

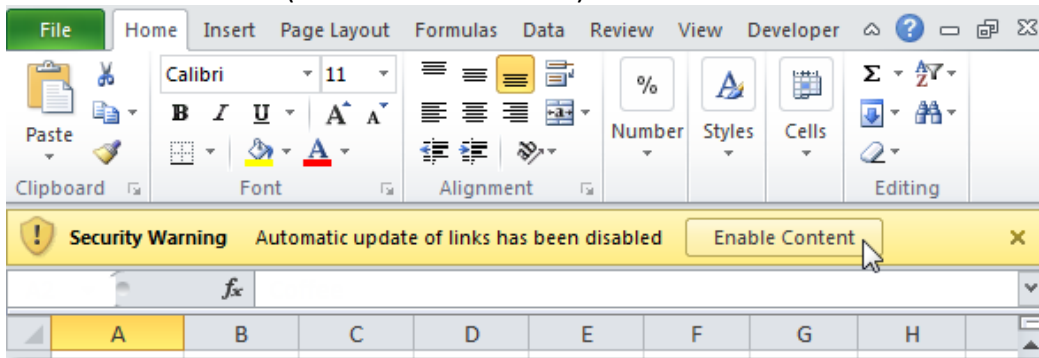
Linking K3 Reading Budget and AFR Files

1. Create folder on your computer and name it *K3ReadingForms*
2. Open the zip file that contain the K3 Reading 2025 Budget and 2024 AFR files
3. Extract the files into the folder created in Step 1
Do not open the files until after they have been extracted from the zip into the *K3ReadingForms* folder
4. Add a copy of the following files to the *K3ReadingForms* folder
 - a. FY2023 K3 Reading AFR (ensure the file is named as in the table below)
 - b. FY2024 K3 Reading Budget (ensure the file is named as in the table below)

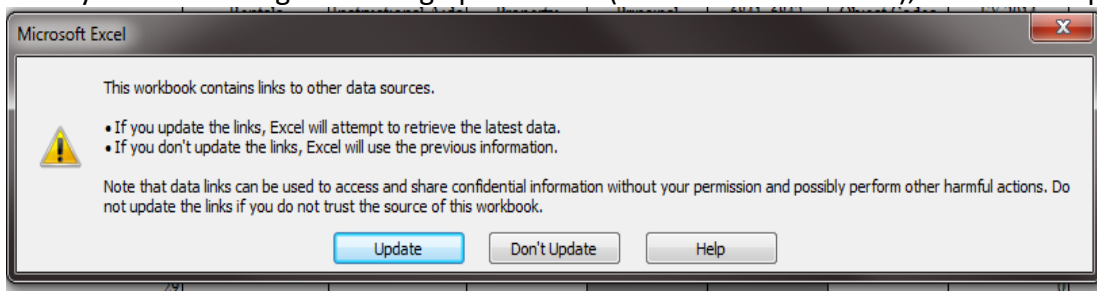
The K3ReadingForms folder should now contain the following named files:

School District	Charter District
2024K3READBUDG.xls	k3readbudg24.xls
2025K3READBUDG.xlsx	k3readbudg25.xlsx
K3READ2023AFR.xls	k3read23afr.xls
K3READ2024AFR.xlsx	k3read24afr.xlsx

5. Open and **complete the 2024 K3 Reading AFR first:**
 - a. After Opening the File if there is a yellow bar at the top of the worksheet; CLICK on the “*Enable Content*” button (see screenshot below)



- b. If you see a Dialog Box asking update links (see screenshot below), CLICK the “Update” button



6. When the file opens, verify that the linked values update and **SAVE without renaming** (do not “SAVE AS”); as it is now linked to the 2025 K3 Reading Budget.
7. Complete and save the 2024 K3 Reading AFR.
8. Complete the 2025 K3 Reading Budget by opening the file and following steps 5a through 7 above.