

# **Instructions for Completing the Investment Model**

## **Completing the Tool**

The tool is programmed in Excel for ease of data calculations. Each school level (elementary, middle and high) has separate worksheets within the tool. The first worksheet for each level shows the staffing implications for adequate funding while the second worksheet reflects the costs. The third worksheet for each level is simply a combination of both the first and second worksheets on one page and will populate automatically from the first two worksheets.

Each school level worksheet is designed to reflect a specific school in the district for transparency in exactly where additional dollars would be allocated. Staffing and cost projections are split between the current reality for school districts (labeled “Current”) and what could be if K-12 public education was more robustly funded (labeled “Adequate”). The formulas within the tool are unprotected so that each district can review them to update their own staffing and cost projections. Assumptions used within the model are listed in the as footnotes.

The final worksheet in the tool calculates the differences between Current and Adequate funding in the previous worksheets (referred to as the “Funding Gap”). This last worksheet is the bottom line for legislators, i.e. this is the increased investment required in K-12 public education to bring California schools to a more robust funding level.

The steps to complete the tool are as follows:

1. Download the tool from the website.
2. Download your district baseline information, by school, in the “Data” tab
3. List your schools in the “Schl List” tab
4. Complete the “Assumptions” tab. These are your assumptions based on your district’s identified priorities to arrive at your more robust funding level.

The tool will calculate the costs automatically.

## **For More Information**

If you have any questions about how to complete this tool, please call the Finance Division at San Diego Unified (619) 725-7597.