

FY24 ESSER Data Collection - LEA User Guide

All grantees are required to report on Elementary and Secondary School Emergency Relief funds received under 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.

Reporting for ESSER I has concluded. The FY24 ESSER Data Collection requests information regarding CRRSA ESSER (ESSER II) and ARP ESSER (ESSER III).

Legislation	Program	Report Year	Reporting Period
CRRSA	ESSER II (4998-E2)	Year 4	July 1, 2023-June 30, 2024
ARP	ESSER III (4998-E3)	Year 3	July 1, 2023-June 30, 2024

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 System (IWAS). 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 enter a secure password. The district IWAS administrator must approve all users.

Select “Systems Listings” from the menu; the report is located under “Surveys.” Select “FY24 ESSER Data Collection - LEAs.” (See FAQ questions 2)

The page displays the district name and report status, i.e., not submitted, draft or submitted. Click on the three dots in the “Action” column and select “Edit Response” to begin or edit the report.

Response	Status	Match Code	Actions
	Submitted	QQH000000001	<ul style="list-style-type: none">  Edit Response  Remove Response

Completing the Report:

Note: the report should be completed in the order it is presented, as certain values on later tabs of the report are pre-populated based on values entered by the LEA on earlier tabs.

Tab 1 Entity Details

The Entity Details page is a **read only page** which provides the entity name and RCDT code. This page displays the total allocation for the ESSER II and ARP ESSER programs and the amounts expended for the reporting period (07/01/2023-06/30/24) based on electronic expenditure reports submitted by the LEA during the reporting period.



ESSER Fund Data Collection

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 state fiscal year 2024 (July 1, 2023 through June 30, 2024).

Total Amount Awarded:

Total Expended between 7/1/23 and 6/30/24

Tab 2 ESSER II Funds Expended by Object

The ESSER II Funds Expended by Object tab requests information regarding ESSER II expenditures for the current reporting period (07/01/2023-06/30/2024). The first box displays the total amount of ESSER II funds the LEA reported expending during this reporting period. This pre-populated value is based on the expenditure reports submitted by the LEA during this reporting period.

ESSER II Funds Expended by Object

ESSER II (07/01/2023-06/30/2024) Total Expended:

Prepopulated

This total amount of expenditures must be categorized into the following four spending categories:

1. Section 1: Addressing Physical Health and Safety
2. Section 2: Meeting Students' Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
3. Section 3: Mental Health Supports for Students and Staff
4. Section 4: Operational Continuity and Other Allowed Uses.

The LEA must provide a yes/no response at the beginning of each section indicating whether the LEA used ESSER II funds during the reporting period for the given category.

Were ESSER funds used during ESSER II (07/01/2023-06/30/2024) reporting period to address physical health and safety?

- Yes
 No

If the LEA did not use ESSER II funds during the reporting period on the given category, select no and enter 0.00 in the first line, then proceed to the next section on the page regarding the next category of spending.

If the LEA used ESSER II funds during the reporting period on the given category, select yes and enter the amount expended in each of the following categories in the spaces provided:

- Personnel services – salaries
- Personnel services – benefits
- Purchased professional and technical services
- Purchased property services
- Other purchased services
- Supplies
- Property

- Debt services/miscellaneous
- Other.

If ESSER II funds were expended on other items, enter the amount expended and describe the expenditure in the box provided. The box at the bottom of each section will auto-calculate the total amount expended in that category.

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
5. Other Purchased Services (Object code 300)	Amount Expended - Optional
6. Supplies (Object code 400)	Amount Expended - Optional
7. Property (Object code 500)	Amount Expended - Optional
8. Debt Service and Miscellaneous	Amount Expended - Optional
9. Other items (please describe)	Amount Expended - Optional

Other Description - Optional

0 / 1500

Total – Addressing Physical Health and Safety

Total Expended 

Note: The amounts expended are only optional if the LEA did not spend any ESSER II funds on this category of spending and selected no to the first question in the section. If the LEA used ESSER II funds during the reporting period on the given category, amounts expended must be entered.

Repeat the above instructions for each section of the tab.

The first box at the bottom of the page will auto-calculate the sum of all the expenditures entered on the page (highlighted in blue). The total must align to the ESSER II total expended July 1, 2023-June 30, 2024, displayed again at the bottom of the page. If the totals do not match, review expenditures for each question and adjust for alignment.

