



Illinois State Board of Education

ESSA Site-Based Expenditure Reporting

Single-Site LEAs

Originally published summer 2019;

Updated April 2021

Today's Discussion on Site-Based Expenditure Reporting for Single-Site LEAs

2

- Apply the ESSA requirement for site-based expenditure reporting to all LEAs in the state
- Walk through the basic process for reporting site-based expenditures with specific guidance for single-site LEAs
 1. Pull in all accounts
 2. Identify exclusions
 3. Identify site vs. centralized expenditures
 4. Submit



The ESSA Site-Based Expenditure Reporting requirement

3

ESSA requires that SEAs report on their Report Card:

“The per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local educational agency and each school in the State for the preceding fiscal year.”

This requirement applies to single-site LEAs as well as every other LEA in the country



District's data collection produces this data table

Sites	Student FTE Enrollment	Site-Level Per-Pupil Expenditures			District Centralized Per-Pupil Expenditures			Total Per-Pupil Expenditures			Exclusions	Total Expenditures
		Federal	Local	Subtotal	Federal	Local	Subtotal	Federal	Local	Total		
PK Ctr	50	\$500	\$8,020	\$8,520	\$660	\$3,514	\$4,175	\$1,160	\$11,534	\$12,695		
ES1	300	\$344	\$5,148	\$5,493	\$529	\$2,781	\$3,310	\$874	\$7,929	\$8,803		
Charter ES	250	\$634	\$7,563	\$8,197	\$127	\$986	\$1,113	\$761	\$8,549	\$9,310		
MS1	250	\$320	\$5,356	\$5,676	\$361	\$3,499	\$3,861	\$681	\$8,855	\$9,536		
HS1	320	\$458	\$6,910	\$7,368	\$371	\$2,919	\$3,290	\$829	\$9,829	\$10,658		
LEA	1,170	\$439	\$6,313	\$6,752	\$370	\$2,620	\$2,990	\$809	\$8,933	\$9,742	\$2,330,361	\$13,728,071

C

A / C

B / C

(A+B) / C

D

This level of reporting detail are the only mandated collection. Visualizations are limited to these data and contextual data. LEAs may also optionally submit narratives and notation of allocation methodologies.



Data table to be submitted by single-site LEAs

Sites	Student FTE Enrollment	Site-Level Per-Pupil Expenditures			District Centralized Per-Pupil Expenditures			Total Per-Pupil Expenditures			Exclusions	Total Expenditures
		Federal	Local	Subtotal	Federal	Local	Subtotal	Federal	Local	Total		
ES1	300	\$344	\$5,148	\$5,493	\$529	\$2,781	\$3,310	\$874	\$7,929	\$8,803		
[Redacted]												
[Redacted]												
[Redacted]												
LEA	300	\$344	\$5,148	\$5,493	\$529	\$2,781	\$3,310	\$874	\$7,929	\$8,803	\$535,400	\$3,176,300
	C	A / C			B / C			(A+B) / C			D	

Based on input from the Advisory Group, this level of reporting detail is the only mandated collection for Year 1

Reporting Timeline

6

Reporting Action	Date
IWAS System for SBER opens for reporting	Early July
All LEA submissions due in IWAS System	Mid-August
IWAS System for SBER still open for any submission edits as necessary	Mid-August through late August
IWAS System for SBER closes	Late August
Illinois Report Card published with SBER data	Late October



Single-site LEAs and centralized expenditures

7

Sites	Student FTE Enrollment	Site-Level Per-Pupil Expenditures			District Centralized Per-Pupil Expenditures			Total Per-Pupil Expenditures			Exclusions	Total Expenditures
		Federal	State and Local	Subtotal	Federal	State and Local	Subtotal	Federal	State and Local	Total		
ES1	300	\$344	\$5,148	\$5,493	\$529	\$2,781	\$3,310	\$874	\$7,929	\$8,803		
LEA	300	\$314	\$5,148	\$5,493	\$529	\$2,781	\$3,310	\$874	\$7,929	\$8,803	\$535,400	\$3,176,300

