

FY 2025 ESSER Data Collection – LEA User Guide

All grantees are required to report on Elementary and Secondary School Emergency Relief (ESSER) funds received under 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 and II has concluded. The fiscal year 2025 ESSER Data Collection requests information regarding ARP ESSER (ESSER III).

Legislation	Program	Report Year	Reporting Period
ARP	ESSER III (4998-E3)	Year 4	July 1, 2024-January 31, 2025

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** and 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 located under **Surveys**. Select **FY25 ESSER Data Collection - LEAs**.

The page displays the district name and report status (e.g., 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
A-C Central CUSD 262 RCDTS: 010092620260000 PO Box 260 , Ashland, IL 62612	Submitted	QQH000000001	⋮
Abingdon-Avon CUSD 276 RCDTS: 330482760260000 507 N Monroe St Ste 3, Abingdon, IL 61410	Submitted	JFH	✎ Edit Response 🗑 Remove Response
ACE Amandla Charter School RCDTS: 1501600000000 6920 S Wabasha Ave Chicago, IL 60620	Submitted	XOF	

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 prepopulated based on values entered by the Local Education Agency (LEA) on earlier tabs.

Tab 1: Entity Details

The Entity Details page is a read-only page that has the entity name and RCDT code. This page displays the total allocation for the ARP ESSER program and the amounts expended for the reporting period (July 1, 2024-January 31, 2025) based on electronic expenditure reports submitted by the LEA during the reporting period.

ESSER Fund Data Collection

grantees are required to report on Elementary and Secondary School Emergency Relief (ESSER) funds received under 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 2025 (July 1, 2024 through January 01, 2025).

For assistance completing the report, please refer to the user guide and webinar.
 • User Guide: <https://www.isbe.net/Documents/FY24-ESSER-Data-Collection-User-Guide.pdf>
 • Webinar: <https://youtu.be/BsS2X4UONkY>

Entity Name

RCDT

Total Amount Awarded:

Total Expended between 7/1/24 and 1/31/25

TEXT QUESTION

< PREV
NEXT >

Tab 2: ARP ESSER Funds

This tab outlines an LEA's ARP ESSER allocations and expenditures.

The **Total Allocated** column is prepopulated 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 State Education Agency (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 After School reservation amount.
 - Line 7 displays the SEA Summer Enrichment reservation amount.

The **Total Expended in Prior Reporting Periods (FY 22, FY23 and FY 24)** column is prepopulated with the amount of ARP ESSER funds the LEA has previously reported expending in each reservation/allotment prior to entering FY 2025.

The first value in the **Total Expended in Current Reporting Period (FY25) column** is prepopulated based on the electronic expenditure reports submitted by the LEA during the reporting period (July 1, 2024-January 31, 2025). This is the amount of ARP ESSER funds for which the LEA was reimbursed in FY 2025.

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

Reservation/Allotment	Total Allocated	Total Expended in Prior Reporting Periods (FY22, FY23 & FY24)*	Total Expended in Current Reporting Period (FY25)**
1. ARP ESSER - Total	Prepopulated	Prepopulated	Prepopulated
2. LEA Learning Loss (Minimum 20%)	Prepopulated	Prepopulated	Total Expended
3. LEA General Use (Maximum 80%)	Prepopulated	Prepopulated	Total Expended
4. LEA - Total	Prepopulated	Prepopulated	Auto- Calculates
5. SEA Reserve - Learning Loss	Prepopulated	Prepopulated	Total Expended
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 (07/01/24 - 01/31/2025). NOTE: Must Match Below			Auto- Calculates
9. Total ARP ESSER expenditures reported in FY24 reporting period (07/01/24 - 01/31/2025).			Prepopulated

Column 2 + Column 3 **CAN** exceed Column 1

Column 2 + Column 3 **CANNOT** exceed Column 1

Column 2 + Column 3 **CANNOT** exceed Column 1

Column 2 + Column 3 **CANNOT** exceed Column 1

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 must match the total that is prepopulated just below; this value is the same as the first value in the **Total Expended in Current Reporting Period (FY25)** 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.

. Total ARP ESSER expenditures reported in FY24 reporting period (07/01/24 - 01/31/2025). **NOTE: Must Match Below**

Total Expended



. Total ARP ESSER expenditures reported in FY24 reporting period (07/01/24 - 01/31/2025).

Total Expended

Note: The values entered on this tab impact tabs 3, 4, and 5.

Tab 3: 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 prepopulate based on the value entered by the LEA on Tab 2, 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 (07/01/2024-01/31/2025) 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 ARP ESSER funds on this category of spending and selected **no** to the first question in the section; if the LEA used ARP ESSER 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, 2024-January 31, 2025 as reported on Tab 2, 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.

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**.

ESSER ARP Learning Loss (07/01/2024-01/31/2025) Total Expenditures **(Must Match Total Below)**:

ESSER ARP Learning Loss (07/01/2024-01/31/2025) Total Expended (From Page 2):

Tab 4: 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 prepopulate based on the value entered by the LEA on Tab 2, 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.

Section 1: Addressing Physical Health and Safety

Were ESSER funds used during ARP ESSER (07/01/2024-01/31/2025) 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 ARP ESSER funds on this category of spending and selected **no** to the first question in the section; if the LEA used ARP ESSER 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, 2024-January 31,2025 as reported on Tab 2, 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 5: 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 prepopulate based on the value entered by the LEA on Tab 2, line 4 (sum of Tab 2, 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) prepopulates with the sum of the total expenditures reported in that section on Tabs 3 and 4. **These two totals must match in order to pass validation requirements** because Tab 3 asks for ARP ESSER Learning Loss expenditures, Tab 4 asks for ARP ESSER General Use of Funds expenditures, and Tab 5 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

Total Expended



Tab 3+Tab 4 Total – Addressing Physical Health and Safety

Total Expended Tab 3 +



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, 2024-January 31, 2025 as calculated on Tab 2, 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 6: 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: There is a 3,000-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, 2024-January 31, 2025). The district LEA Learning Loss reservation total (minimum 20%) and Learning Loss reservation expended amounts will prepopulate 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, 2024-January 31, 2025 displayed again at the bottom of the page. If the totals do not match, review expenditures for each question and adjust for alignment.

Tab 7: 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 who 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	Number of Students - Optio...	Number of Students - Optio...
Low-income students	Number of Students - Optio...	Number of Students - Optio...
English learners	Number of Students - Optio...	Number of Students - Optio...
Students in foster care	Number of Students - Optio...	Number of Students - Optio...
Migratory students	Number of Students - Optio...	Number of Students - Optio...

Tab 8: Activities by Subpopulation (P2)

Tab 8 requests additional information regarding activities by student subpopulation for Questions 4-6. Please refer to the instructions for Tab 7 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 7 and 8. 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 9: ESSER In Person Instruction

Provide a yes/no response to each question asking whether the LEA expended ARP ESSER funds on specific items/actions during the reporting period (July 1, 2024-January 31, 2025).

Tab 10: 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 11: 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 12: Allocation of ESSER Resources

Select whether the LEA allocated 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, 2024-January 31, 2025.

Tab 13: 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 14: 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 prepopulated values for the ARP ESSER total amounts expended derived and can these numbers be changed?

The total amounts expended for 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 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. 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).