ESSER II (07/01/2023-06/30/2024) Total Expenditures (Must Match Total Below):

ESSER II (07/01/2023-06/30/2024) Total Expended:

If an error message populates stating that the total section field is required (see screenshot below) but the LEA did not spend funds in that category, remember to enter 0.00 in the first line of the section as directed above.

Total - Meeting Students' Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports

Total Expen... 

The field is required

A common validation error on this page of the report occurs when an LEA selects yes to the first question in the section but does not enter any amounts expended. Please be sure to enter expended amounts if the LEA expended funds in that category. If the LEA did not expend any funds in that section, please select no.

Tab 3 ESSER II Funds Expended by Activity

The ESSER II Funds Expended by Activity tab reports ESSER II expenditures by spending activity for the current reporting period (July 1, 2023-June 30, 2024). The first box displays the total amount of ESSER II funds the grantee reported expending during this reporting period. This pre-populated value is based on the expenditure reports submitted by the LEA during this reporting period.

This tab requests information regarding the same four categories of spending as the previous tab:

1. Section 1: Addressing Physical Health and Safety
2. Section 2: Meeting Students' Academic, Social, Emotional, and Other Needs Excluding Mental Health Supports
3. Section 3: Mental Health Supports for Students and Staff
4. Section 4: Operational Continuity and Other Allowed Uses.

Enter the amount of ESSER II funds expended during the reporting period in each given spending activity. If the LEA did not spend any funds in a given section, please enter 0.00 in the first row of the section, ensure the totals for the section align, and move to the next section.

At the end of each section, two totals will populate. The first total (highlighted in blue below) is the auto-calculated sum of the expenditures reported in that section. The second total (highlighted in green below) pre-populates with the total expenditures reported in that section on the previous tab. **These two totals must match in order to pass validation requirements.** If the totals do not match, review expenditures entered in the righthand column in each line and adjust for alignment. If these two totals do not match and the report is submitted, it will be returned to the LEA for corrections.

Total – Addressing Physical Health and Safety

Auto-calculates



Tab 2 Total – Addressing Physical Health and Safety

Prepopulated



Repeat the above instructions for each section of the tab.

The first box at the bottom of the page will auto-calculate the sum of all the expenditures entered on the page. The total must align to the ESSER II total expended July 1, 2023-June 30, 2024, displayed again at the bottom of the page. If the totals do not match, review expenditures for each question and adjust for alignment.

A common validation error on this tab occurs when the LEA submits the survey without ensuring the totals the totals match. If the report is submitted without matching totals where indicated, the report will be returned to the LEA for revisions.

Tab 4 ARP ESSER Funds

This tab outlines the LEA’s ARP ESSER allocations and expenditures.

The **“Total Allocated”** column is pre-populated with the LEA’s specific ARP ESSER (ESSER III) allocations.

- Line 1 displays the LEA’s total ARP ESSER allocation, including both the LEA and SEA allocations.

- Line 2 displays the 20% LEA Learning Loss requirement. Per federal regulations, LEAs are required to spend at least this amount on evidence-based practices to address learning loss.
- Line 3 displays the LEA general use allotment. This value excludes the minimum 20% learning loss reservation. LEAs cannot spend more than 80% of their total LEA allotment from general use funds in order to meet the 20% learning loss requirement.
- Line 4 displays the total LEA allocation. This is a sum of lines 2 and 3.
- Lines 5-7 display the LEA's allocations for each SEA reservation. These amounts are maximums; LEAs cannot spend more than they were allocated in each of these reservations.
 - Line 5 displays the SEA Learning Loss reservation amount.
 - Line 6 displays the SEA Afterschool reservation amount.
 - Line 7 displays the SEA Summer Enrichment reservation amount.

The **“Total Expended in Prior Reporting Periods (FY22 & FY23)”** column is pre-populated with the amount of ARP ESSER funds the LEA has previously reported expending in each reservation/allotment prior to entering FY24.

The first value in the **“Total Expended in Current Reporting Period (FY24)”** column is pre-populated based on the electronic expenditure reports submitted by the LEA during the reporting period (07/01/2023-06/30/2024). This is the amount of ARP ESSER funds for which the LEA was reimbursed in FY24.