C

A / C

B / C

(A+B) / C

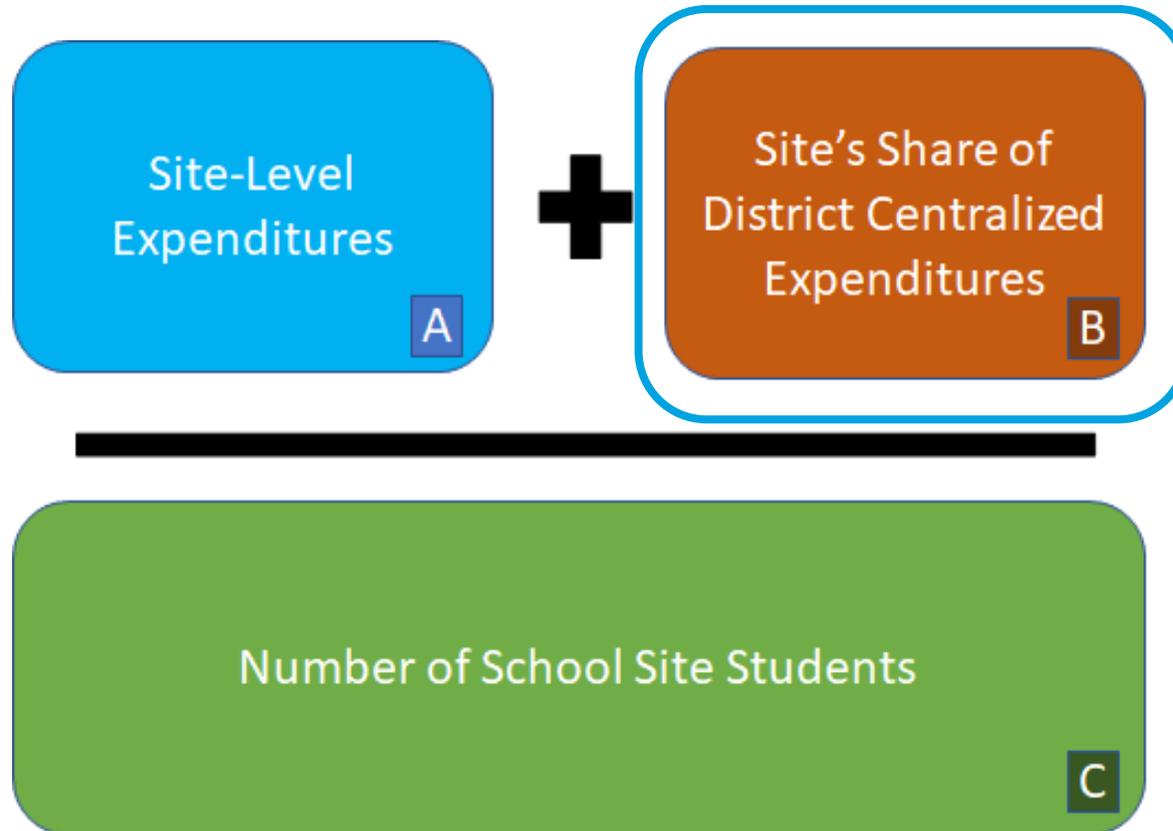
D

For discussion together:
Is it possible for a single-site LEA to have \$0 in centralized expenditures?

The usual calculation of total per-pupil expenditures for any given school site

8

Per-pupil expenditures reported for each school shall comprise:



Importantly, per ESSA, Sections A and B must be disaggregated by source of funds – federal vs. state/local (with state and local combined).



1. Confirm what is definitely a site-level expenditure (not centralized)

9

Under ESSA, these expenditures must be reported as site-level:

- Actual expenditures associated with personnel assigned exclusively to a particular site
- Actual non-personnel expenditures specifically attributable to a particular site

This step is often trickier for multiple-site LEAs, which may have site-level expenditures coded as centralized expenditures.



2. Determine whether you will report any centralized expenditures

10

From ISBE Reporting Guidance:

ISBE recognizes that the distinction between centralized expenditures and site-level expenditures may seem arbitrary **for single-site LEAs**. For single-site LEAs seeking clarity on when expenditures should be considered centralized vs. site-level, ISBE recommends that they consider **under what auspices an expenditure is incurred**. If an LEA incurs an expenditure because it is acting in the capacity of an LEA, then the expenditure could be considered a centralized expenditure. For example, providing board services is a responsibility borne by an LEA rather than by a school, and so board services costs likely belong in the centralized expenditure column.

