



District of Columbia  
Office of the State Superintendent of Education

# FY23 USED ESSER REPORTING

Phase III - LEA Instructional Guide

TBD

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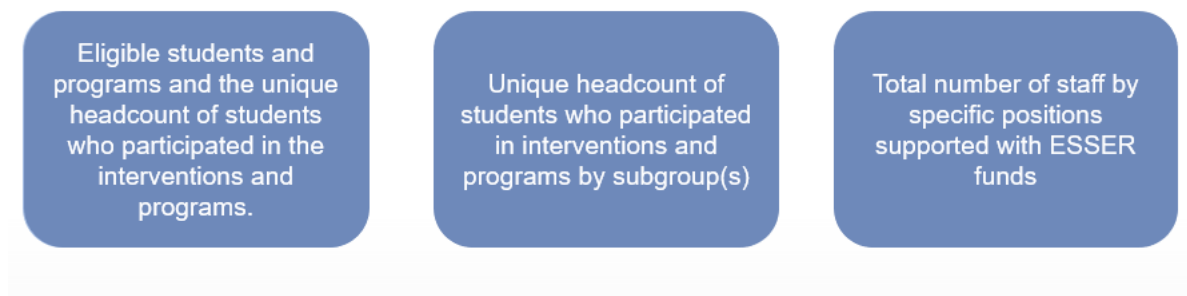
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## Overview

Local education agencies (LEAs) are required to complete annual reporting to the United States Department of Education (USED) as a condition of receiving Elementary and Secondary School Emergency Relief (ESSER) funds. This reporting provides transparency to the public on this historic investment as well as important data and information on the ways that funds have been leveraged to support students.

**New** Phase III ESSER Reporting requires LEAs to report data on student eligibility and participation in interventions and programs, student participation in interventions and programs by subgroup, and staff counts by specific roles:

### ESSER Recovery Funding Phase III Reporting Requirements



To streamline the ESSER reporting data collection process, LEAs will use the [Integrated Data Submissions \(IDS\) Portal](#). This application will not only support the data upload but also will provide near real-time data validation and give LEAs insight into data errors instantaneously during the submission process.

## New Reporting Requirements

### Eligibility and Participation in Interventions and Programs

LEAs are required to report the total number of eligible students and programs and the unique headcount of students who participated in the following interventions and programs identified by U.S. Department of Education (USED):

- Evidence-based summer learning or summer enrichment program
- Evidence-based afterschool programs
- Extended instructional time
- Evidence-based high dosage tutoring
- Early childhood education program expansion or enhancement
- Full-service community schools
- Purchasing educational technology

### Unique Headcount of Students Participating in Interventions and Programs by Subgroup

LEAs are required to report the total number students who participated in the abovementioned interventions and programs by the following subgroups:

- Students with one or more disabilities
- Low-income students
- English learners
- Students in foster care
- Migratory students
- Students experiencing homelessness
- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic/Latino
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races
- Other student subpopulation\*

\*The “Other student subpopulation” category should include specific student groups that are not included in the list of subgroup categories.

### Total Number of Staff by Specific Positions and Amount Expended

LEAs are required to report the total number of staff for each of the following positions:

- Special educators and related service personnel
- Paraprofessionals
- Bilingual or English as a second language educators
- School counselors, school psychologists and/or social workers
- Nurses
- Short term contractors
- Classroom educators, not covered by previous categories
- Support personnel, not covered by previous categories
- Administrative staff, not covered by previous categories

## Timeline

**March 18 – April 5, 2024:** LEAs must upload a completed Phase III template in IDS.

**April 15 – April 26, 2024:** LEAs will have a final opportunity to upload changes to their Phase I, Phase II and Phase III data submissions via the IDS portal and review all data in the Qlik App.

**April 15 – May 3, 2024:** OSSE grant managers will conduct a final review of corrected data.

**May 6, 2024:** LEA leaders must certify the data by 5 p.m. on May 6, 2024.

## Support

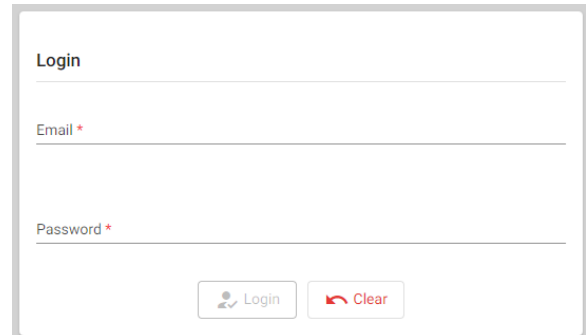
For instructions on how to use the Qlik Application, IDS portal and complete the template, please refer to the ESSER Annual Reporting – Phase II Webinar in the "Data and Reporting" section of the [ESSER Recovery Funding](#) webpage.