Enter the amount expended in each reservation/allotment during the reporting period in the righthand column for lines 2-3 and 5-7.

- For line 2, the sum of the amount entered in the third column and the amount pre-populated in the second column **can exceed** the amount pre-populated in the first column
- For line 3, the sum of the amount entered in the third column and the amount pre-populated in the second column **cannot exceed** the amount pre-populated in the first column
- For lines 5-7, the sum of the amount entered in the third column and the amount pre-populated in the second column **cannot exceed** the amount pre-populated in the first column

Reservation/Allotment	Total Allocated	Total Expended in Prior Reporting Periods (FY22 & FY23)**	Total Expended in Current Reporting Period (FY24)**	
1. ARP ESSER – Total	Prepopulated	Prepopulated	Prepopulated	Column 2 + Column 3 CAN exceed Column 1
2. LEA Learning Loss (Minimum 20%)	Prepopulated	Prepopulated	Total Expended	Column 2 + Column 3 CANNOT exceed Column 1
3. LEA General Use (Maximum 80%)	Prepopulated	Prepopulated	Total Expended	Column 2 + Column 3 CANNOT exceed Column 1
4. LEA - Total	Prepopulated	Prepopulated	Auto-calculates	
5. SEA Reserve - Learning Loss	Prepopulated	Prepopulated	Total Expended	} Column 2 + Column 3 CANNOT exceed Column 1
6. SEA Reserve - Afterschool	Prepopulated	Prepopulated	Total Expended	
7. SEA Reserve - Summer Enrichment	Prepopulated	Prepopulated	Total Expended	
8. Total ARP ESSER expenditures reported in FY24 reporting period (07/01/23 - 06/30/24). NOTE: Must Match Below			Auto-calculates	
9. Total ARP ESSER expenditures reported in FY24 reporting period (07/01/23 - 06/30/24).			Prepopulated	

Line 4 will auto-calculate the sum of lines 2 and 3. Line 8 will auto-calculate the total expended in the current reporting period (the sum of lines 4-7).

The value that auto-calculates in line 8 (highlighted in blue below) must match the total that is pre-populated just below (highlighted in green below; this value is the same as the first value in the “Total Expended in Current Reporting Period (FY24)” column). These two totals must match in order to pass validation requirements. If the totals do not match, review expenditures entered in the righthand column in each line and adjust for alignment.

8. Total ARP ESSER expenditures reported in FY24 reporting period (07/01/23 - 06/30/24). NOTE: Must Match Below	Auto-calculates
9. Total ARP ESSER expenditures reported in FY24 reporting period (07/01/23 - 06/30/24).	Prepopulated

Note: The values entered on this tab impact tabs 5, 6, 7, and 8.

Tab 5 ARP ESSER Learning Loss Expended by Object

On this tab, LEAs must enter ARP ESSER LEA Learning Loss (Minimum 20%) expenditures in each of the four categories seen on earlier tabs.

The value in the first box at the top will pre-populate based on the value entered by the LEA on Tab 4, line 2.

First, provide a yes/no response at the beginning of each section indicating whether the LEA used ARP ESSER 20% Learning Loss funds during the reporting period for each category.

Were ESSER funds used for Learning Loss during ESSER ARP (07/01/2023-06/30/2024) reporting period to address physical health and safety?

Yes

No

If the LEA did not use ARP ESSER 20% Learning Loss funds during the reporting period on the given category, select no and enter 0.00 in the first line, then proceed to the next section on the page regarding the next category of spending.

If the LEA used ARP ESSER 20% Learning Loss funds during the reporting period on the given category, select yes and enter the amount expended in the categories that follow on the page.

The box at the bottom of each section will auto-calculate the total amount expended in that category.

Note: The amounts expended are only optional if the LEA did not spend any ESSER II funds on this category of spending and selected no to the first question in the section; if the LEA used ESSER II funds during the reporting period on the given category, amounts expended must be entered.

Repeat the above instructions for each section of the tab.

The first box at the bottom of the page (highlighted in blue below) will auto-calculate the sum of all the expenditures entered on the page. The total must align to the ARP ESSER General Use of Funds expended July 1, 2023-June 30, 2024 as reported on Tab 4, displayed again at the bottom of the page (highlighted in green below). If the totals do not match, review expenditures entered in the righthand column in each line and adjust for alignment.

