Impact Transition and Engagement).
 - Developed and implementing protocol for monitoring students identified for BRITE
 - Collaboration with Truancy Specialist to problem solve attendance issues of BRITE Students
- Collaboration with STEM Skills Pre-ETS service provider and ECV Pre-ETS service provider to coordinate sessions during SAS classes at King Street
- Collaboration with Max Literacy to coordinate a financial literacy lesson for Post Grad students interning at the hospital
- Developed job site at Busboys and Poets
- Identified a plan for ACHS to participate in the VCU Pre-ETS study
- Collaboration with College and Career Counselor to arrange NOVA presentations in the Special Education ELA classrooms
- Secondary transition recreation and leisure needs identified and addressed through development of fall and spring collaboration with Miracle League of Alexandria.

Implementation of Division Wide IEP Goal Progress Monitoring Tool

- Phased implementation began during the 2021-2022 school year
 - OSI developed implementation plan to allow staff a year to become familiar with the design, and comfortable with navigating the features, prior to full implementation expectations going into effect.
 - Beginning with the 2022-2023 school year, all ACPS Case Managers required to use the progress monitoring tool to document all IEP goal data for students on their caseloads, and routinely monitor student progress to adjust instruction and/or the students' IEPs as needed.
 - Differentiated professional development and support has been provided by specialists since the beginning of the school year in order to ensure staff had the training, information and resources to meet this requirement.

- Conducted training for divisionwide special education case managers regarding analyzing data in progress monitoring tool to provide quarterly IEP Progress Updates.
- Delivered Professional Learning Sessions for Special Education Teachers – Utilizing Data from Progress Monitoring Tool to Develop IEP PLOP and Annual Goals; Implementing Self-Regulated Strategy Development (SRSD) Writing Program
- Developed protocol to conduct audit of Special Education Teacher use of Progress Monitoring Tool; conducted divisionwide audit of case manager usage
- Professional Development Provided to Support Implementation

Co-Teaching and Specially Designed Instruction

- Co-Teaching Cadre
 - Collaborated with school-based administrators to identify co-teaching teams to participate in the Co-Teaching Cadre
 - Cadre Sessions 1 & 2 conducted
 - Observations and feedback provided to participating teams
- Customized Co-Teaching Professional Development modules developed by Dr. Marilyn Friend available on CANVAS for school-based administrators
- Co-teaching walkthroughs conducted on a regular basis by specialists and school-based administrators
- Training for special education teachers on providing SDI to meet requirements of delivering special education services in general education settings.

Instructional Resource Development, Targeted Interventions - Training and Implementation

- Implementation of Self-Regulated Strategy Development (SRSD) writing program in ACPS elementary schools; exploring expansion into secondary schools (*Self-regulated strategy development (SRSD) is an instructional approach designed to help students learn, use, and adopt the strategies used by skilled writers. It is an approach that adds the element of self-regulation to strategy instruction for writing. It encourages students to monitor, evaluate, and revise their writing, which in turn reinforces self-regulation skills and independent learning.*)
- Comprehension Strategies Protocol (CSP)- ACPS Instructional Specialist Team created reading comprehension resource for 4th and 5th grade SWD
- Development of math strategies protocol for 4th and 5th grade SWD
- Collecting and organizing emergent writing resources to provide special education teachers of elementary primary SWD.
- Scheduling quarterly data chats with individual case managers to assist in monitoring student progress and making recommendations for adjustment of instruction or interventions as needed.
- Professional Development provided to teachers on implementation of Targeted Reading and Math Interventions for SWDs
- Intervention Fidelity Checks scheduled and conducted with school-based administrators.