Typical centralized expenditures for multiple-site LEAs: transportation, food services, board services, fiscal services, operations and maintenance, superintendent's salary and benefits



FAQ on site-level vs. centralized for single-site LEAs

11

- How do I allocate the superintendent who also acts as building principal for our single site?
 - Recommendation: if reasonable, divide up what % of the time the employee performs duties solely related to running the school as principal. Allocate the remaining portion of the employee's time as a centralized expenditure to represent district superintendent duties.

In determining if/how to report centralized expenditures, consider what best represents your LEA's reality.

For this topic, ISBE issues recommendations and guidance, not mandates.



After I report my data and I have a basic sense of site-level vs. Centralized, then what?

12

1. Pull in all of your accounts
2. Pull out excluded expenditures
3. Identify site-level vs. centralized expenditures
4. Submit your final data set through IWAS

Optional ISBE tools available in IWAS to support your calculation and collection:

- *In-app data calculation process*
- *Data calculation template*
- *Data collection template*



IWAS System for SBER



Illinois State Board of Education

Site-Based Expenditure Reporting

WELCOME
START
CALCULATE
ADD/EDIT
NARRATE
SUBMIT
SUPPORT
FY 2020

Submitted Aug 11, 2020

READ ONLY	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures
	2020	22	15,099.33	\$14,191.70	\$19,272,709.73	\$233,557,926.02

Welcome to Site-Based Expenditure Reporting!

Beginning with 2018-19 school year data, all school districts and other designated reporting entities will report per-pupil expenditure data at the district level and at the school level, disaggregated by source of funds (federal vs. state/local). This application is supported in part by the U.S. Department of Education through State Longitudinal Data Systems (SLDS) Illinois Data FIRST grant. This reporting can be powerful for LEAs and local communities if used to open conversations on resource allocation, intra-district equity, and the relationship between student outcomes and financial investments.

Read the [Guidance](#) and more on the [ISBE Site-Based Expenditure Reporting](#) website.

Edits to submissions may be made until August 31, 2020.

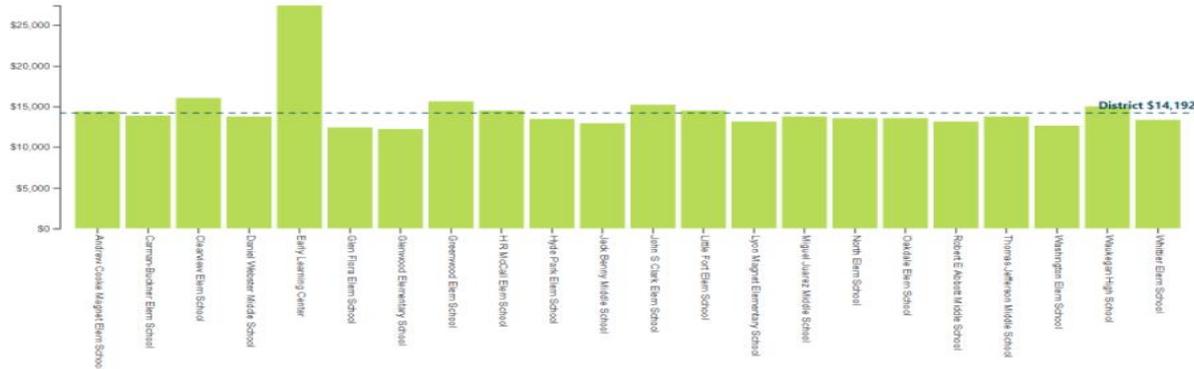
To re-open your submission for editing, please click [HERE](#) and select **"Un-submit — for immediate attention"** as the topic area. You may also send an email to site-based@isbe.net

FY 2020	Submitted
Created	Aug 3, 2020
Modified	Aug 11, 2020
Submitted	Aug 11, 2020
Due	Aug 14, 2020

[Official SBER Guidance](#)

