

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

k12.wa.us



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

January 29, 2024

(X) Action Required
Due date: April 30, 2024
() Informational

BULLETIN NO. 007-24 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
360-915-2952, robin.howe@k12.wa.us

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 4 reflects state fiscal year 2023. Responses should be submitted in an accurate and complete manner through the ESSER LEA Reporting 2023 survey.

The deadline for submission is close of business on **Friday, April 30, 2024**. OSPI is not able to grant extensions for this federal reporting. All LEA submissions are necessary for Washington States data submission for ESSER funding.

BACKGROUND

The Year 4 ESSER Performance Reporting (APR) cycle is now open. Last year, ED published an updated reporting template. OSPI's collection of LEA data will follow the same pattern as last year to include a survey with fiscal templates attached. Unlike the last reporting cycle additional webinars and office hours will be provided to support LEA data reporting. The timeline has also been extended for submission giving LEAs an additional two months to report this cycle compared to last year.

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 2023 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. This information was previously shared via [Bulletin B020-23](#) in April 2023. 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 2023 (i.e., July 1, 2022 through June 30, 2023).

Last reporting cycle, a portion of questions were not being required by the ED. These have now been added into this year's reporting. These questions include sections 3.b10, 4.c1, 2.2e, 3.b2, 4.b1, and 4.b2. These questions add a high level of detail around ESSER expenditures and the use of funds for activities and interventions. OSPI will be offering additional webinars and office hours over the span of the collection period to assist with these new reporting elements.

January 2024

- [Survey Available](#) for district submission 1/26/2024
- All call for questions regarding data submission process
 - 1/29-2/7/24
 - An FAQ will be drafted from these questions to create additional guidance for districts.

February 2024

- Bulletin reminder will be sent to LEAs regarding new information for reporting and current progress of submissions.
- Informational Webinar (Zoom)
 - February 8th 1-2 pm
 - [Zoom Registration](#)
 - Topics:
 - Any possible data collection changes
 - Data Corrections based on current submissions
 - Update on the timeline and process
 - FAQ sheet will follow the webinar

March 2024

- Over the course of March OSPI staff will be following up with LEAs who have yet to submit their data.
- Drop-in office hours for LEAs

- Procedure and Resource Questions – This office hour will focus on technical assistance of accessing any documents provided and survey submission.
 - [2/20/24 from 9:00-10:00am](#)
- Fiscal Data – [2/23/24 from 1:30-2:30pm](#)
- Student Data – [2/29/24 from 10:00-11:00am](#)
- Educator Data – [2/22/24 from 11:00am-12:00pm](#)

April 2024

- Drop-in office hours for LEAs
 - Procedure and Resource Questions – This office hour will focus on technical assistance of accessing any documents provided and survey submission.
 - [4/8/24 from 10-11am](#)
 - Fiscal Data – [4/16/24 from 11:30-12:30 pm](#)
 - Student Data – [4/17/24 from 1-2pm](#)
 - Educator Data – [4/22/24 from 2:30-3:30pm](#)
- **LEA final submission due April 30th by close of business at 5pm PST.**

REPORTING PROCESS

LEAs must [complete this survey](#) to submit all required information no later than close of business on **Friday, April 30th**. 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 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 these resources:

Access to resources will need to be requested to align with public records standards as they are housed in OneDrive.

- [ESSER Reporting Guidance](#) -This is an all access document that includes instructions, data templates, submission resources, timeline, and contact information.
- [Year 4 Survey Template](#) -View the survey elements being required prior to submission.
- [Federal ESSER Integrated form](#) - Reference document

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Robin Howe, ESSER Project Manager, at 360-915-2952 or email robin.howe@k12.wa.us. The OSPI TTY number is 360-664-3631.

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

Tennille Jeffries-Simmons
Chief of Staff

Michaela W. Miller, Ed.D., NBCT
Deputy Superintendent

CR: rh

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.