ESSER Reporting Guidance
Year 4

Overview

The U.S. Department of Education (ED) requires all local education agencies (LEAs) that have received Elementary and Secondary School Emergency Relief (ESSER) funding to provide data in response to the federal ESSER Annual Performance Report. The reporting cycle for Year 4 reflects state fiscal year 2023. Responses should be submitted in an accurate and complete manner through the ESSER LEA Reporting 2023 survey.

This guidance document serves as a resource of all information LEAs will need to submit their information and outlines the overall timeline for the submission. OSPI staff will be available to assist with submission throughout the entire reporting process.

The deadline for submission is close of business on Friday, April 30, 2024. OSPI is not able to grant extensions for this federal reporting. All LEA submissions are necessary for Washington States data submission for ESSER funding.

Reporting Documents

Linked within this section are all documents and templates that will be needed to submit the final ESSER LEA Reporting 2023 Survey. In order to align with our public records standards, districts will need to request access to documents housed in OneDrive.

- Link to the federal template to reference
- Preview of ESSER LEA Reporting 2023 Survey Questions
- LEA Fiscal Supporting Reporting Data
  - This document houses the following LEA information provided by OSPI:
    - Total Award Amount for:
      - ESSER I (CARES)
      - ESSER II (CRRSSA)
      - ESSER III (ARP)
    - Total Expenditure for July 1, 2022 – June 30, 2023 for:
      - ESSER I (CARES)
      - ESSER II (CRRSSA)
      - ESSER III (ARP)
    - Remaining funds for ESSER II (CRRSSA) and ESSER III (ARP)
    - Total ESSER II (CRRSSA) Expenditures for Prior Reporting Period (July 1, 2021-June 30, 2022)
    - Total ESSER III (ARP) Expenditures for Prior Reporting Period (July 1, 2021-June 30, 2022)

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- Total ESSER III (ARP) Expenditures for Prior Reporting Period (20% set-aside)
        - Total ESSER III (ARP) Expenditures for Prior Reporting Period (80% set-aside)
        - Total Amount Expended for ESSER III (ARP) categorized as "other"
- Survey templates needed for final submission
    - [LEA Expenditures by Activity Template (question #11)](#)
    - [LEA Intervention and Population Template (question #24)](#)
    - [LEA Use of Funds Breakdown Template (question #10)](#)
    - [FTE Funded by School Template (question #18)](#)

Timeline

Over the course of 4 months OPSI will work to collaborate with LEAs to formally submit their federally mandated ESSER data. Touch points via webinars, office hours, and FAQ sheets will be consistently available. If a question arises outside of these opportunities Robin Howe, ESSER Project Manager, can be reached at robin.howe@k12.wa.us or 360-915-2952.

January 2024

- [Survey Available](#) for district submission 1/26/2024
- All call for questions regarding data submission process
    - 1/29/24-2/7/24
    - An FAQ will be drafted from these questions to create additional guidance for districts.

February

- Bulletin reminder will be sent to LEAs regarding new information for reporting and current progress of submissions.
- Informational Webinar (Zoom)
    - February 8, 2024 1-2 pm
    - [Zoom Registration](#)
    - Topics:
        - Any possible data collection changes
        - Data Corrections based on current submissions
        - Update on timeline and process
    - FAQ sheet will follow the webinar

March

- Over the course of March OSPI staff will be following up with LEAs who have yet to submit their data.
- Drop – In Office hours for LEAs

- o Procedure and Resource Questions – This office hour will focus on technical assistance of accessing any documents provided and survey submission.
  - 2/20/24 from 9:00-10:00am
- o Fiscal Data – 2/23/24 from 1:30-2:30pm
- o Student Data – 2/29/24 from 10:00-11:00am
- o Educator Data – 2/22/24 from 11:00am-12:00pm

April

- Drop – In Office hours for LEAs
  - o Procedure and Resource Questions – This office hour will focus on technical assistance of accessing any documents provided and survey submission.
    - 4/8/24 from 10-11am
  - o Fiscal Data – 4/16/24 from 11:30-12:30 pm
  - o Student Data – 4/17/24 from 1-2pm
  - o Educator Data – 4/22/24 from 2:30-3:30pm
- **LEA final submission due April 30, 2024 by close of business at 5pm PST.**

May

- During the month of May OSPI will be working to compile all submitted data and work with the Department of Education to submit the final reporting.
- All LEA data is required to submit the final report.

June

- Final submission to the Department of Education (Ed) due June 6, 2024. OSPI strives for an earlier submission date to collaborate with Ed around any alterations to data sets.