EXPENDITURES PER PUPIL BY SITE

Alphabetical



Site Name	Estimated Expenditure per Pupil
Andrew Cole Magnet Elem School	\$14,192
Carmelbauer Elem School	\$14,192
Cherokee Elem School	\$14,192
Carol Meyer Middle School	\$14,192
Elliott Learning Center	\$26,000
Den Pitt Elem School	\$14,192
Dorwood Elementary School	\$14,192
Dorwood Elem School	\$14,192
FRANCIS Elem School	\$14,192
Hyatt Park Elem School	\$14,192
Jack Berry Middle School	\$14,192
John S Clark Elem School	\$14,192
Lake Park Elem School	\$14,192
Lyon Magnet Elementary School	\$14,192
Magnet Junior Middle School	\$14,192
North Elem School	\$14,192
Oakdale Elem School	\$14,192
Robert E. Albert Middle School	\$14,192
Thomas Jefferson Middle School	\$14,192
Wilmington Elem School	\$14,192
Waukegan High School	\$14,192
Walter Elem School	\$14,192



Accessing IWAS System for SBER

14

LEA superintendents have automatic access to the IWAS application for site-based expenditure reporting. ISBE encourages superintendents to grant access to anyone else in the district who will be responsible for compiling the LEA's site-based expenditure data submission.

To complete IWAS authentication,

1. Sign into IWAS via System Quick Links from the [ISBE home page](#).
2. Select "IWAS: ISBE Web Application Security."
3. Log in using IWAS login name and password.
4. Upon login, click on "System Listings."
5. Under the Annual section of Reporting Category, click the system description "Site-Based Expenditure Reporting System" to access the System home page.
6. **District administrators** will be automatically authorized to access the IWAS system
7. **Other district users** will click on "Sign Up Now" button associated with the Site-Based Expenditure Reporting System to proceed to request authorization. This request sends an electronic request to the district superintendent for authorization. After authorization, district users will receive an email confirmation from the district superintendent or their designee.
8. For assistance in signing up to use systems listed within IWAS, refer to the IWAS User Guide and Training video under the IWAS Help section.



Start page within SBER system

15

Illinois State Board of Education

Site-Based Expenditure Reporting

WELCOME **START** CALCULATE ADD/EDIT NARRATE SUBMIT SUPPORT FY 2020

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
<< Back	2020	0	0	—	—	\$0.00	Next >>

START HERE: CHOOSE APPROACH

Choose an approach for site-based expenditure calculation and entry. Feel free to come back here if you change your mind. Never hurts to re-recommend reading the Guidance (particularly if choices below aren't making sense).

- CALCULATE** **NEW Upload General Ledger and Allocate.** Block of text about the new Ledger path. Maybe discuss its benefits and provide a high level summary of what it requires. **Recommended for LEAs that meet criteria.** Enabled
- EXCEL** **Use ISBE Excel Template and Import.** Block of text offering Calculation Template as an alternative. Perhaps some encouragement to try the new Ledger option while providing the assurance that this option is still ready if needed. **Still recommended for certain LEAs?** Choose
- IMPORT** **Use Vendor or Other Calculations and Import.** Block of text describing this process...what it requires. **Recommended for LEAs with vendor-supplied or independent calculations in Excel.** Choose
- ADD/EDIT** **Use Vendor or Other Calculations and Enter Manually.** This is one is redundant. Offering it might make it clearer to the users that this is a valid option. It also might clean up the language on the Calculate/Import/Ledger pages...perhaps those page won't require reminders that they are optional. Choose

The **Site-Based Expenditure Reporting (SBER) Enrollment Report** provides insight into the calculations used to populate the default enrollments found in the *SBER Data Calculation and Import Templates*. The included enrollment figures are derived entirely from the ISBE Student Information System (SIS). LEAs should verify both enrollments and sites prior to reporting site-based expenditure data.

Enrollment Report >>



In-app data calculation process available on IWAS

- What is In-app Data Calculation option?

The In-app calculation process is a new option available for FY 2021 reporting that allows LEAs to upload their Expense Report directly into IWAS. This new feature will enable users to follow step-by-step instructions in alignment with ISBE reporting guidance to calculate expenditures per-pupil by site.