Collaboration Across TLL Department Specialists

- Collaboration with Curriculum Elementary Literacy Specialist and EL specialists in training on Bookworm resources, making the programming accessible for students with disabilities.
- Collaboration with Curriculum Specialist in supporting special education teachers with implementation of Self-Regulated Strategy Development (SRSD) writing program and aligning pacing with general education curriculum resources.
- Collaboration with Curriculum and ELL Specialists - *Making Bookworms Accessible PD Part 2*
- Collaboration with Curriculum Elementary Literacy Specialist in planning Reading focus for next year in ACPS. VDOE has required that all school divisions utilize a curriculum that is rooted in the science of reading; working with the team to consider options.
- Collaboration with EL and Curriculum Specialists to developed a Scaffold Chart to increase shared reading block engagement and accessibility for SWD and EL.
- Collaboration with Curriculum Secondary ELA Specialist to discuss writing practices at secondary level and potential for expanding implementation of SRSD

Special Education Compliance

- Comprehensive Early Intervening Services (CEIS) provided to MTSS Teams when addressing the needs of students with challenging behaviors
- Support and Training for Conducting Child Study and Eligibility Meetings and Making Appropriate Decisions
- IEP Development and Compliance
 - Training and Support in Development of Standards-Based IEPs
 - Data analysis for IEP progress reports

I'm Determined and Student-Led IEPs

- Developed and conducted training for special education teachers and administrators regarding the VDOE I'm Determined Project resources and student-led IEPs
- Supporting teams in developing plans for implementation of Student-Led IEPs to build self-determination skills
- Career and Transition Team and Parent Resource Center (PRC) collaboration to provide information regarding student-led IEPs to parents of students with disabilities to include multiple webinars for parents, informal meetings with parents during PRC coffee hours, and PRC mailing information and resources to parents.

Orton Gillingham Reading Intervention

- Finalized details for funding and completed registration for 32 ACPS teachers to **IMSE Orton Gillingham Comprehensive Plus** virtual training registration

- Developed and conducting ongoing Orton Gillingham (OG) Cohort, where teachers who have been trained in OG protocol and strategies attend to receive follow-up support, share ideas and share successes.
- Developed and disseminating monthly OG Cohort newsletter.

Crisis Intervention and Response

- Supervision and monitoring of ACPS regulations regarding Crisis Response to Challenging Behaviors, including coordinating Crisis Prevention Intervention (CPI) training, maintaining records of trained staff and recertification dates, ensuring training required for all staff meets state requirements, and maintaining and reviewing data related to use of restraint and seclusion.

Virginia Alternate Assessment Program

- Conducted file review protocol for consideration of students with disabilities participation in the Virginia Alternate Assessment Program (VAAP).
- Collaboration with Department of Accountability in providing training and support to teachers regarding implementation of the VAAP.

General Ongoing Support and Training for Administrators and Special Education Staff

- Supporting school-based teams in responding to the needs of students exhibiting challenging behaviors:
 - Assisting classroom staff in implementing behavior strategies or behavior intervention plans with fidelity through modeling, coaching and hands on data collection or implementation support;
 - Assisting school-based teams in collecting data to inform interventions and/or fading of supports
 - Providing additional temporary staffing to support implementation of intervention and behavior strategies
 - Assisting IEP teams as appropriate to review all available information and make appropriate recommendations for LRE;
- Support for long term substitutes filling vacancies or FMLA leaves.
- Support through modeling and coaching of best instructional practices including: Co-teaching, planning and implementing SDI, implementation of targeted interventions, implementing principles of ABA to support teaching and learning in city wide classes, etc.
- Support of data collection and implementation of progress monitoring tool.
- Support for new teachers in development of Standards-based IEPs.
- Support for secondary special education teachers in development of appropriate IEP transition plans.

- Support and coaching for school-based administrators in expectations of progress monitoring tool, development of IEP progress reports and IEP draft review process.

