Fiscal Year 2023 ESSER Data Collection User Guide
LEAs with ARP ESSER Data Collection Survey Results
LEAs without ARP ESSER Data Collection Survey Results
Last Updated March 7, 2024

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

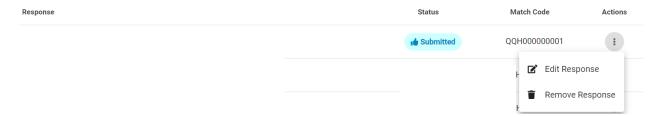| Legislation	Program	Report Year	Reporting Period
CARES	ESSER I (4998-ER)	Year 4	July 1, 2022-June 30, 2023
CRRSA	ESSER II (4998-E2)	Year 3	July 1, 2022-June 30, 2023
ARP	ESSER III (4998-E3)	Year 2	July 1, 2022-June 30, 2023

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 FY 23 ESSER Data Collection - LEAs with ARP ESSER Data Collection Survey Results or FY 23 ESSER Data Collection - LEAs without ARP ESSER Data Collection Survey Results. (See Frequently Asked Questions No. 2 (page 13).
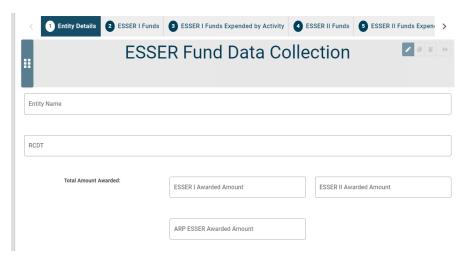
The page displays the district name and report status (i.e., not submitted, draft, or submitted). Click on the action column ellipsis to start or edit the report; select "Edit Response."

Response	Status	Match Code	Actions
	👍 Submitted	QQH000000001	⋮

✎ Edit Response

🗑 Remove Response

Completing the Report:

Tab 1   Entity Details

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

< ① Entity Details   ② ESSER I Funds   ③ ESSER I Funds Expended by Activity   ④ ESSER II Funds   ⑤ ESSER II Funds Expen >

ESSER Fund Data Collection

Entity Name

RCDT

Total Amount Awarded:

ESSER I Awarded Amount   ESSER II Awarded Amount

ARP ESSER Awarded Amount

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). The first box displays the total amount the grantee reported via expenditure reports in this reporting period.

ESSER I (4998-ER) Entity Fund Expenditures

ESSER I (07/01/2022-06/30/2023) Total Expended: 131465.00

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; or operational continuity and other uses. The entity must

provide a yes/no response to each of the four questions. If yes, the district inputs the amount expended in each category -- personnel services, personnel service benefits, purchased professional and technical services, purchased property services, other purchased services, supplies, property, debt services/miscellaneous, and/or other. If "other" is selected, describe the expenditure in the box provided. If no, proceed to the next question.

Were ESSER funds used during ESSER I (07/01/2022-06/30/2023) reporting period to address physical health and safety?

○ Yes

○ No

If yes, please indicate the amount used in each section below: **Amount:**

1. Personnel Services-Salaries (Object code 100)

[Amount Expended - Optional]

2. Personnel Services-Benefits (Object code 200)

[Amount Expended - Optional]

3. Purchased Professional and Technical Services (Object code 300)

[Amount Expended - Optional]

4. Purchased Property Services (Object code 300)

[Amount Expended - Optional]

The final box on the page will automatically calculate the total expenditures entered. The total must align to the ESSER I total expended July 1, 2022-June 30, 2023, which is displayed again at the bottom of the page. If totals do not match, review expenditures for each question and adjust for alignment.

ESSER I (07/01/2022-06/30/2023) Total Expenditures (Must Match Total Below):   131465.00

ESSER I (07/01/2022-06/30/2023) Total Expended: 131465.00

Tab 3 ESSER I Funds Expended by Activity (NEW)

The ESSER I Funds Expended by Activity tab reports ESSER I (4998-ER) expenditures for the current reporting period (July 1, 2022-June 30, 2023). The first box displays the total amount the grantee reported via expenditure reports in this reporting period.