If you have issues logging in to the IDS [Application Portal](#), confirm that your LEA Data Manager has assigned you as the "Finance/Grants Manager" in All Staff IDS. If you need any technical support related to the application, please submit a ticket via the [OSSE Support Tool \(OST\)](#).

If you have questions or need assistance completing the ESSER Reporting Template after downloading it from the [IDS Application Portal](#), please contact [OSSE.ESSER@dc.gov](mailto:OSSE.ESSER@dc.gov).

## Logging in to IDS

Use your OSSE-provided IDS credentials and [click here](#) to log in to the IDS application portal. Once logged in, you will need to accept a confidentiality agreement before you can begin. Please read and accept the privacy policy.



The screenshot shows a login form with the following fields and buttons:

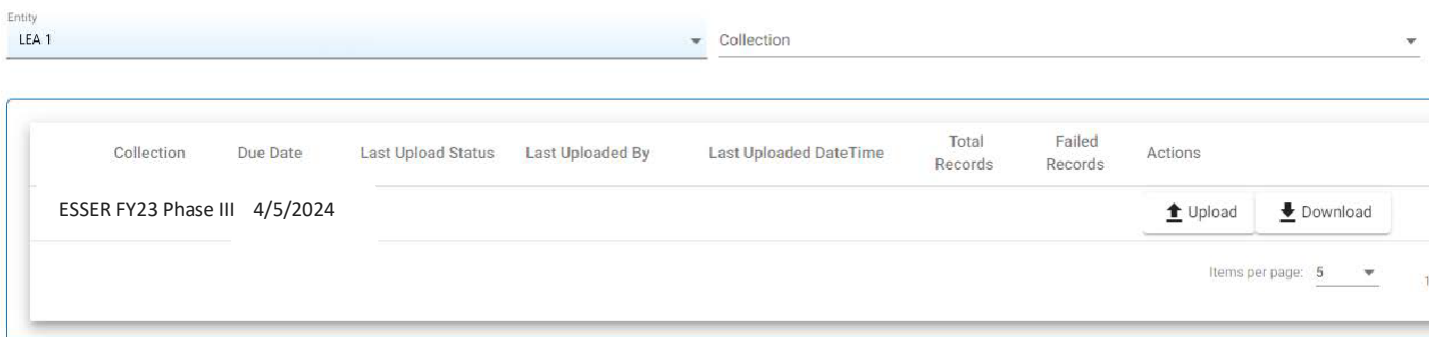
- Label: Login
- Field: Email \*
- Field: Password \*
- Buttons: Login (with user icon), Clear (with red X icon)

## IDS Portal

On the landing page, you may identify the [Entity](#) you belong to and the [Collection](#) for which you would like to provide data to the agency.

By default, the [Entity](#) value will be pre-populated to represent your LEA and the section underneath will highlight all relevant collections that apply to your LEA. You can also use the dropdown icon beside the [Collection](#) field to select ESSER FY23 Phase III.

Please be mindful of the listed [Due Date](#) for the collection. **You will not be able to provide data for the collection after April 5, 2024.**

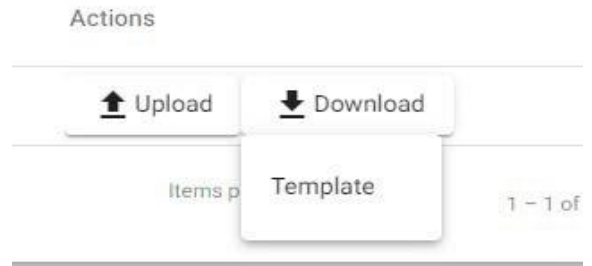


The screenshot shows the IDS Portal interface with the following elements:

- Entity dropdown: LEA 1
- Collection dropdown: [unselected]
- Table with columns: Collection, Due Date, Last Upload Status, Last Uploaded By, Last Uploaded DateTime, Total Records, Failed Records, Actions
- Table row: ESSER FY23 Phase III, 4/5/2024, [empty], [empty], [empty], [empty], [empty], [empty], [Upload] [Download]
- Items per page: 5

## Downloading the Template

1. Locate the [Download](#) button in the ESSER FY23 Phase III collection row and click it.
2. Select [Template](#). The ESSER FY23 Phase III Template workbook will download to your computer.
3. Open the file. Review the tabs and fields listed in the workbook.



