Fiscal Year 2023 ESSER Data Collection User Guide
Other Entities with ARP ESSER Data Collection Survey Results
Other Entities without ARP ESSER Data Collection Survey Results

All grantees are required to report on Elementary and Secondary School Emergency Relief (ESSER) funds received under the Coronavirus Aid, Relief, and Economic Security (CARES) Act; the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act; and the American Rescue Plan (ARP) Act.

Grantees must submit an annual report describing how the state and subrecipients used the awarded funds during the performance period.

2024 Report

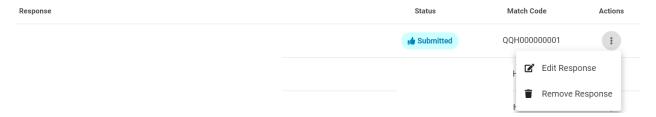| Legislation	Program	Report Year	Reporting Period
CARES	ESSER I (4998-ER)	Year 4	July 1, 2022-June 30, 2023
CRRSA	ESSER II (4998-E2)	Year 3	July 1, 2022-June 30, 2023
ARP	ESSER III (4998-E3)	Year 2	July 1, 2022-June 30, 2023

The report is essential for providing insight into how funds were used to support students and educators in addressing the impact of COVID-19 and ensuring accountability with respect to these unprecedented levels of federal investment.

Accessing the Report:

The report is located in the ISBE Web Application Security (IWAS) system. Entities must access IWAS and enter the user login information. If the applicant is not registered, click "Sign Up Now," enter first and last name, email address, and a secure password. The district IWAS administrator must approve all users.

Select "Systems Listings" from the menu; the report is under "Surveys." Select "ESSER Recipient Data for FY23 – Other Entities with ARP ESSER Data Collection Survey Results" or "ESSER Recipient Data for FY23 – Other Entities without ARP ESSER Data Collection Survey Results." (See Frequently Asked Questions No. 2 (page 8).)
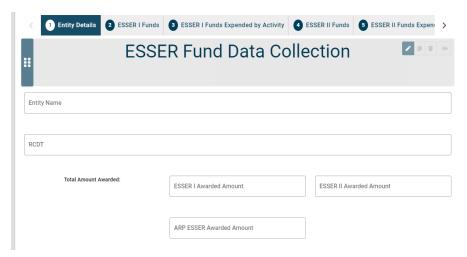
The page displays the district name and report status (i.e., not submitted, draft, or submitted). Click on the action column ellipsis to start or edit the report; select "Edit Response."

Response	Status	Match Code	Actions
	👍 Submitted	QQH000000001	⋮

✎ Edit Response

🗑 Remove Response

Completing the Report:

Tab 1   Entity Details

The Entity Details page is a **<u>read-only page</u>** that provides the entity name and RCDT code. This page displays the total allocation of each ESSER program.

Tab 2   ESSER I Funds

The ESSER I Funds tab reports ESSER I (4998-ER) expenditures for the current reporting period (July 1, 2022-June 30, 2023).

There are four categories of expenditures: physical health and safety; students' academic, social-emotional health, and other needs (excluding mental health supports); mental health support for students and staff; and operational continuity and other uses. The entity must provide a yes/no response to each of the four questions.

The box at the bottom requests the total amount of ESSER I funds expended for this reporting period (July 1, 2022-June 30, 2023).

Total Amount Expended: $123456.00

Tab 3 ESSER II Funds

The ESSER II Funds tab reports ESSER II (4998-E2) expenditures for the current reporting period (July 1, 2022-June 30, 2023).

The same four categories discussed on Tab 2 also are asked about here. The entity must provide a yes/no response to each of the four questions.

The box at the bottom requests the total amount of ESSER II funds expended for this reporting period (July 1, 2022-June 30, 2023).

Tab 4 ESSER II Remaining Funds

If a district has ESSER II funds remaining as of July 1, 2023, the total unexpended funds will populate in the box. If the entity has no remaining funds, enter "100.00" in the second box at the top and proceed to the next page.

1. Remaining ESSER II funds as of 07/01/2023

ESSER II Remaining Funds

If all funds have been used in this reporting period, please enter 100.00 in this field and you may skip the below section:
If any funds remain, please leave this field blank and complete the section below.

100.00

If the entity has remaining funds, the entity must provide the percentage of remaining funds to be expended by category. The total must equal 100%.

1. Planned for addressing physical health and safety

30.00

2. Planned for meeting students' academic, social emotional, and other needs (excluding mental health supports)

ESSER II Academic, Social E...

3. Planned for Mental Health Support for Students and Staff

55.00

4. Operational Continuity and Other Uses

15.00

5. Not Yet Planned for Specific Use

ESSER II Not Yet Planned for...