- How will this template help?

- Minimal or No Excel familiarity required to use the in-app calculation option.
- Final Calculated Per-Pupil Expenditures are automatically populated into IWAS
- No dependency on vendor support
- Offers future customization opportunities

E.g., the in-app Calculation process offer every LEA the opportunity to memorialize the process for future years.

- The guidance document and other site-based reporting resources will be useful to have on hand while completing the workbook:

- <https://www.isbe.net/Documents/ISBE-Site-Based-Expenditure-Reporting-Guidance.pdf>
- <https://www.isbe.net/site-based>
- <https://attendee.gotowebinar.com/recording/6853089248863089923>
- <https://www.isbe.net/Documents/ESSA-Site-Based-Reporting-Data-Calc-Temp-Instructions.pdf>



Data Calculation Template available on IWAS

- What is this?
 - The data calculation template is an **optional** tool to aid in the completion of the Site-Based Expenditure Reporting required by ESSA.
 - Some LEAs will use the data calculation template; others may use a vendor product; still others may prepare their Site-Based Expenditure data by hand on their own.
- How will this template help?
 - This tool will help districts organize their financial data and give districts the ability to allocate their expenditures accurately by site.
- The guidance document and other site-based reporting resources will be useful to have on hand while completing the workbook:
 - <https://www.isbe.net/Documents/ISBE-Site-Based-Expenditure-Reporting-Guidance.pdf>
 - <https://www.isbe.net/site-based>
 - <https://attendee.gotowebinar.com/recording/6853089248863089923>
 - <https://www.isbe.net/Documents/ESSA-Site-Based-Reporting-Data-Calc-Temp-Instructions.pdf>



Summary Sheet

OTHER REPORTING METHODS (A bigger workbook may be required to include the additional sites created)

To treat Out-Placed Students as separate site (optional) or if you have a deactivated school (required):

Guidance	Site Code	Sub-Group Code	Site Name
pg. 7	RCDT#-0000 (same as row 13)	OP	District Name - (Out-Placed)
	RCDT#-0000 (same as row 13)	DP	District Name - (Deactivated Placement)

To separate PK costs from a site:

Guidance	Site Code	Sub-Group Code	Site Name
pg. 8-9	Auto-populates (Choose NP, Col. C)	NP	Site Name (No PK)
	Use Same Code as Site (Choose PK, Col. C.)	PK	Site Name (PK)

Payson CUSD 1
01-001-0010-26
FISCAL YEAR 2018 (Beta)
SUMMARY

TOTALS

#N/A	Site-Level Per-Pupil Expenditures			District Centralized Per-Pupil Expenditures			Total Per-Pupil Expenditures		
	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

Enr %	Site Code	Sub-Group Code	Sites	Enrollment	Federal	State & Local	Subtotal	Federal	State & Local	Subtotal	Federal	State & Local	Total
	01-001-0010-26-0000		Payson CUSD 1										
#N/A				#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A				#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A				#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A				#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A
#N/A				#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A

Total Expenditures	
Education Fund	
O&M Fund	
Debt Services Fund	
Transportation Fund	
IMRF/FICA Fund	
Capital Projects Fund	
Working Cash Fund	
Tort Fund	
Fire Prevention Fund	
Ledger Total	\$ -
Add: Charter School**	\$ -
Total Expenditures	\$ -
Exclusions	\$ -
Net Costs to Allocate	\$ -
BALANCED	

**IF APPLICABLE

Note: Detailed Reconciliation located in Column AJ - AM on the ALLOCATION sheet.