Refer to the [Definitions](#) and [Permitted values](#) columns on the [Data Elements Definitions tab](#) to review the descriptions for each field. Please enter numbers up to two decimal places.

## Determining Eligibility and Participation in Interventions and Programs

### Determining Eligibility

For Phase III reporting, LEAs are required to determine which students, and in some instances, which programs, to report as “eligible” for the specific interventions and programs. Reporting is required for interventions and programs that were fully and partially funded by ESSER in FY23.

Based on the [USED specific interventions and programs](#), LEAs must determine if the intervention(s) and/or program(s) are made available to all students or specific subgroups to determine how many students to count as “eligible.”

For example, if an intervention or program is for students with disabilities, then the eligible student count should be all students with disabilities within your LEA.

### Determining Participation

LEAs are required to determine which students to report as “participated” for the specific interventions and programs. Students should be counted as “participants” if they attended 50% or more of the eligible time for the intervention or program. **When counting participation, students should only be counted once per intervention or program (unique headcount).**

For example, if an LEA conducted a tutoring program over the span of four weeks, and a student attended two out of those four weeks, they would be considered as having participated in the program.

## Completing the Template

The ESSER Phase III Template consists of 8 tabs that align with the interventions, programs, and faculty and staff data collections. This section will provide a walkthrough of how to complete each tab.

Element	LEA Name	Did the LEA provide evidence based summer learning or summer enrichment programs in FY23?	Is this program available to all students?	If no, indicate the number of students this program could have served at full capacity	Total unique headcount of students that participated in this activity in FY23	a. Students with one # Enrolled eligible students at LEA in subgroup
Column Label	LEA Name	Summer_Learn	Summer_Learn_Availability	Summer_Learn_Capacity	Summer_Learn_Unique_Headcount	Summer_Learn_SWD_Eligible
Required Field	Required	Required	Required if LEA provides the program	Required if program not available to all students	Required if LEA provides the program	Required if LEA provides the program
Format	Option Set	True/False	True/False	Numeric	Numeric	Numeric

Evidence based summer learning
Evidence based afterschool prog
Extended Instructional Time
High Dosage Tutoring
Early Childhood Programs
Full Service Community Schools
Purchasing Educational Tech
Faculty and Staff Data

## Reporting the Number of Eligible Students and Student Participation in Interventions

Each **red heading** in this section corresponds to the intervention or program in the Phase III template. Each section includes screenshots and directions on how to complete that section.

### Evidence Based Summer Learning or Summer Enrichment Programs

For evidence based summer learning or summer enrichment programs, indicate if the LEA provided this intervention(s) or program(s) during FY23 (Oct. 1, 2022–Sept. 30, 2023). If the LEA did not provide evidence based summer learning or summer enrichment programs during FY23, then indicate “False” in column C, leave the remaining fields blank and move to the next tab, [evidence based afterschool programs](#).

If the LEA provided evidence based summer learning or summer enrichment programs, indicate if it was available to all students. If the program(s) was not available to all students, indicate the total number of eligible students the program could serve at maximum capacity. LEAs must also indicate the unique headcount of students who participated in the program.

Category	LEA Information	How did this LEA use ESSER (ESSER I, ESSER II and/or ARP ESSER) funds to support learning recovery or acceleration for student g			
1. Evidence based summer learning or summer enrichment programs					
Element	LEA Name	Did the LEA provide evidence based summer learning or summer enrichment programs in FY23?	Is this program available to all students?	If no, indicate the number of students this program could have served at full capacity	Total unique headcount of students that participated in this activity in FY23
Column Label	LEA Name	Summer_Learn	Summer_Learn_Availability	Summer_Learn_Capacity	Summer_Learn_Unique_Headcount
Required Field	Required	Required	Required if LEA provides the program	Required if program not available to all students	Required if LEA provides the program
Format	Option Set	True/False	True/False	Numeric	Numeric

Available to All Students

Eligible Students

Unique Headcount of Participating

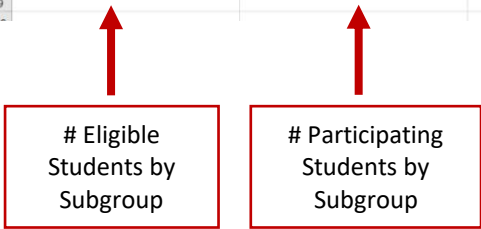


## Reporting by Subgroup for Evidence Based Summer Learning or Summer Enrichment Programs

For each subgroup listed [here](#), LEAs must report the number of eligible students in each subgroup for evidence based summer learning programs and how many participated for at least 50% of the duration.