ESSER II Total Percent (Must Equal 100%)

100.00

Tab 5   ARP ESSER Allocation

Entities with FY 2022 ARP ESSER III and completed ARP ESSER – Other Entity – Final FY 2022 expenditure report supplemental survey

This page is read only. The entity reported amounts on prior year ESSER Recipient Data – Other Entity survey and the ARP ESSER – Other Entity – Final FY 2022 survey have been entered. These amounts will prepopulate to applicable tabs throughout the report.

Districts with FY 2023 ARP ESSER III application, not submitted ARP ESSER - LEA - Final FY 2022 expenditure report supplemental survey, or if the submitted survey data did not align with prior year annual reports

The entity must calculate the ARP ESSER expended amounts for LEA Reserve Learning Loss, State Education Agency (SEA) Reserve Learning Loss, SEA Reserve After-School Programming, and SEA Reserve Summer Enrichment for reporting period July 1, 2022-June 30, 2023. These calculations are utilized on the proceeding tabs.

Number 1 prepopulates the ARP ESSER Total Allocation, which includes both the LEA Reserve and SEA Reserve amounts.

Number 2 prepopulates the total ARP ESSER expended between July 1, 2022-June 30, 2023.

Number 3 prepopulates the LEA reserve ARP ESSER Total Allocation minus the SEA Reserve amount.

Number 4 requires the entity to input the LEA Reservation Learning Loss set-aside. (See ESEA of 1965 grant application Program-Specific pages, Use of Funds pages, Loss of Learning.) The minimum is 20% of the ARP ESSER Total Allocation (No. 2).

Number 5 requires the entity to calculate the ARP ESSER LEA Reserve General Use of Funds expended amount, excluding LEA Reserve Learning Loss, SEA Reserve Learning Loss, SEA Reserve After-School Programs, and SEA Reserve Summer Enrichment. The calculation is the total ARP ESSER expended between July 1, 2022-June 30, 2023 (line 2) minus LEA Reservation Learning Loss (20% requirement) (line 4) minus SEA Reserve Learning Loss (line 7) minus SEA Reserve After-School Programs (line 8) minus SEA Reserve Summer Enrichment (line 9). This will result in the total of ARP ESSER expended in this reporting period, July 1, 2022-June 30, 2023, General Use of Funds.

Calculation: Number 2-Number 4-Number 7-Number 8-Number 9= Amount entered in Number 5

Numbers 7, 8, and 9 prepopulate the total SEA Learning Loss, After-School Programs, and Summer Enrichment Reservations.

Number 6 requires the entity to input the LEA Reservation Learning Loss (20% requirement) expended amount during this reporting period July 1, 2022-June 30, 2023.

Number 10 requires the entity to input the SEA Reserve Learning Loss expended during this reporting period July 1, 2022-June 30, 2023.

Number 11 requires the entity to input the SEA Reserve After-School Programs expended during this reporting period July 1, 2022-June 30, 2023.

Number 12 requires the entity to input the SEA Summer Enrichment Reservations expended during this reporting period July 1, 2022-June 30, 2023.

Note: This page impacts tabs 6, 7, 8, and 9.

Tab 6 ARP ESSER Funds

The ARP ESSER Entity Fund Expenditures (Excluding SEA Reservations) tab reports ARP ESSER (4998-E3) expenditures for the current reporting period (July 1, 2022-June 30, 2023).

The same four categories discussed on Tabs 2 and 3 are also asked about here. The entity must provide a yes/no response to each of the four questions.

Tab 7 ARP ESSER Remaining Funds

Note: ARP ESSER remaining funds **excluding** the SEA Reservations.

If an entity has ARP ESSER III funds remaining after June 30, 2023, the total unexpended funds will populate in the box (or enter amount Tab 7: Number 4 - Number 3 - Number 9). If the entity has no remaining funds, enter "100.00" in the second box at the top and proceed to the next page.

1. Remaining ARP ESSER LEA Reserve Funds as of 07/01/2023

| ESSER ARP Remaining Funds |

If all funds have been used in this reporting period, please enter 100.00 in this field and you may skip the below section:
If any funds remain, please leave this field blank and complete the section below.   100.00

If the entity has remaining funds, the entity must provide the percentage of remaining funds to be expended by category. The total must equal 100%. (See Tab 4 instructions for details.)

Tab 8 Activities by Subpopulation (P1) (NEW)

The entity provides a yes/no response for each intervention: evidence-based summer learning or summer enrichment programs (question 1), evidence-based after-school programs (question 2), and evidence-based high dosage tutoring (question 3). If yes, enter the number of students eligible and participating by subgroup. If no, move to the next question.

An example of the first few lines is below.

1. Evidence-based summer learning or summer enrichment programs

● Yes (Please answer 1a and 1b)

○ No (Skip 1a and 1b)

1a. Are evidence-based summer learning or summer enrichment programs available to all students? - Optional

● Yes

○ No

If no, indicate the number of students this program serves at full capacity:

> Number of Students - Optio...