ESSER ARP Learning Loss (07/01/2023-06/30/2024) Total Expenditures (Must Match Total Below):

Auto-calculates 

ESSER ARP Learning Loss (07/01/2023-06/30/2024) Total Expended (From Page 4):

Prepopulated 

A common validation error on this page of the report occurs when an LEA selects yes to the first question in the section but does not enter any amounts expended. Please be sure to enter expended amounts if the LEA expended funds in that category. If the LEA did not expend any funds in that section, please select no.

Tab 6 ARP ESSER General Use Expended by Object

On this tab, LEAs must enter ARP ESSER General Use of Funds expenditures in each of the four categories seen on earlier tabs.

The value in the first box at the top will pre-populate based on the value entered by the LEA on Tab 4, line 3.

First, provide a yes/no response at the beginning of each section indicating whether the LEA used ARP ESSER General Use of Funds during the reporting period for each category.

Were ESSER funds used during ARP ESSER (07/01/2023-06/30/2024) reporting period to address physical health and safety?

- Yes
- No

If the LEA did not use ARP ESSER General Use of Funds during the reporting period on the given category, select no and enter 0.00 in the first line, then proceed to the next section on the page regarding the next category of spending.

If the LEA used ARP ESSER General Use of Funds during the reporting period on the given category, select yes and enter the amount expended in each of the following categories in the spaces provided: personnel services – salaries, personnel services – benefits, purchased professional and technical services, purchased property services, other purchased services, supplies, property, debt services/miscellaneous, and/or other. If ARP ESSER General Use of Funds were expended on other items, enter the amount expended and describe the expenditure in the box provided.

The box at the bottom of each section will auto-calculate the total amount expended in that category.

Note: The amounts expended are only optional if the LEA did not spend any ESSER II funds on this category of spending and selected no to the first question in the section; if the LEA used ESSER II funds during the reporting period on the given category, amounts expended must be entered.

Repeat the above instructions for each section of the tab.

At the very bottom of the page, the first box will auto-calculate the sum of all the expenditures entered on the page. The total must align to the ARP ESSER General Use of Funds expended July 1, 2023-June 30, 2024 as reported on Tab 4, displayed again at the bottom of the page. If the totals do not match, review expenditures entered in the righthand column in each line and adjust for alignment.

Tab 7 ARP ESSER Funds Expended by Activity

On this tab, LEAs must enter ARP ESSER LEA expenditures in each of the four categories seen on earlier tabs. This tab pertains to the *total* LEA ARP ESSER allocation (20% Learning Loss *and* General Use of Funds) but does *not* include the SEA reservations. The value in the first box at the top will pre-populate based on the value entered by the LEA on Tab 4, line 4 (sum of Tab 4, lines 2 and 3).

At the end of each section, two totals will populate. The first total (highlighted in blue below) is the auto-calculated sum of the expenditures reported in that section. The second total (highlighted in green below) pre-populates with the sum of the total expenditures reported in that section on Tabs 5 and 6. **These two totals must match in order to pass validation requirements** because Tab 5 asks for ARP ESSER General Use of Funds expenditures, Tab 6 asks for ARP ESSER Learning Loss expenditures, and Tab 7 asks for total ARP ESSER LEA expenditures, which includes both General Use of Funds and Learning Loss expenditures. If the totals do not match, review expenditures entered in each line and adjust for alignment.

Total – Addressing Physical Health and Safety

Auto-calculates



Tab 5+Tab 6 Total – Addressing Physical Health and Safety

Prepopulated



Note: Above 2 totals must match

At the very bottom of the page, the first box will auto-calculate the sum of all the expenditures entered on the page. The total must align to the total ARP ESSER 20% Learning Loss and General Use of Funds expended July 1, 2023-June 30, 2024 as calculated on Tab 4, line 4 based on line 2 and line 3 entries, displayed again at the bottom of the page. If the totals do not match, review expenditures entered in the righthand column in each line and adjust for alignment.

A common validation error on this tab occurs when the LEA submits the survey without ensuring the totals the totals match. If the report is submitted without matching totals where indicated, the report will be returned to the LEA for revisions.