Fund	Location	Location Desc	Position Desc	Position Number	Employee Name	FY23 FTE	
G	2006	JEFFERSON-HOUSTON	TITLE I - INSTRUCTIONAL COACH: MATH	7010	** VACANT **	1	
		JEFFERSON-HOUSTON Total				1	
	2006 Total					1	
	3000	FRANCIS C HAMMOND	TITLE I - SCHOOL COUNSELOR	7012	** VACANT **	0.5	
		FRANCIS C HAMMOND Total				0.5	
	3000 Total					0.5	
	3043	ACHS - MINNIE HOWARD	ESSER III - PSYCHOLOGIST	7512	** VACANT **	1	
		ACHS - MINNIE HOWARD Total				1	
	3043 Total					1	
	3044	ACHS - INTERNATIONAL ACADEMY	ESSER II - EL SCHOOL COUNSELOR	7538	** VACANT **	1	
		ACHS - INTERNATIONAL ACADEMY Total				1	
	3044 Total					1	
	4750	PARTNERSHIP & COMMUNITY ENGMNT	EARLY CHILDHOOD SPECIALIST: BILINGUAL FAMILY & COMMUNITY ENGAGEMENT	7600	** VACANT **	1	
		PARTNERSHIP & COMMUNITY ENGMNT Total				1	
	4750 Total					1	
	5100	CURRICULUM DESIGN	ESSER III - SUPPORT SPECIALIST II: PEDESTRIAN & BIKE EDUCATION	7540	** VACANT **	0.5	
		CURRICULUM DESIGN Total				0.5	
	5100 Total					0.5	
	5400	SPECIALIZED INSTRUCTION	ESSER III - HEARING IMPAIRED TCHR	7535	** VACANT **	1	
			IDEA 611 - ASST DIRECTOR : CITYWIDE PROGRAMS & BEHAVIORAL SERVICES	7230	** VACANT **	1	
			IDEA 611 - AUGMENTIVE COMMUNICATIONS SPECIALIST	7221	** VACANT **	1	
			IDEA 611 - INSTRUCTIONAL SPECIALIST	7216	** VACANT **	1	
			STATE REGIONAL GRANT - BEHAVIOR SPECIALIST	7296	** VACANT **	1	
				7297	** VACANT **	1	
	SPECIALIZED INSTRUCTION Total					6	
	5400 Total					6	
	5600	TITLE 1 PROGRAMS	TITLE I - INSTRUCTIONAL SPECIALIST: SCIENCE	7020	** VACANT **	1	
			TITLE I - PROGRAM DIRECTOR	7001	** VACANT **	0.75	
			TITLE 1 PROGRAMS Total				1.75
	5600 Total					1.75	
	5700	SCHOOL IMPROVEMENT	ESSER III - ANALYST: EVALUATION & ASSESSMENT	7529	** VACANT **	1	
		SCHOOL IMPROVEMENT Total				1	
	5700 Total					1	
	5800	INSTRUCTIONAL SUPPORT	TITLE II - INSTRUCTIONAL SPECIALIST	7100	** VACANT **	1	
		INSTRUCTIONAL SUPPORT Total				1	
	5800 Total					1	