For each subgroup category, the number of participating students cannot be greater than the number of eligible students.

	a. Students with one or more disabilities		b. Low-income students		c. English learners	
4						
5	# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup participating	# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup participating	# Enrolled eligible students at LEA in subgroup	# Eligible student/ participating
6	Summer_Learn_SWD_Eligible	Summer_Learn_SWD_Participating	Summer_Learn_LI_Eligible	Summer_Learn_LI_Participating	Summer_Learn_EL_Eligible	Summer_Learn_Eligible
7	Required if LEA provides the program	Required if LEA provides the program	Required if LEA provides the program	Required if LEA provides the program	Required if LEA provides the program	Required if LEA provides the program
8	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric
9						

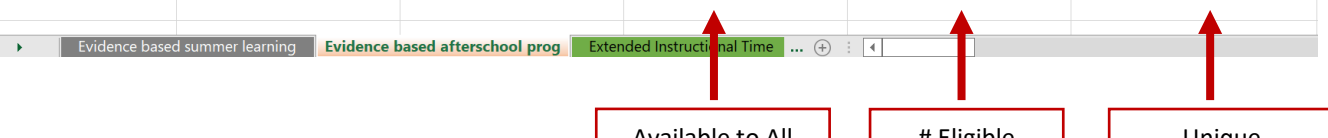


## Evidence Based Afterschool Programs

For evidence based afterschool programs, indicate if the LEA provided this intervention(s) or program(s) during FY23 (Oct. 1, 2022–Sept. 30, 2023). If the LEA did not evidence based afterschool programs during FY23, then indicate “False” in column C, leave the remaining fields blank and move to the next tab, [extended instructional time](#).

If the LEA provided evidence based afterschool programs, indicate if it was available to all students. If the program(s) was not available to all students, indicate the total number of eligible students the program could serve at maximum capacity. LEAs must also indicate the unique headcount of students who participated in the program.

Category	LEA Information	How did this LEA use ESSER (ESSER I, ESSER II and/or ARP ESSER) funds to support learning recovery or acceleration for			
		<b>2. Evidence based afterschool programs</b>			
Element	LEA Name	Did the LEA provide evidence based afterschool programs in FY23?	Is this program available to all students?	If no, indicate the number of students this program could have served at full capacity	Total unique headcount of students that participated in this activity in FY23
Column Label	LEA Name	After_School	After_School_Availability	After_School_Capacity	After_School_Unique_Headcount
Required Field	Required	Required	Required if LEA provided the program	Required if program is <i>not</i> available to all students	Required if LEA provided the program
Format	Option Set	True/False	True/False	Numeric	Numeric





## Reporting by Subgroup for Evidence Based Afterschool Programs

For each subgroup listed [here](#), LEAs must report the number of eligible students in each subgroup for evidence based afterschool programs and how many participated for at least 50% of the duration.

For each subgroup category, the number of participating students cannot be greater than the number of eligible students.

student groups who were disproportionately impacted by the COVID19 pandemic? Mark Y/N to each activity below; if an activity was offered by the LEA, provide the number of eligible students

a. Students with one or more disabilities		b. Low-income students		c. English learners	
# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup participating	# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup participating	# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup participating
After_School_SWD_Eligible	After_School_SWD_Participating	After_School_LI_Eligible	After_School_LI_Participating	After_School_EL_Eligible	After_School_EL_Participating
Required if LEA provided the program	Required if LEA provided the program	Required if LEA provided the program	Required if LEA provided the program	Required if LEA provided the program	Required if LEA provided the program
Numeric	Numeric	Numeric	Numeric	Numeric	Numeric

# Eligible Students by Subgroup

# Participating Students by Subgroup

### Extended Instructional Time (including extended school day or school week or school year)

For extended instructional time, indicate if the LEA provided this intervention during FY23 (Oct. 1, 2022–Sept. 30, 2023). If the LEA did not provide the intervention or program during FY23, then indicate “False” in column C, leave the remaining fields blank and move to the next tab, [high dosage tutoring](#).