Provide the amount of the LEA expenditures by ESSER Subgrant fund and activity for the current reporting period, 07/01/2022 - 06/30/2023

ESSER I (07/01/2022-06/30/2023) Total Expended:

131465.00

There are four categories of expenditures: physical health and safety; students' academic, social-emotional, and other needs (excluding mental health supports); mental health support for students and staff; or operational continuity and other uses. The entity must provide a yes/no response to each of the four questions. If yes, the district inputs the amount expended in each activity listed. If no, proceed to the next question. Responses will align to Tab 2 ESSER I Funds.

The final box on the page will calculate the total expenditures entered. The total must align to the ESSER I total expended July 1, 2022-June 30, 2023, which is displayed again at the bottom of the page. If totals do not match, review expenditures for each question and adjust for alignment.

Tab 4   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 first box displays the total amount the grantee reported through expenditure reports in this reporting period.

There are four categories of expenditures: physical health and safety; students' academic, social emotional and other needs (excluding mental health supports); mental health support for students and staff; or operational continuity and other uses. The entity must provide a yes/no response to each of the four questions. If yes, the district inputs the amount expended in each category -- personnel services, personnel service benefits, purchased professional and technical services, purchased property services, other purchased services, supplies, property, debt services/miscellaneous, and/or other. If "other" is selected, describe the expenditure in the box provided. If a no response, proceed to the next question.

The final box on the page will calculate the total expenditures entered. The total must align to the ESSER I total expended July 1, 2022-June 30, 2023, which is displayed again at the bottom of the page. If totals do not match, review expenditures for each question and adjust for alignment.

Tab 5 ESSER II Funds Expended by Activity

The ESSER II Funds Expended by Activity tab reports ESSER II (4998-E2) expenditures for the current reporting period (July 1, 2022-June 30, 2023). The first box displays the total amount the grantee reported through expenditure reports in this reporting period.

There are four categories of expenditures: physical health and safety; students' academic, social emotional and other needs (excluding mental health supports); mental health support for students and staff; or operational continuity and other uses. The entity must provide a yes/no response to each of the four questions. If yes, the district inputs the amount expended in each activity listed. If no, proceed to the next question. Responses will align to Tab 4 ESSER II Funds.

The final box on the page will calculate the total expenditures entered. The total must align to the ESSER II total expended July 1, 2022-June 30, 2023, which is displayed again at the bottom of the page. If totals do not match, review expenditures for each question and adjust for alignment.

Tab 6   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. The entity must provide the percentage of remaining funds to be expended by category. The total must equal 100%.

If there are no remaining funds, enter "100.00" in the box and proceed to the next page.

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

55585.00

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.

All Funds Used - Optional

Please indicate the percentage amount planned for future use of remaining ESSER II funds in each field below

1. Planned for addressing physical health and safety

ESSER II Physical Health an...

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

55.00

3. Planned for Mental Health Support for Students and Staff

10.00

4. Operational Continuity and Other Uses

35.00

5. Not Yet Planned for Specific Use

ESSER II Not Yet Planned for...

ESSER II Total Percent (Must Equal 100%)

100.00

Tab 7   ARP ESSER III Allocation

Districts with FY 2022 ARP ESSER III and completed ARP ESSER - LEA - Final FY 2022 expenditure report supplemental survey

This page is read only. The district reported amounts on prior year ESSER Recipient Data - LEA survey and the ARP ESSER - LEA - 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 district calculates 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 requires the district 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 9) minus SEA Reserve Learning Loss (line 10) minus SEA Reserve After-School Programs (line 11) minus SEA Reserve Summer Enrichment (line 12). 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 9-Number 10-Number 11-Number 12= Amount entered in Number 3

Number 4 prepopulates the LEA reserve ARP ESSER Total Allocation minus the SEA reserve amount.

Number 5 requires the district 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).

Numbers 6, 7, and 8 prepopulate the total SEA Learning Loss, After-School Programs and Summer Enrichment Reservations.