	6400	STUDENT SERVICES	ESSER II - ATTENDANCE SPECIALIST	7504	** VACANT **	1	
			ESSER II - SCHOOL HEALTH SPECIALIST	7503	** VACANT **	1	
			ESSER III - PSYCHOLOGIST	7530	** VACANT **	0.2	
			STUDENT SERVICES Total				2.2
	6400 Total					2.2	
	7200	FINANCIAL SERVICES	ESSER II - ACCOUNTING STAFF SUPPORT	7507	** VACANT **	0.5	
			ESSER II - PROCUREMENT STAFF SUPPORT	7508	** VACANT **	0.5	
			ESSER III - ACCOUNTANT	7515	** VACANT **	1	
			FINANCIAL SERVICES Total				2
	7200 Total					2	
	G Total						18.95
	N	7500	FOOD & NUTRITION SERVICES	DIRECTOR II - SCHOOL NUTRITION	1070	** VACANT **	1
				SCHL NTRTN ASST I	3034	** VACANT **	1
					3073	** VACANT **	1
				3178	** VACANT **	1	
				3302	** VACANT **	1	
SCHL NTRTN ASST III				21069	** VACANT **	1	
SCHL NTRTN MGR TRN				2903	** VACANT **	1	
				3378	** VACANT **	1	
				5058	** VACANT **	1	
FOOD & NUTRITION SERVICES Total						9	
7500 Total							9
N Total						9	
O	2002	CORA KELLY	4TH GRADE TCHR	1389	** VACANT **	1	
			INSTRUCTIONAL ASST - KINDERGARTEN	2344	** VACANT **	1	
			INSTRUCTIONAL ASST II - AUTISM	2453	** VACANT **	1	
			INSTRUCTIONAL ASST II - ED	4214	** VACANT **	1	
			MUSIC TCHR-INSTR	3621	** VACANT **	0.5	
			CORA KELLY Total				4.5
	2002 Total					4.5	
	2003	DOUGLAS MACARTHUR	ENCORE - SCHOOL COUNSELOR	21006	** VACANT **	0.2	
			INSTRUCTIONAL ASST II - AUTISM	2489	** VACANT **	1	
				3523	** VACANT **	1	
			PSYCHOLOGIST	2286	** VACANT **	1	
			SCHOOL COUNSELOR	3601	** VACANT **	0.4	
	DOUGLAS MACARTHUR Total				3.6		
	2003 Total					3.6	
	2005	JAMES K. POLK	4TH GRADE TCHR	1424	** VACANT **	1	
			5TH GRADE TCHR	4218	** VACANT **	1	
			CLINIC ASSISTANT	4078	** VACANT **	0.4	
			COUNSELOR - STD IMPV	5011	** VACANT **	0.1	
			INSTRUCTIONAL ASST II - AUTISM	2502	** VACANT **	1	
				2530	** VACANT **	1	
				2532	** VACANT **	1	
				3659	** VACANT **	1	
			3660	** VACANT **	1		
JAMES K. POLK Total				7.5			
2005 Total					7.5		