Tab 8 ARP ESSER Learning Loss

This tab requests information about ARP ESSER LEA Learning Loss expenditures, excluding LEA General Use of Funds and SEA Reservation.

Answer the narrative question first. Note: 3000-character limit.

Then, identify the learning loss activities implemented and enter the amount of 20% Learning Loss funds expended on each activity during this reporting period (July 1, 2023-June 30, 2024). The district LEA Learning Loss Reservation total (minimum 20%) and Learning Loss Reservation Expended amounts will pre-populate at the top.

The first box at the bottom of the page will auto-calculate the total expenditures entered on the page. This total must align to the Learning Loss Reservation Expended total July 1, 2023-June 30, 2024 displayed again at the bottom of the page. If the totals do not match, review expenditures for each question and adjust for alignment.

Tab 9 ARP ESSER Remaining Funds

Please enter the total amount of ARP ESSER LEA Learning Loss 20% and General Use of Funds remaining as of 07/01/2024. This amount should exclude any remaining SEA reservation funds. To calculate this amount, **please refer to Tab 4, Line 4 (LEA – Total) and calculate the following:**

- Total Allocated (left column – prepopulated)**
- Total Expended in Prior Reporting Periods (FY22 & FY23) (middle column – prepopulated)**
- Total Expended in Current Reporting Period (FY24) (right column – LEA entry)**
- = Total amount of ARP ESSER LEA Learning Loss 20% and General Use of Funds remaining as of 07/01/2024 → value to be entered on Tab 9

The below screenshot from **Tab 4** shows the data needed to calculate this amount. Subtract **ORANGE** minus **GREEN** minus **BLUE** and **enter the resulting value in the first box on Tab 9.**

Reservation/Allotment	Total Allocated	Total Expended in Prior Reporting Periods (FY22 & FY23)*	Total Expended in Current Reporting Period (FY24)**
1. ARP ESSER – Total	Total Allocated	Total Expended	Total Expended
2. LEA Learning Loss (Minimum 20%)	Total Allocated	Total Expended	Total Expended
3. LEA General Use (Maximum 80%)	Total Allocated	Total Expended	Total Expended
4. LEA - Total	Total Allocated	Total Expended	Total Expended

If the LEA had no remaining funds as of July 1, 2024, enter 100.00 in the second box at the top and proceed to the next page.

LEAs with remaining funds must provide the percentage of remaining funds to be expended by category in the bottom section. The total will auto-calculate at the bottom and must equal 100.00%.

If the district has remaining ARP ESSER funds as of 07/01/2024 and plans to relinquish all of the funds, enter 100.00 in line 5 (“Not yet planned for a specific use”).

See below screenshot for further guidance on completing Tab 9.

ESSER ARP

1. Remaining ARP ESSER LEA Learning Loss 20% and General Use of Funds as of 07/01/2024.

ESSER ARP Remaining Fun... ← Enter calculated number here

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 ← If \$0 remaining, enter 100.00 here and proceed to next tab

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

1. Planned for addressing physical health and safety

ESSER ARP Physical Health...

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

ESSER ARP Academic, Soci...

3. Planned for Mental Health Support for Students and Staff

ESSER ARP Mental Health -...

4. Operational Continuity and Other Uses

ESSER ARP Operational Co...

If >\$0 remaining, enter the percentage of remaining funds that will be spent on each category

NOTE: The next tabs include all ESSER programs (ESSER II and ARP ESSER) during this reporting period July 1, 2023-June 30, 2024.

Tab 10 Activities by Subpopulation (P1)

Indicate how the LEA used ESSER funds to support learning recovery or acceleration for student groups who were disproportionately impacted by the COVID-19 pandemic.

LEAs must provide a yes/no response for each intervention.

If the LEA did not implement the intervention, select no and move to the next section.
If the LEA did implement the intervention, select yes, then enter the total **unique** number of students that participated in the activity, answer whether the program was available to all students (if not, indicate the number served at full capacity), and indicate the number of eligible and participating students from each student subgroup for that intervention. Please note that **the number of eligible students reported in the first column must be greater than or equal to the number of participating students reported in the second column, as all students who participate in a program must also be eligible.** A sample response is provided below.

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

Note: The number of eligible students reported in the first column must be greater than or equal to the number of participating students reported in the second column.