If the LEA provided the intervention, indicate if it was available at all schools within the LEA. If the intervention was available at all schools within the LEA, then indicate “True” in column D and leave all remaining fields blank.

If the program is not available at all schools within the LEA, indicate the unique headcount of students enrolled in the schools within the LEA with mandatory extended instructional time.

Category	LEA Information	How did this LEA use ESSER (ESSER I, ESSER II and/or ARP ESSER) funds to support learning r		
		3. Extended Instructional Time (including extended school day or school week or school year)		
Element	LEA Name	Did the LEA provide extended instructional time in FY23?	Was extended instructional time in place at all schools within the LEA?	If no, indicate the unique headcount of students enrolled in schools within the LEA with mandatory extended instructional time in FY23
Column Label	LEA Name	Ext_Instruction	Ext_Instruction_Availability	Ext_Instruction_Unique_Headcount
Required Field	Required	Required	Required if LEA provided the program	Required if program not in place at all schools within the LEA
Format	Option Set	True/False	True/False	Numeric

Available at All Schools within the LEA

Unique Headcount of Students Enrolled within the LEA with Mandatory Extended Instructional Time

### Reporting by Subgroup for Extended Instructional Time

For each subgroup listed [here](#), LEAs must report the number of students enrolled in schools within the LEA with mandatory extended instructional time.

g recovery or acceleration for student groups who were disproportionately impacted by the COVID19 pandemic? Mark Y/N to each activity below; if				
a. Students with one or more disabilities	b. Low-income students	c. English learners	d. Students in foster care	e. Migratory students
# Students enrolled in schools with (mandatory) extended instructional time	# Students enrolled in schools with (mandatory) extended instructional time	# Students enrolled in schools with (mandatory) extended instructional time	# Students enrolled in schools with (mandatory) extended instructional time	# Students enrolled in schools with (mandatory) extended instructional time
Required if program not in place at all schools within the LEA	Required if program not in place at all schools within the LEA	Required if program not in place at all schools within the LEA	Required if program not in place at all schools within the LEA	Required if program not in place at all schools within the LEA
Numeric	Numeric	Numeric	Numeric	Numeric

# Students enrolled in schools with mandatory instructional time by subgroup

## Evidence Based High Dosage Tutoring

For evidence based high dosage tutoring, indicate if the LEA provided this intervention(s) or program(s) during FY23 (Oct. 1, 2022–Sept. 30, 2023). If the LEA did not provide evidence based high dosage tutoring during FY23, then indicate “False” in column C, leave the remaining fields blank and move to the next tab, [early childhood programs](#).

If the LEA provided evidence based afterschool programs, indicate if it was available to all students. If the program(s) was not available to all students, indicate the total number of eligible students the program could serve at maximum capacity. LEAs must also indicate the unique headcount of students who participated in the program.

Category	LEA Information	How did this LEA use ESSER (ESSER I, ESSER II and/or ARP ESSER) funds to support learning recovery o			
		4. Evidence-based high dosage tutoring			
Element	LEA Name	Did the LEA provide evidence-based high dosage tutoring in FY23?	Was this program available to all students?	If no, indicate the number of students this program could have served at full capacity	Total unique headcount of students that participated in this activity in FY23
Column Label	LEA Name	High_Dosage_Tutoring	High_Dosage_Tutoring_Availability	High_Dosage_Tutoring_Capacity	High_Dosage_Tutoring_Unique_Headcount
Required Field	Required	Required	Required if LEA provided the program	Required if program is <i>not</i> available to all students	Required if LEA provided the program
Format	Option Set	True/False	True/False	Numeric	Numeric

Available to All Students

# Eligible Students

Unique Headcount of Participating Students

## Reporting by Subgroup for Evidence Based High Dosage Tutoring

For each subgroup listed [here](#), LEAs must report the number of eligible students in each subgroup for evidence based high dosage tutoring and how many participated for at least 50% of the duration.

For each subgroup category, the number of participating students cannot be greater than the number of eligible students.

