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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

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April 13, 2023

(X) Action Required

Due date: April 21, 2023

() Informational

BULLETIN NO. 020-23 Government Relations

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Mandatory Elementary and Secondary School Emergency Relief (ESSER) Federal
Data Reporting

CONTACT: Robin Howe, ESSER Project Manager
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SUMMARY

The U.S. Department of Education (ED) requires all local education agencies (LEAs) that have received Elementary and Secondary School Emergency Relief (ESSER) funding to provide data in response to the federal ESSER Annual Performance Report. The reporting cycle for Year 3 (state fiscal year 2022) is now open. Responses should be submitted in an accurate and complete manner through the [ESSER LEA Reporting 2022 form](#).

The deadline for submission is close of business on Friday, April 21, 2023. OSPI is not able to grant extensions for this federal reporting.

BACKGROUND

The Year 3 ESSER Performance Reporting (APR) cycle is now open. This year, the U.S. Department of Education (ED) published an [updated reporting template](#). The template includes minor changes from the previous year. A [summary of the key differences](#) between the ESSER Fiscal Year 2022 reporting template and the ESSER Fiscal Year 2021 reporting template has been published. OSPI anticipates similar questions for reporting in the forthcoming reporting years and will notify LEAs of any new guidance required by ED going forward.

REQUIRED DATA ELEMENTS

All LEAs who have received ESSER funds must respond to this federal mandate. OSPI has carefully reviewed the questions in the fiscal year 2022 APR reporting form to determine which LEA-level data points OSPI is readily able to answer without assistance from LEAs, and which questions will necessitate supplemental data from LEAs for the reporting cycle.

These questions span across CARES (ESSER I), CRRSA (ESSER II), and ARP (ESSER III). All LEAs that have received ESSER funding must provide data corresponding to the following questions in the form for this current cycle. Please note that unless otherwise indicated in the question itself, all data should be submitted for state fiscal year 2022 (i.e., July 1, 2021 through June 30, 2022):

- Section 3.b1 – Use of Funds Detail
- Sections 3.b3 through 3.b5 – Planned Uses of Remaining (Mandatory Subgrant) Funds
- Section 3.b6 – Maintaining Safe In-Person Instruction
- Section 3.b7 – ESSER Fund to Provide Internet Access
- Sections 3.b8 through 3.b9 – Reengaging Students/Reengaging Students Activities
- Section 3.c – Allocation to Schools
- Section 3.d3 – Activities or Interventions
- Section 3.d4 – Narrative

The required data for reporting may change in forthcoming years due to new mandates and guidance from ED.

REPORTING PROCESS

LEAs must complete this form to submit all required information no later than **close of business on Friday, April 21, 2023**. Because of the nature of the federal ESSER reporting requirements, meeting this deadline is imperative. OSPI is not able to grant extensions.

All questions must be answered in order to submit the survey. Please make sure that responses are accurate and complete before final submission. The format and questions can be previewed before submission by utilizing [this example survey template](#).

OPTIONAL AND PREVIEW QUESTIONS

Select questions in the reporting form currently have either "optional" or "preview" status. These questions include: sections 3.b10 (optional), 4.c1 (optional), 2.2e (preview), 3.b2 (preview), 4.b1 (preview), and 4.b2 (preview). They are anticipated to become required in the upcoming

reporting years. **Importantly, OSPI will NOT be mandating submission of or collecting data for these questions in the current reporting cycle (i.e., for state fiscal year 2022).** Any of the “optional” or “preview” questions that we anticipate requiring supplemental data for in the upcoming years have been compiled into a PDF form, which is linked within the survey. This is for information only. There is no action required for these questions at this time.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Robin Howe, at robin.howe@k12.wa.us, or Sirena Wu, at sirena.wu@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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