**Instructions for Completing the *School Building Inventory* Accessed through the VDOE Single Sign-on for Web Systems (SSWS) Portal**

**Log into the SSWS portal and access the School Building Inventory application:**

1. Go to the Department of Education Web Site at: <http://www.doe.virginia.gov>.
2. On the right-hand side of this page click on “SSWS Login.”
3. Log into SSWS with the user name and password.
4. Click on the application “School Building Construction and Renovation.”
5. On the right-hand side of this page, click on “School Building Inventory.”

**Entering data into the School Building Inventory application:**

1. On the “School/Building Inventory” screen, the list of schools for the division from the DOE school database is displayed. The “School/Building Type” drop-down box should be set to “All” to list all schools in the division. Click the “**Edit**” button by the school name to display the data entry screen for each school.
2. On the “School Building Data Entry” screen for the school, the name of the division and the current school being entered is displayed in the dark blue heading at the top.
3. If the school building has been demolished or is no longer owned by the school division or locality, check the box. No additional information is needed for the school. Scroll to the bottom of the screen and click “Save And Next” to move to the next school in the division list.
4. If the school is physically housed and reported with another school, check the box. No additional information is needed for the school. Scroll to the bottom of the screen and click “Save And Next” to move to the next school in the division list.
5. Verify the school address and correct if needed.
6. Enter the year the original school building structure was placed into service. Enter the year in YYYY format.
7. **If the school is 30 years old or less** as will be indicated by a note just above Item 1, no additional information is needed. Click “Save And Next” to move to the next school in the division list.
8. **If the school is greater than 30 years old** as will be indicated by a note just above Item 1, enter Items 1-7:
	1. Item 1 – Current primary use of the building (will automatically populate and no data entry needed for schools included in DOE school database).
	2. Item 2 – Enter Student–Building Operating Capacity (number only, no commas). (**See further guidance in footnote below.**)
	3. Item 3 – Enter the year when the last major additions or renovations were completed to the original school building structure. **If no additions or renovations have been made to the school, just enter the year the original school building structure was placed into service.** Enter the year in YYYY format.
	4. Item 4 – Click the drop-down box and select “Yes” or “No.” If “Yes”, skip to Item 6.
	5. Item 5 – If the response to Item 4 is “No”, click the drop-down box and select “Yes” or “No.”
	6. Item 6 – Enter the total square footage of school building structure (number only, no commas).
	7. Item 7 – Enter the estimated construction cost to fully rehabilitate/modernize the total school building structure (number only, no commas).
9. Once all items for the school have been completed, click “Save And Next” to move to the next school in the division list.
10. Continue through the listing of schools until inventory information has been completed for all schools in the division. “Data Entry Status” should read “Complete” for all schools in the division list.

**To Add a School/Building not in the populated school list (to report vacant/dormant school buildings still owned by the school board or locality or to add an operating building not in the DOE school database):**

1. At the bottom of the “School/Building Inventory” screen listing of all schools, click the “**Add School/Building**” button.
2. The screen “School Building Data Entry” will appear.
3. Enter school name, address, and year the building was placed into service.
4. Enter the year the original school building structure was placed into service in YYYY format.
5. Complete Items 1-7 (per the instructions above) if the building is greater than 30 years old. If the building is 30 years old or less, data entry is complete for the school.
6. Click “Save And Next” if you have more such schools to add; otherwise, click “Save” to finish adding schools.

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**Note**: the **Student-Building Operating Capacity** of a school facility is the total number of students that can be accommodated in all instructional spaces during one period of the school day, based upon the maximum pupil-teacher ratio per classroom adopted by the division.

A= C x (PTR)

A= building operating capacity

C= number of instructional spaces in the building

PTR= maximum pupil-teacher ratio adopted by the division