... for acceleration for student groups who were disproportionately impacted by the COVID19 pandemic? Mark Y/N to each activity below; if an activity was

a. Students with one or more disabilities		b. Low-income students		c. English learners	
# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup participating	# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup participating	# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup participating
High_Dosage_SWD_Eligible	High_Dosage_SWD_Participating	High_Dosage_LI_Eligible	High_Dosage_LI_Participating	High_Dosage_EL_Eligible	High_Dosage_EL_Participating
Required if LEA provided the program	Required if LEA provided the program	Required if LEA provided the program	Required if LEA provided the program	Required if LEA provided the program	Required if LEA provided the program
Numeric	Numeric	Numeric	Numeric	Numeric	Numeric



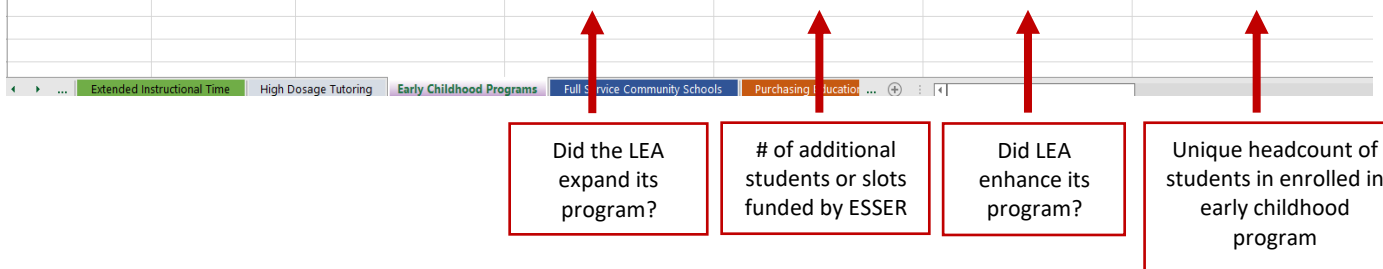
### Early Childhood Education Program Expansion or Enhancement

For early childhood education program expansion or enhancement, indicate if the LEA offered an early childhood program during FY23 (Oct. 1, 2022–Sept. 30, 2023). If the LEA did not provide an early childhood program during FY23, then indicate “False” in column C, leave the remaining fields blank and move to the next tab, [full service community schools](#).

If the LEA provided the program, indicate the following:

- If the LEA expanded its early childhood program in FY23 (required field).
- The number of additional students or slots that were funded with ESSER funds in the most recent school year (required field, if the program was expanded).
- If the LEA enhanced its early childhood program in FY23 (required field).
- The unique headcount of students enrolled an early childhood program within the LEA in FY23 (required field).

Category	LEA Information	How did this LEA use ESSER (ESSER I, ESSER II and/or ARP ESSER) funds to support learning recovery or acceleration for student groups who were disproportionately impacted by the COVID19 pandemic?				
<b>5. Early childhood education program expansion or enhancement</b>						
Element	LEA Name	Did the LEA offer an early childhood program in FY23?	Did this LEA expand its early childhood program in FY23?	If the LEA <b>expanded</b> its early childhood program, how many additional students or slots were funded with ESSER I, ESSER II or ARP ESSER in the most recent school year?	Did this LEA <b>enhance</b> its early childhood program in FY23?	Total unique headcount of students enrolled in an early childhood education program within the LEA in FY23
Column Label	LEA Name	Early_Child_Education	Early_Child_Education_Expanded	Early_Child_Education_Expanded_Count	Early_Child_Education_Enhanced	Early_Child_Education_Unique_Headcount
Required Field	Required	Required	Required if LEA offered the program	Required if LEA <b>expanded</b> its early childhood program	Required if LEA offered the program	Required if LEA offered the program
Format	Option Set	True/False	True/False	Numeric	True/False	Numeric



## Reporting by Subgroup for Early Childhood Program Expansion or Enhancement

For each subgroup listed [here](#), LEAs must report the number of students enrolled in an early childhood program within the LEA by subgroup.

How did this LEA use ESSER (ESSER I, ESSER II and/or ARP ESSER) funds to support learning recovery or acceleration for student groups who were disproportionately impacted by the COVID19 pandemic? Mark Y/N to each activity below; if an activity was offered by the LEA, provide the number of eligible students in the LEA and the number of students that participated. (Note, ESSER

a. Students with one or more disabilities	b. Low-income students	c. English learners	d. Students in foster care	e. Migratory students	f. Students experiencing homelessness
# Students enrolled in an early childhood education program within the LEA	# Students enrolled in an early childhood education program within the LEA	# Students enrolled in an early childhood education program within the LEA	# Students enrolled in an early childhood education program within the LEA	# Students enrolled in an early childhood education program within the LEA	# Students enrolled in an early childhood education program within the LEA
Early_Child_Education_SWD_Enrollment	Early_Child_Education_LI_Enrollment	Early_Child_Education_EL_Enrollment	Early_Child_Education_FC_Enrollment	Early_Child_Education_MS_Enrollment	Early_Child_Education_Homelessness_Enrollment
Required if LEA offered the program	Required if LEA offered the program	Required if LEA offered the program	Required if LEA offered the program	Required if LEA offered the program	Required if LEA offered the program
Numeric	Numeric	Numeric	Numeric	Numeric	Numeric