Student Group	Number of <i>Eligible</i> Students in Subgroup	Number of <i>Participating</i> Students in Subgroup
Students with one or more disabilities	36	25
Low-income students	54	54
English learners	32	31
Students in foster care	6	4
Migratory students	18	4

Tab 11 Activities by Subpopulation (P2)

Tab 11 requests additional information regarding activities by student subpopulation for questions 4-6. Please refer to the instructions for Tab 10 above.

Question 7 requests information regarding full-service community schools. If the LEA selects Yes for question 7, please enter values for all three parts of question 7a. If the LEA selects No, please continue to the next tab.

Two common validation errors may occur on Tabs 10 and 11. The first is when an LEA selects yes to the first question in the section but does not enter responses to parts a and/or b or subpopulation data. The second is when the number of eligible students entered by an LEA is less than the number of participating students for any given student subpopulation. Please ensure the number of eligible students is greater than or equal to the number of participating students for a given subpopulation.

Tab 12 ESSER In Person Instruction

Provide a yes/no response to each question asking whether the LEA expended any ESSER II or ARP ESSER funds on specific items/actions during the reporting period (07/01/2023-06/30/2024).

Tab 13 ESSER Internet Access

Provide a yes/no response to the question regarding internet access. If no, continue to the next tab. If yes, select yes/no for each of the following items about how the funds were used. A common validation error occurs when an LEA selects yes to the first question but no to all following questions. If the LEA answers yes to the first question, it is required to mark yes/no to the questions in the bottom section.

Tab 14 ESSER Hiring and Retention

In the lefthand column, enter the number of positions for which salaries and/or benefits were partially or fully paid with ESSER funds.
In the righthand column, enter the total cumulative dollar amount spent on salaries and/or benefits for these ESSER-funded positions.

Tab 15 Allocation of ESSER Resources

Select whether the LEA allocated ESSER II and/or ARP ESSER funds to schools during this reporting period.

If no, continue to the next tab.

If yes, select yes/no for each of the following items about how the LEA allocated these funds to schools.

A common validation error occurs when an LEA selects yes to the first question but no to all following questions. If the LEA answers yes to the first question, it is required to mark yes/no to the questions in the bottom section.

NOTE: The next tabs are general questions not dependent on the utilization of ESSER funding during this reporting period July 1, 2023-June 30, 2024.

Tab 16 LEA Reengaging Students

Select whether the LEA sought to reengage students with poor attendance or participation.

If no, continue to the next tab.

If yes, select yes/no for each of the following items about how the LEA sought to reengage students with poor attendance or participation.

A common validation error occurs when an LEA selects yes to the first question but no to all following questions. If the LEA answers yes to the first question, it is required to mark yes/no to the questions in the bottom section.

Tab 17 Full-Time Equivalent (FTE) Positions

Enter the number of FTE positions for the LEA on 09/30/2024. The number of 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 FTE of the number of part time positions.

Note: The LEA's prior years' FTEs are pre-populated for reference. These values were previously reported by the LEA.

Tab 18 Contact Information

On the final tab, please enter the contact information of the person completing the report.

Once the report is completed, please **print or save a PDF of each page for the LEA's records**. Once the data collection window closes, LEAs will no longer have access to the report.

After printing or saving the report, please select submit.

Frequently Asked Questions

1. How were the pre-populated values for the ESSER II and ARP ESSER total amounts expended derived and can these numbers be changed?

The total amounts expended for ESSER II and ARP ESSER were derived from the LEA's final expenditure reports. These are the actual amounts that the LEA was reimbursed for and cannot be changed.

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

The word "optional" does not necessarily indicate the question may be skipped; it only means it may not be applicable to all LEAs that are completing the report. Review the question and answer if applicable.

3. An error occurred on the ESSER II and ARP ESSER activity pages. It states that an amount is required for the category of spending, but the LEA did not expend funding in this category. How does the LEA complete this page?

An amount must be entered if the district selected "yes" to the category. Change the response to "no" and enter 0.00 in the first line, then proceed to the next section.

4. If the district has remaining ARP ESSER funds as of 07/01/2024 and plans to relinquish all of the funds, how should this be reported on Tab 9?

Enter 100.00 in response "Not yet planned for a specific use".

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

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

6. 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.