O	2006	JEFFERSON-HOUSTON	5TH GRADE TCHR	1443	** VACANT **	1			
			CAFETERIA AIDE	3118	** VACANT **	0.3437			
				3387	** VACANT **	0.3438			
			EL TCHR	1905	** VACANT **	1			
			FAMILY LIAISON - BILINGUAL	3956	** VACANT **	1			
			INSTRUCTIONAL ASSISTANT II	2384	** VACANT **	1			
			INSTRUCTIONAL COACH - STD IMPV	3412	** VACANT **	1			
			SCHOOL SECURITY OFFICER	2889	** VACANT **	1			
			SCIENCE TCHR	3971	** VACANT **	1			
			SPED TCHR ECSE	2012	** VACANT **	1			
			JEFFERSON-HOUSTON Total						8.6875
			2006 Total						8.6875
			2007	JOHN ADAMS	BUILDING ENGINEER II	2871	** VACANT **	1	
CAFETERIA AIDE	3207	** VACANT **			0.625				
EL TCHR	1992	** VACANT **			1				
ENCORE - PE TCHR	3194	** VACANT **			0.7				
JOHN ADAMS Total					3.325				
2007 Total					3.325				
2008	LYLES-CROUCH	4TH GRADE TCHR	1387	** VACANT **	1				
		ACAD INTERVENTIONIST - STD IMPV	3485	** VACANT **	0.5				
		CAFETERIA AIDE	2973	** VACANT **	0.475				
		KINDERGARTEN TCHR	1105	** VACANT **	1				
		MUSIC TCHR-INSTR	4106	** VACANT **	0.5				
		TAG TCHR	3948	** VACANT **	0.5				
		LYLES-CROUCH Total					3.975		
2008 Total					3.975				
2009	NAOMI L. BROOKS	CAFETERIA AIDE	3075	** VACANT **	0.375				
	NAOMI L. BROOKS Total					0.375			
2009 Total					0.375				
2010	MOUNT VERNON	4TH GRADE DL TCHR	1413	** VACANT **	1				
		CLINIC ASSISTANT	4080	** VACANT **	0.6				
		INSTRUCTIONAL ASST II - ID	4241	** VACANT **	1				
		KINDERGARTEN DL TCHR	1170	** VACANT **	1				
		MOUNT VERNON Total					3.6		
2010 Total					3.6				
2011	PATRICK HENRY	ACAD INTERVENTIONIST - STD IMPV	3491	** VACANT **	1				
		BUILDING ENGINEER II	4371	** VACANT **	1				
		CAFETERIA AIDE	3081	** VACANT **	0.6875				
			3146	** VACANT **	0.6875				
		FAMILY LIAISON - BILINGUAL	3966	** VACANT **	1				
		INSTRUCTIONAL ASST II - AUTISM	4057	** VACANT **	1				
		MUSIC TCHR-INSTR	3663	** VACANT **	0.5				
		READING SPECIALIST	3684	** VACANT **	1				
		SPED TCHR - AUTISM	4055	** VACANT **	1				
		SUPPORT SPECIALIST I	4372	** VACANT **	1				
		PATRICK HENRY Total					8.875		
2011 Total					8.875				
2012	SAMUEL TUCKER	KINDERGARTEN TCHR	1111	** VACANT **	1				
	SAMUEL TUCKER Total					1			
2012 Total					1				
2013	WILLIAM RAMSAY	ADMIN ASSISTANT I	2588	** VACANT **	1				
		EL TCHR	1976	** VACANT **	1				
		INSTRUCTIONAL ASST II - AUTISM	3559	** VACANT **	1				
			5051	** VACANT **	1				
		MUSIC TCHR-VOCAL	21030	** VACANT **	0.2				
WILLIAM RAMSAY Total					4.2				
2013 Total					4.2				
2014	FERDINAND T DAY	5TH GRADE TCHR	21034	** VACANT **	1				
		INSTRUCTIONAL ASSISTANT II	5059	** VACANT **	1				
		INSTRUCTIONAL ASST - KINDERGARTEN	4153	** VACANT **	1				
		INTERVENTIONIST	4270	** VACANT **	0.5				
		KINDERGARTEN TCHR	4150	** VACANT **	1				
FERDINAND T DAY Total					4.5				
2014 Total					4.5				
2015	EARLY CHILDHOOD CENTER	CAFETERIA AIDE	4318	** VACANT **	0.6875				
	EARLY CHILDHOOD CENTER Total					0.6875			
2015 Total					0.6875				
3000	FRANCIS C HAMMOND	DL SOCIAL STUDIES TCHR	21038	** VACANT **	1				
		EL TCHR	1907	** VACANT **	1				
			1968	** VACANT **	1				
			4060	** VACANT **	1				
		ENGLISH TCHR	1705	** VACANT **	1				
		FAMILY & CONSUMER TCHR	3181	** VACANT **	1				
		INSTRCOACH-MATH	3541	** VACANT **	1				
		LIBRARY MEDIA SPEC	2192	** VACANT **	1				
		MATHEMATICS TCHR	1513	** VACANT **	1				
		PRINCIPAL-MIDDLE	1032	** VACANT **	1				
		SCHOOL COUNSELOR	2252	** VACANT **	1				
		SCHOOL SECURITY OFFICER	2887	** VACANT **	1				
		SCIENCE TCHR	1581	** VACANT **	1				
			1609	** VACANT **	1				
		SPECIAL EDUCATION TCHR	2080	** VACANT **	1				
			2097	** VACANT **	1				
		WORLD LANG TCHR-SPAN	3174	** VACANT **	1				
FRANCIS C HAMMOND Total					17				
3000 Total					17				
3010	GEORGE WASHINGTON	EL TCHR	4251	** VACANT **	1				
		ENGLISH TCHR	1697	** VACANT **	1				
		INSTRUCTIONAL ASST II - AUTISM	3537	** VACANT **	1				
		MATHEMATICS TCHR	1541	** VACANT **	1				