# Students enrolled in an early childhood program within the LEA

## Full Service Community Schools

For full service community schools, indicate if the LEA provided full service community schools in FY23 (Oct. 1, 2022–Sept. 30, 2023). If the LEA did not provide this program during FY23, then indicate “False” in column C, leave the remaining fields blank and move to the next tab, [purchasing educational technology](#).

If the LEA provided full service community schools, indicate the following:

- The number of new or additional full service community schools were launched using ESSER funds in FY23 (required field)
- The number of current full service community schools that received additional services and/or supports using ESSER funds in FY23 (required field)
- The total enrollment in full service community schools support with ESSER funds in FY23 (required field)

Category	LEA Information	How did this LEA use ESSER (ESSER I, ESSER II and/or ARP ESSER) funds to support learning recovery or acceleration for student groups who were disproportionately impacted by the COVID19 pandemic? Mark Y/N to each activity below; if an activity was offered by the LEA, provide the number of eligible students in the LEA and the number of students that participated. (Note, ESSER			
6. Full-Service Community Schools					
Element	LEA Name	Did the LEA provide full-service community schools in FY23?	How many new or additional full-service community schools were launched using ESSER funds in this LEA in FY23?	How many current full-service community schools received additional services and/or support using ESSER funds in FY23?	What was the total enrollment in full-service community schools supported with ESSER funds within this LEA in FY23?
Column Label	LEA Name	New_CommSchools	New_CommSchools_Count	Current_CommSchools_AdditionalServices	CommSchools_Enrollment
Required Field	Required	Required	Required	Required	Required
Format	Option Set	True/False	Numeric	Numeric	Numeric

# of new or additional full service community schools launched using ESSER funds in FY23

# of current full service community schools that received additional services and/or support using ESSER funds in FY23

# students enrolled in full service community school supported with ESSER funds

**Subgroup reporting is not required full service community schools.**

### Purchasing Educational Technology

For purchasing educational technology, indicate if the LEA purchased educational technology using ESSER funds. If the LEA did not purchase educational technology using ESSER funds, then indicate “False” in column C, leave the remaining fields blank and move to the next tab, [Faculty and Staff Data](#).

If the educational technology was purchased but not purchased for all students, indicate the total number of students for whom the educational technology was purchased.

If the technology was purchased for all students, then indicate “True” in column D, leave the remaining fields blank and move to the next tab, [Faculty and Staff Data](#).

Element	LEA Name	Did the LEA purchase educational technology using ESSER fund?	Was the educational technology purchased for all students?	If no, indicate the number of students for whom the educational technology was purchased
<b>Column Label</b>	LEA Name	EdTech_Purchase	EdTech_Purchase_Ind	EdTech_Purchase_Count
<b>Required Field</b>	Required	Required	Required if LEA purchased educational technology	Required if educational technology was not purchased for all students
<b>Format</b>	Option Set	True/False	True/False	Numeric

Purchased for all students

# students for whom technology was purchased

### Reporting by Subgroup for Purchasing Educational Technology

For each subgroup listed [here](#), LEAs must report the number of eligible students in each subgroup for whom educational technology was purchased and how many of those eligible students received or were supported by ESSER-funded educational technology in FY23.

Participation should be reported for ESSER-funded educational technology that was used by students during FY23, including ESSER-funded educational technology purchased in previous reporting periods that continued to be used in the current reporting period.