Number 9 requires the district input the LEA Reservation Learning Loss (20% requirement) expended amount during this reporting period July 1, 2022-June 30, 2023.

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

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

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

Note: This page impacts tabs 8, 9, 10, 11, and 12.

Tab 8 ARP ESSER Funds (Excluding Learning Loss)

The district enters the amount expended for this reporting period July 1, 2022-June 30, 2023 on General Use of Funds in ARP ESSER funds (Tab 7: Number 3). This excludes the minimum 20% learning loss reservation and the SEA reservations. Enter expenditures in the four categories: physical health and safety; students' academic, social emotional and other needs (excluding mental health supports); mental health support for students and staff; or operational continuity and other uses.

The entity must provide a yes/no response to each of the four questions. If yes, the district inputs the amount expended in each category -- personnel services, personnel service benefits, purchased professional and technical services, purchased property services, other purchased services, supplies, property, debt services/miscellaneous, and/or other. If "other" is selected, describe the expenditure in the box provided. If a no response, proceed to the next question.

The final box on the page will calculate the total expenditures entered. The total must align to the ARP ESSER total expended July 1, 2022-June 30, 2023, which is displayed again at the bottom of the page. If totals do not match, review expenditures for each question and adjust for alignment.

Tab 9 ARP ESSER Learning Loss Funds

The district enters amount expended on ESSER LEA Reserve Learning Loss, minimum 20%, during this reporting period July 1, 2022-June 30, 2023 (Tab 7: Number 9). Enter expenditures in the four categories: physical health and safety; students' academic, social emotional and other needs (excluding mental health supports); mental health support for students and staff; or operational continuity and other uses.

The entity must provide a yes/no response to each of the four questions. If yes, the district inputs the amount expended in each category -- personnel services, personnel service benefits, purchased professional and technical services, purchased property services, other purchased services, supplies, property, debt services/miscellaneous, and/or other. If "other" is selected, describe the expenditure in the box provided. If a no response, proceed to the next question.

The final box on the page will automatically calculate the total expenditures entered. The total must align to the ARP ESSER total expended July 1, 2022-June 30, 2023, which is displayed again at the bottom of the page. If totals do not match, review expenditures for each question and adjust for alignment.

Tab 10 ARP ESSER III Funds Expended by Activity (NEW)

The ARP ESSER III Funds Expended by Activity tab reports ARP ESSER III (4998-E3) expenditures for the current reporting period (July 1, 2022-September 30, 2022). The first box displays the total amount the grantee reported through expenditure reports in this reporting period (General Use of Funds and LEA Learning Loss 20% required reservation) (Tab 7: Number 3 + Number 9).

There are four areas to categorize expenditures: physical health and safety; students' academic, social emotional and other needs (excluding mental health supports); mental health support for students and staff; or operational continuity and other uses. The entity must provide a yes/no response to each of the four questions. If yes, the district inputs the amount expended in each activity listed. If no, proceed to the next question.

The final box on the page will automatically calculate the total expenditures entered. The total must align to the ARP ESSER III total expended July 1, 2022-September 30, 2022, which is displayed again at the bottom of the page. If totals do not match, review expenditures for each question and adjust for alignment.

ARP ESSER (4998-E3) Funds Expended by Activity

Provide the amount of the LEA expenditures by ESSER Subgrant fund and activity for the current reporting period, 07/01/2022 - 06/30/2023

ARP ESSER LEA Reserve General Use of Funds + ESSER ARP Learning Loss (07/01/2022-06/30/2023) Total Expended:

	Total Expended - Optional

Activities	Total Amount Expended by Activity
Addressing Physical Health and Safety	
a. Building and facilities upgrades and maintenance, including ventilation systems and new construction	Total Expended
b. Assistance with meals for students	Total Expended
c. Cleaning and/or sanitization supplies	Total Expended
d. Temporary classroom space to support social distancing	Total Expended
e. Temporary or additional transportation services to support social distancing to and from school	Total Expended
f. Capacity-building to improve disaster preparedness and response efforts, including coordination with State, local, Tribal, and territorial public health departments, and other relevant agencies to improve coordinated responses to prevent, prepare for, and respond to COVID-19	Total Expended
g. Other health protocols not listed above and aligned to guidance from the Centers for Disease Control and Prevention (CDC) such as: vaccines for staff and/or students, COVID-19 testing for staff and/or students, contact tracing, masks	Total Expended
Meeting Student's Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports	
h. Extended learning and/or summer learning	Total Expended

Tab 11 ARP ESSER Remaining Funds

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

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

If there are no remaining funds, enter "100.00" in the box and proceed to the next page.