O	3010	GEORGE WASHINGTON	PHYSICAL ED TCHR	4254	** VACANT **	1		
			PRINCIPAL-MIDDLE	1031	** VACANT **	1		
			SCHOOL SECURITY OFFICER	2886	** VACANT **	1		
		GEORGE WASHINGTON Total					7	
3010 Total						7		
3040	ACHS - KING STREET CAMPUS	BUILDING ENGINEER II	2875	** VACANT **	1			
		BUSINESS & INFORMATION TECH TCHR	21042	** VACANT **	0.8			
		CAMPUS ADMINISTRATOR	4176	** VACANT **	1			
		CLINIC ASSISTANT	4086	** VACANT **	0.125			
		EL TCHR	3572	** VACANT **	1			
			3736	** VACANT **	1			
		FINANCIAL SUPPORT SPECIALIST - HIGH SCHOOL TREASURER	4178	** VACANT **	1			
		INSTRUCTIONAL ASST II - AUTISM	2470	** VACANT **	1			
		INSTRUCTIONAL ASST II - ID	3007	** VACANT **	1			
		PSYCHOLOGIST	2287	** VACANT **	1			
		SCHOOL SECURITY OFFICER	2884	** VACANT **	1			
			2893	** VACANT **	1			
		SCIENCE TCHR	1580	** VACANT **	1			
		SOCIAL WORKER	2270	** VACANT **	1			
		SPED TCHR MD	2038	** VACANT **	1			
		TESTING COORDINATOR	2861	** VACANT **	1			
TRADES & INDUSTRY TCHR	1897	** VACANT **	1					
ACHS - KING STREET CAMPUS Total					15.925			
3040 Total					15.925			
3043	ACHS - MINNIE HOWARD	LEAD COORDINATOR - TESTING & GRADUATION REPORTING	4174	** VACANT **	1			
		MATHEMATICS TCHR	1542	** VACANT **	1			
		SCHOOL SECURITY OFFICER	4292	** VACANT **	1			
		SCIENCE TCHR	1612	** VACANT **	1			
ACHS - MINNIE HOWARD Total					4			
3043 Total					4			
3044	ACHS - INTERNATIONAL ACADEMY	EL TCHR	1970	** VACANT **	1			
		SOCIAL WORKER	2283	** VACANT **	1			
ACHS - INTERNATIONAL ACADEMY Total					2			
3044 Total					2			
3060	ALTERNATIVE EDUCATION	ALTERNATIVE EDUCATION TCHR	3963	** VACANT **	1			
		SCHOOL NURSE	2202	** VACANT **	1			
		SUPPORT SPECIALIST II	2546	** VACANT **	1			
ALTERNATIVE EDUCATION Total					3			
3060 Total					3			
4000	SCHOOL BOARD	DIRECTOR I - POLICY & BOARD INITIATIVES	4096	** VACANT **	1			
		SCHOOL BOARD Total				1		
4000 Total					1			
4800	COMMUNICATIONS	SPECIALIST - MEDIA RELATIONS	3989	** VACANT **	1			
		COMMUNICATIONS Total				1		
4800 Total					1			
5099	SCHOOL-WIDE RESOURCES	INSTRUCTIONAL ASSISTANT I	2409	** VACANT **	1			
			2422	** VACANT **	1			
			2437	** VACANT **	1			
			2441	** VACANT **	1			
			2529	** VACANT **	1			
			2537	** VACANT **	1			
			3287	** VACANT **	1			
			3351	** VACANT **	1			
			3748	** VACANT **	1			
			3749	** VACANT **	1			
			3786	** VACANT **	1			
			INSTRUCTIONAL ASSISTANT IV	2535	** VACANT **	1		
				3668	** VACANT **	1		
			SCHOOL-WIDE RESOURCES Total					13
			5099 Total					13
		5330	TALENTED & GIFTED PROGRAMS	INSTR SPCLST- ELEMENTARY GIFTED & ADVANCED ACADEMIC SERVICES	3218	** VACANT **	1	
TAG TCHR	3953			** VACANT **	0.5			
TALENTED & GIFTED PROGRAMS Total					1.5			
5330 Total					1.5			
5400	SPECIALIZED INSTRUCTION	ADMIN ASSISTANT I	3198	** VACANT **	1			
		SPEECH LANGUAGE PATH	2155	** VACANT **	1			
			2165	** VACANT **	1			
			3088	** VACANT **	1			
SPECIALIZED INSTRUCTION Total					4			
5400 Total					4			
5600	TITLE 1 PROGRAMS	DIRECTOR II - TITLE I PROGRAMS	3153	** VACANT **	0.25			
		TITLE 1 PROGRAMS Total				0.25		
5600 Total					0.25			
6100	TECHNOLOGY SERVICES	INVENTORY QUAL SPC	4009	** VACANT **	1			
		SPECIALIST - TECHNOLOGY INTEGRATION	2306	** VACANT **	1			
		TECHNICIAN II	2646	** VACANT **	1			
		TECHNICIAN IV	2658	** VACANT **	1			
TECHNOLOGY SERVICES Total					4			
6100 Total					4			
6400	STUDENT SERVICES	ADMIN ASSISTANT I	3123	** VACANT **	1			
		ADMIN ASSISTANT II	4386	** VACANT **	1			
		EXECUTIVE DIRECTOR - STUDENT SERVICES	3855	** VACANT **	1			
STUDENT SERVICES Total					3			
6400 Total					3			
7100	HUMAN RESOURCES	CHIEF OFFICER - HUMAN RESOURCES	3821	** VACANT **	1			
		HR GENERALIST II	2639	** VACANT **	1			
		HR SPECIALIST - EMPLOYEE RELATIONS	5057	** VACANT **	1			
HUMAN RESOURCES Total					3			
7100 Total					3			
7200	FINANCIAL SERVICES	ASST DIRECTOR - BUDGET	3286	** VACANT **	1			