1b. Indicate the number of eligible students within each of the following student groups, and the number of eligible students from that student group that participated in evidence-based summer learning or summer enrichment programs:

Eligible refers to students within the student group who meet eligibility criteria for participation, such as belonging to the appropriate grade for the activity

Evidence-based summer learning or summer enrichment programs

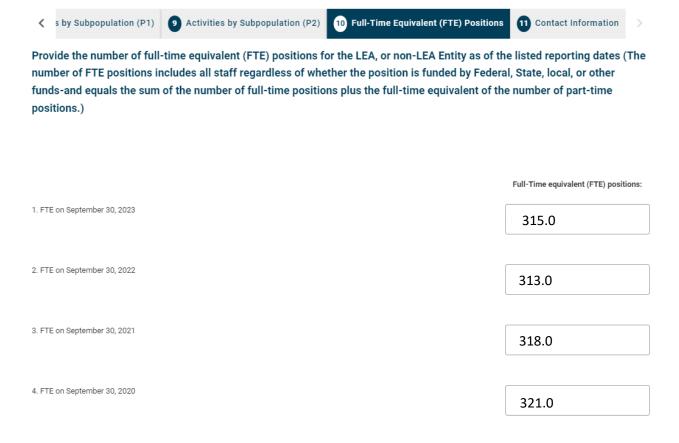| Student Group	Enrolled eligible students at Entity in subgroup	Eligible student in subgroup participating
Students with one or more disabilities	105	57
Low-income students	412	89
English learners	48	26
Students in foster care	6	3

Tab 9: Activities by Subpopulation (P2) (NEW)

A continuation of Tab 8. The entity provides a yes/no response for each intervention: extended instructional time (No. 4), early childhood education program expansion or enhancement (question 5), purchasing educational technology (question 6), and full-service community schools (question 7). If yes for questions 5-7, enter the number of students eligible and participating by subgroup. If no, move to the next question. Question 7 does not require the entity to enter participation by subgroup.

Tab 10 Full-Time Equivalent Positions

The entity inputs the number of full-time equivalent (FTE) positions for the entity on September 30, 2023. The number of FTE position includes **all** staff regardless of whether the position is funded by federal, state, local, or other funds and equals the sum of the number of full- time positions plus the FTE of the number of part-time positions.

Note: The prior year reported district data is pre-populated for reference.

Tab 11 Contact Information

Enter the contact information of the person completing the report. Once the report is completed, select "Submit."

Frequently Asked Questions

1. Where did the prepopulated expended amounts for ESSER I and II total expended derive from and can these numbers be changed?

    The total amount expended for ESSER I and II is derived from district expenditure reports. The amounts are from the final expenditure report submitted by the district and cannot be updated.

2. Which survey (i.e., LEAs with ARP ESSER Data Collection Survey Results or LEAs without ARP ESSER Data Collection Survey Results) do I complete?

    *LEAs with an approved FY 2022 ARP ESSER grant application and completed ARP ESSER Data Collection Survey (expenditure report survey) complete the FY 2023 ESSER Data Collection - LEAs with ARP ESSER Data Collection Survey Results. LEAs with a FY 2023 grant application that have **not** submitted an ARP ESSER grant application, do **not** have a completed/approved survey, or if the submitted survey data did not align with prior year annual reports must complete the FY 2023 ESSER Data Collection - LEAs without ARP ESSER Data Collection Survey Results.*

3. The question states "optional." Does this mean it can be skipped?

    The word "optional" does not indicate the question may be skipped; it indicates that the question may not be applicable to the entity completing the survey. Review the question and answer, if applicable.

4. An error occurred on the ESSER I and II and ARP ESSER III expended pages. It states must enter an amount for the category, but the district did not expend funding in this category. How does the district complete this page?

    An amount must be entered if the entity selected "yes" to the category. Change the response to "no" and amounts to 0.00.

5. How is it reported if the entity has remaining funds and is relinquishing them?

If remaining funds are populated, enter 100.00 in response "Not yet planned for a specific use."

6. What is the difference between ARP ESSER LEA Reserve and SEA Reserve?

   LEA Reserve is the Local Education Agency ARP ESSER allocation. The entity is required to set aside 20% of the total allocation for evidence-based LEA Learning Loss activities. The SEA Reserve is the State Education Agency ARP ESSER allocation provided for specific intents (SEA Learning Loss, SEA After-School Programs, and SEA Summer Enrichment).

7. Which staff are included in the FTE?

   Total FTE positions includes ALL staff regardless of whether the position is funded by federal, state, local, or other funds -- and equals the sum of the number of full-time positions plus the full-time equivalent of the number of part-time positions.

8. How does the district edit for requested revisions?

   To edit the report, select "Edit Response" and access the report. Revise the data and save the page. Go to the Contact Information tab and submit to ISBE.