Tab 12 ARP ESSER Learning Loss (NEW)

Answer the narrative question to describe how the selected activities or interventions address the disproportionate impact of COVID-19 on each underserved student groups, including each major racial and ethnic group, children from low-income families, children with disabilities, English learners, migratory students, students experiencing homelessness, youth in foster care, and other groups disproportionately impacted by the pandemic that have been identified by the SEA. Note: There is a 3,000-character limit.

The district LEA Learning Loss Reservation total, minimum 20%, and amount expended will populate. Identify the learning loss activities implemented and enter the amount expended on each activity during this reporting period July 1, 2022-June 30, 2023. The final box on the page will calculate the total expenditures entered. The total must align to the Learning Loss Reservation Expended total expended July 1, 2022-September 30, 2022, which is displayed again at the bottom of the page. If totals do not match, review expenditures for each question and adjust for alignment.

Note: Tabs 13-18 include all three ESSER programs
during this reporting period -- July 1, 2022-June 30, 2023.

Tab 13 Activities by Subpopulation (P1) (NEW)

The district provides a yes/no response for each intervention. If yes, enter the number of students eligible and participating by subgroup. If no, move to the next question.

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 - Option... |

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 LEA in subgroup	Eligible student in subgroup participating
Students with one or more disabilities	Number of Students - Option...	Number of Students - Option...
Low-income students	Number of Students - Option...	Number of Students - Option...
English learners	Number of Students - Option...	Number of Students - Option...
Students in foster care	Number of Students - Option...	Number of Students - Option...
Migratory students	Number of Students - Option...	Number of Students - Option...
Students experiencing homelessness	Number of Students - Option...	Number of Students - Option...
American Indian/Alaska Native	Number of Students - Option...	Number of Students - Option...
Asian/Pacific Islander	Number of Students - Option...	Number of Students - Option...
Hispanic	Number of Students - Option...	Number of Students - Option...

Tab 14 Activities by Subpopulation (P2) (NEW)

The district provides a yes/no response for each intervention. If yes, enter the number of students eligible and participating by subgroup. If no, move to the next question.

Tab 15 ESSER In Person Instruction

Provide a yes/no response to questions that include ESSER I, ESSER II, and ARP ESSER funding during this reporting period.

Tab 16 ESSER Internet Access

Provide a yes/no response to questions that include ESSER I, ESSER II, and ARP ESSER funding during this reporting period.

Tab 17 Hiring and Retention

The district enters the number and amount expended for specific positions supported with ESSER funds in this reporting period. The amount expended includes salaries and benefits partially or fully paid with ESSER funds. Enter the number of positions and amount for each position.

Tab 18 Allocation of ESSER Resources

The district selects how it allocated ESSER funds to schools during this reporting period. If yes, provide a yes/no response to determine how ESSER funds were allocated to schools.

Note: Tabs 19-20 are general questions not dependent on the utilization of ESSER funding during this reporting period -- July 1, 2022-June 30, 2023.

Tab 19 LEA Reengaging Students

The district enters responses to determine if the district reengaged students with poor attendance or participation regardless of if ESSER funds were used for this purpose.   If yes, select yes/no next to each listed strategy to reengage students with poor attendance or participation.

Tab 20 Full-Time Equivalent Positions

The district 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 included for reference.

Tab 21 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 district 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 district selected "yes" to the category. Change the response to "no" and amounts to 0.00.

5. How is it reported if the district 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 district 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.