O	7200	FINANCIAL SERVICES	CONTRACT SPEC	3935	** VACANT **	1		
			SENIOR BUYER	23002	** VACANT **	1		
		FINANCIAL SERVICES Total				3		
	7200 Total					3		
	7299	DIVISIONWIDE FSD RESERVE	FSD RESERVE - EL TCHR	9120	** VACANT **	0		
				9121	** VACANT **	0		
				9122	** VACANT **	1		
				9123	** VACANT **	1		
			FSD RESERVE - INSTRUCTIONAL AIDE		9153	** VACANT **	1	
			FSD RESERVE - INSTRUCTIONAL AIDE (FROM #2341)		9150	** VACANT **	1	
			FSD RESERVE - INSTRUCTIONAL AIDE (FROM #2366)		9154	** VACANT **	1	
			FSD RESERVE - INSTRUCTIONAL AIDE (FROM #3545)		9152	** VACANT **	1	
			FSD RESERVE - INSTRUCTIONAL AIDE (WAS #2401)		9151	** VACANT **	1	
			FSD RESERVE - SPED TEACHER		9211	** VACANT **	1	
					9212	** VACANT **	1	
					9213	** VACANT **	1	
					9214	** VACANT **	1	
					9215	** VACANT **	1	
					9216	** VACANT **	1	
			FSD RESERVE - TEACHER		9111	** VACANT **	1	
					9113	** VACANT **	1	
					9114	** VACANT **	1	
					9115	** VACANT **	1	
					9116	** VACANT **	1	
					9117	** VACANT **	1	
					9118	** VACANT **	0.51	
					9997	** VACANT **	0	
					9998	** VACANT **	1	
					9999	** VACANT **	1	
			FSD RESERVE - TEACHER (FROM ACHS POSITION #3232 AND #21042)		9996	** VACANT **	0.8	
			RESERVE - CUSTODIAN (FROM POSITION #2836)		9492	** VACANT **	1	
	DIVISIONWIDE FSD RESERVE Total				23.31			
	7299 Total				23.31			
	7300	PUPIL TRANSPORTATION	BUS DRIVER	2708	** VACANT **	1		
				2718	** VACANT **	1		
				2728	** VACANT **	1		
				2741	** VACANT **	1		
				2783	** VACANT **	1		
				2787	** VACANT **	1		
				2789	** VACANT **	1		
				2790	** VACANT **	1		
				3119	** VACANT **	1		
				3590	** VACANT **	1		
				3593	** VACANT **	1		
				3594	** VACANT **	1		
				4092	** VACANT **	1		
				BUS DRIVER TRAINER		2709	** VACANT **	1
						2733	** VACANT **	1
				SUPPORT SPVR I		2962	** VACANT **	1
			VAN DRIVER - NON-CDL		23004	** VACANT **	1	
					23005	** VACANT **	1	
					23006	** VACANT **	1	
					23007	** VACANT **	1	
					23008	** VACANT **	1	
					23009	** VACANT **	1	
	PUPIL TRANSPORTATION Total				22			
	7300 Total				22			
	7400	FACILITIES & OPERATIONS	ARCHITECT (CIP)	4392	** VACANT **	1		
			CONSTRUCTION PROGRAM MANAGER (CIP)	3941	** VACANT **	1		
			ENERGY MANAGER	4332	** VACANT **	1		
			PROJECT MANAGER (CIP)	4108	** VACANT **	1		
			SENIOR CAPITAL PROGRAM BUYER (CIP)	21002	** VACANT **	1		
			SENIOR CAPITAL PROGRAM MANAGER (CIP)	4393	** VACANT **	1		
	FACILITIES & OPERATIONS Total				6			
	7400 Total				6			
O Total						188.81		
Grand Total						216.76		