Summary Sheet

	A	B	C	D
1	OTHER REPORTING METHODS (A bigger workbook may be required to include the additional sites created)			
2	<i>To treat Out-Placed Students as separate site (optional) or if you have a deactivated school (required):</i>			
3	Guidance	Site Code	Sub-Group Code	Site Name
4	pg. 10	RCDT#-0000 (same as row 13)	OP	District Name - (Out-Placed)
5	pg. 11	RCDT#-0000 (same as row 13)	DP	District Name - (Deactivated Placement)
6	<i>To separate PK costs from a site:</i>			
7	Guidance	Site Code	Sub-Group Code	Site Name
8	pg. 11-12	Auto-populates (Choose NP, Col. C)	NP	Site Name (No PK)
9		Use Same Code as Site (Choose PK, Col C.)	PK	Site Name (PK)
10				TOTALS
11	<hr/>			
12	Enr %	Site Code	Sub-Group Code	Sites
13		=		
14	#N/A			
15	#N/A			
16	#N/A			
17	#N/A			
18	#N/A			



General Ledger

Bringing the District's Expenditures into the Workbook

WARNING: DO NOT DELETE ROWS or REF#! Errors will occur in the following pages. Highlight data to eliminate and hit the **DELETE BUTTON** or Right Click, Clear Contents. Then, highlight the entire data area and use the sort feature in Excel to get data in the desired order.

Payson CUSD 1
01-001-0010-26
FISCAL YEAR 2018 BETA
GENERAL LEDGER

- Create Link to first row in the district's general ledger workbook for each of the columns (G, H, I J, K).
- Eliminate the \$ signs that were created in the formulas by linking to that document.
- Copy down until each line of your ledger workbook has been included.
- Go back through and eliminate Subtotal and Total Lines that were copied in.

TOTAL (K23) should match the Ledger Total + Charter School Expenses from the SUMMARY sheet (P25)

\$ -

Note: Account numbers are not required to be entered twice. The "For Sorting Purposes" columns, (columns A-E), are included in case the district wants to sort in more detail.

WARNING: If links were used to populate data, GET RID OF LINKS BEFORE SORTING.

Click on Data Tab At Top, Choose Edit Links, Highlight Data Source, Click Break Links.

OR

Highlight data, Copy, Paste, Values

WARNING: Do ALL sorting of data BEFORE moving to the Allocation Sheet.

Note: To sort, highlight the whole row.

TOTAL \$ -

For Sorting Purposes					Enter Acct#			Enter Account Description			ENTER LEDGER TOTAL
Fund	Function	Object	Location/Res Insibility #	Fund Source	Acct. #	Location/Res Insibility #	Fund Source	Account Description	Ledger Total + Charter School (if applicable)	"X" If Excluded Cost	
			00	0000							

Copy this row down for as many rows as needed



Exclusions

Fund	Description	Funct #	(100) Salaries	(200) Employee Benefits	(300) Purchased Services	(400) Supplies & Materials	(500) Capital Outlay	(600) Other Objects	(700) Non-Capitalized Equipment	(800) Termination Benefits	(900) Total
											TOTAL EXCLUSIONS \$ -
10	Tuition Payment to Charter Schools	1115									
10	Adult/Continuing Education Programs	1300									
10	COMMUNITY SERVICES (ED)	3000									
10	Payments for Adult/Continuing Education Programs	4130									
10	Payments for Adult/Continuing Education Programs - Tuition	4230									
10	Payments for Adult/Continuing Ed Programs-Transfers	4330									
10	DEBT SERVICES (ED)	5000									
20	Total Support Services	2000									
20	COMMUNITY SERVICES (O&M)	3000									
20	DEBT SERVICES (O&M)	5000									
30	TOTAL EXPENDITURES										\$ -
40	Total Support Services	2000									
40	COMMUNITY SERVICES (TR)	3000									
40	Payments for Adult/Continuing Education Programs	4130									
40	DEBT SERVICES (TR)	5000									
50	Adult/Continuing Education Programs	1300									
50	COMMUNITY SERVICES (MR/SS)	3000									
50	DEBT SERVICES (MR/SS)	5000									
60	TOTAL EXPENDITURES										\$ -
70	TOTAL EXPENDITURES (NO EXPENDITURES SHOULD BE POSTED)										
80	Total Support Services	2000									
80	DEBT SERVICES (TF)	5000									
90	TOTAL EXPENDITURES										\$ -
	LEGACY PENSION OBLIGATIONS										
	Other Exclusions (Brief Description)										



Exclusions

- As per SBER guidelines, enter any specific exclusions that your district may have.
- The intent behind these exclusions is to reflect expenses that are:

Pre-K through 12

- Reflect only expenditures for Pre-K through 12th grade students being served or placed by the LEA

Ongoing

- Reflect expenditures that are largely ongoing, normal course resource allocations

Note: If the district's exclusions match the intent of the exclusion in guidance, but do not match the function code, the costs may still be excluded. Likewise, if the district is using a function code that does not meet the intent of the exclusion in guidance, those costs should be included.

Example: If a district has adult/continuing education programs but is not using the 1300 function code, the district is still allowed to exclude those costs.



Exclusions (see p. 11 of Reporting Guidance)

1. Fund 30: Bond and Interest Fund (Debt Service Fund)
2. Fund 60: Site and Construction/Capital Improvements Fund
3. Fund 70: Working Cash Fund
4. Fund 90: Fire Prevention and Safety Fund
5. Function 1115: Tuition Payments to Charter Schools
6. Function 1300: Adult/Continuing Education Programs
7. Function 3000: Community Services
8. 4130, 4230, and 4330: Payments to Other Governmental Agencies for Adult/Continuing Education Programs
9. Function 5000: Debt Services
10. Object 500: Capital Outlay except for those in Fund 10 (Education), which should be included
11. County Juvenile Detention Center Expenditures: The costs incurred by any school district to administer or outsource services for a county juvenile detention center within its geographic boundaries shall be excluded for site-based expenditure reporting.
12. Legacy Pension Obligations
13. Reimbursable Expenditures: These expenditures should be excluded only in cases in which the reimbursement is from an LEA that is already reporting the expenditure on its own books



Regional Financial Consultants (RFCs)

BRENT APPELL

bappell@isbe.net

Regional Office of Education 53

Ph.# (309) 477-2290

CARL HOLMAN

cholman@isbe.net

Regional Office of Education 50

Ph.# (618) 825-3916

VINCE GALLO

vgallo@isbe.net

Regional Office of Education 11

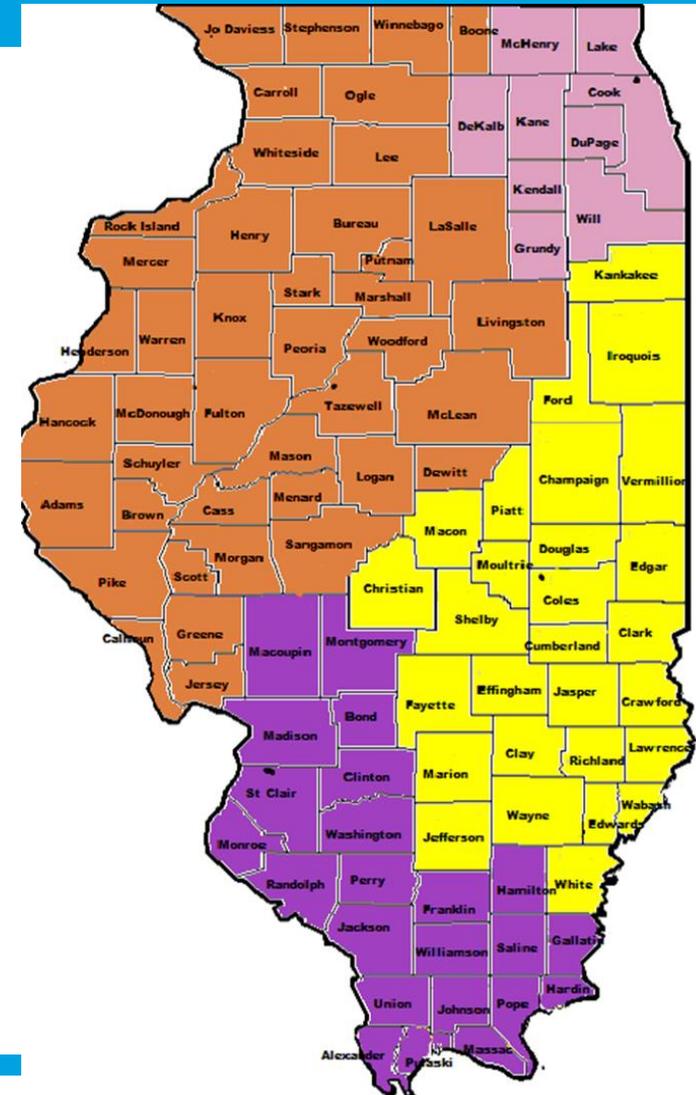
Ph.# (217) 348-1252

AARON SCHILLING

aschilli@isbe.net

North Cook ISC #1

Ph.# (847) 824-8300 Ext. 249



Data calculation template available on IWAS

Site-Based Expenditure Reporting

WELCOME START EXCEL ADD/EDIT NARRATE SUBMIT SUPPORT FY 2020

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
<< Back	2020	0	0	—	—	\$0.00	Next >>

USE EXCEL TEMPLATE TO CALCULATE EXPENDITURES

The **Site-Based Expenditure Reporting (SBER) Data Calculation Template** assists LEAs in translating their general ledgers into the format required for site-based expenditure reporting. This optional template will likely be most beneficial for LEAs not using a vendor to support their calculations.

Download and complete the **The Site-Based Expenditure Reporting (SBER) Data Calculation Template**. LEAs that anticipate reporting their district outplacements as a separate reporting site should account for the additional site when choosing the size of the template to download (e.g., a district reporting three schools and a separate outplacement reporting site will choose "My district has 4 sites"). Instructions for working through this template are available [here](#).

Choose your Data Calculation Template

- My district has 1 site.
- My district has 2 sites.
- My district has 3 sites.
- My district has 4 sites.
- My district has 5 sites.
- My district has 6 to 10 sites.
- My district has 11 to 15 sites.
- My district has 16 to 30 sites.
- My district has 31 to 45 sites.
- My district has 46 to 60 sites.

[Download Calculation Template](#)

[Download Import Template](#)

Download the **Site-Based Expenditure Reporting (SBER) Data Import Template** and copy the results of STEP 1 into it. Specifications for this template can be found [here](#).

Click the **Upload** button below to select a completed **Data Import Template** for upload, validation, and review. A district-level summary of the selected file should then appear. It may be followed by a table displaying errors preventing certain highlighted fields from being imported. Errors may be corrected in Excel and then re-uploaded or may be corrected directly on the [Add/Edit](#) page that follows. **Be sure to click Save before continuing to the next page.**

Upload No template file selected (*.xlsx) / FY 2020



Other supports available on IWAS

WELCOME START **IMPORT** ADD/EDIT NARRATE SUBMIT SUPPORT FY 2020

	Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	
<< Back	2020	0	0	—	—	\$0.00	Next >>

IMPORT EXPENDITURES FROM DATA IMPORT TEMPLATE

This page is **optional** and is for use only by LEAs wishing to upload their expenditure data rather than entering the data manually. This page allows LEAs to upload their expenditure data using any Excel file that matches the [specifications](#) of the **Data Import Template** available on the [Download](#) page. LEAs preferring to enter expenditure data manually should skip ahead to the [Add/Edit](#) page.

The **Site-Based Expenditure Reporting (SBER) Data Import Template** is available for LEAs wishing to upload their calculated data directly to IWAS instead of manually entering their calculated data on the [Add/Edit](#) page. LEAs may also upload data prepared through a vendor if the upload format matches this Data Import Template. This data import template will likely be most beneficial for larger LEAs and/or those who prefer working with Excel. The template can be prepopulated with default sites and enrollments.

Select Data Import Template options

- Include default sites and enrollment
- Call out embedded Pre-K classrooms
- Separate district outplacements
- or Export existing data*

Download Import Template

Click the **Upload** button below to select a completed **Data Import Template** for upload, validation, and review. A district-level summary of the selected file should then appear. It may be followed by a table displaying errors preventing certain highlighted fields from being imported. Errors may be corrected in Excel and then re-uploaded or may be corrected directly on the [Add/Edit](#) page that follows. **Be sure to click Save before continuing to the next page.**

Upload No template file selected (*.xlsx) / FY 2020



For further information

27

- See resources available at www.isbe.net/site-based
- Send any questions after reviewing resources to site-based@isbe.net
- Sign up for office hours at <https://calendly.com/site-based>. If no hours are available that work for you, email site-based@isbe.net to set up an alternative time.