For each subgroup category, the number of participating students cannot be greater than the number of eligible students.



ing recovery or acceleration for student groups who were disproportionately impacted by the COVID19 pandemic? Mark Y/N to each activity below; if an activity was offered by the LEA, provide the number

a. Students with one or more disabilities		b. Low-income students		c. English learners	
# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup receiving or supported by the educational technology in FY23	# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup receiving or supported by the educational technology in FY23	# Enrolled eligible students at LEA in subgroup	# Eligible students in subgroup receiving or supported by the educational technology in FY23
EdTech_SWD_Eligible	EdTech_SWD_Participating	EdTech_LI_Eligible	EdTech_LI_Participating	EdTech_EL_Eligible	EdTech_EL_Participating
Required if educational technology was not purchased for all students	Required if educational technology was not purchased for all students	Required if educational technology was not purchased for all students	Required if educational technology was not purchased for all students	Required if educational technology was not purchased for all students	Required if educational technology was not purchased for all students
Numeric	Numeric	Numeric	Numeric	Numeric	Numeric

# Eligible students by subgroup

# Eligible student receiving or supported by educational technology

### Staff Data Tab: Specific Staff Positions Funded by ESSER

#### Reporting Faculty and Staff Data

In the faculty and staff data tab, LEAs must report details for each staff member whose position was fully or partially funded by ESSER during the FY23 reporting period. Each staff member should be represented on a separate line. OSSE will match each report staff’s role to the USED staff positions using LEA certified FTE data. The required information includes:

- Unique Faculty and Staff Identifier (UFSI)
- First Name
- Last Name
- Date of Birth

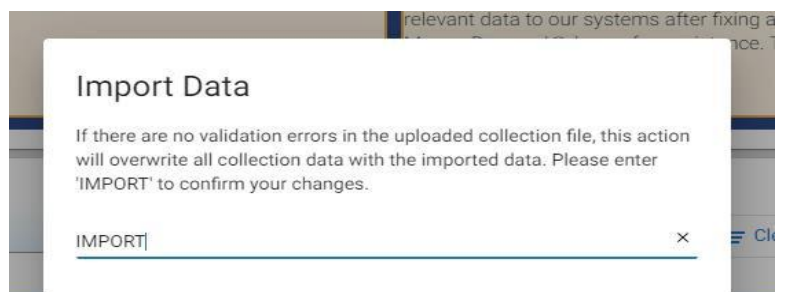
Indicate the staff information of the specific positions supported with any of the ESSER funds for the following positions for the reporting period. Support indicates salaries and/or benefits were partially or fully paid with ESSER funds. (Note, ESSER refers to ESSER I, ESSER II, and ARP ESSER funds and includes both mandatory subgrants and SEA Reserve subgrants)

Unique Faculty and Staff Identifier (UFSI)	First Name	Last Name	Date of Birth
UFSI	First_Name	Last_Name	DOB
Required	Required	Required	Required
Number	Free Form Text	Free Form Text	MM/DD/YYYY

### Uploading the Data

Save the completed workbook template as an Excel spreadsheet on your computer. On the main landing page of the application, locate the **Upload** button in the row for the FY23 ESSER Phase II Reporting collection.

1. Click the upload button and upload the saved file from your computer.
2. The application will then display a window requesting the user to confirm the import.
3. Type IMPORT in the given field and click



OK.

- The application will then run a data validation process on the data in the template.

Note: Once the data is imported it will overwrite all existing data for that collection.

If the upload is successful, the application will display the Message “File Submitted. Status will be updated soon.” It may take up to 2 minutes to upload the data. If there are no errors, the [Last Upload Status](#) will reflect “Success” along with a green check at the beginning of the row to reflect a successful data upload with 0 errors.

Collection	Due Date	Last Upload Status
✓ ESSER FY23 Phase II		Success

If there are errors in the data validation, the [Last Upload Status](#) will indicate “Failure” along with number of errors in parenthesis and a red warning symbol at the beginning of the row. Please see the section below, [Resolving Errors](#), for instructions on how to edit the template and resubmit.

Collection	Due Date	Last Upload Status
! ESSER FY23 Phase II	4/5/2024	Failed (7 Errors)

## Resolving Errors

To view what data within the file triggered errors, click on the [Download](#) button again and select [Last Result File](#).

Last Uploaded DateTime	Total Records	Failed Records	Actions
2/9/2024 11:07:5 PM	7	7	<div style="display: flex; gap: 10px;"> <span>↑ Upload</span> <span>↓ Download</span> <span>View History</span> </div> <div style="margin-top: 5px;"> <span>Items per page</span> <div style="border: 1px solid #ccc; padding: 2px;"> <span>Last Result File</span> </div> <span>1 - 1 of 1</span> <span>&lt;</span> </div> <div style="margin-top: 5px;"> <span>Template</span> </div>

The application will download the most recently uploaded file.

- Open the file and scroll to the right on each sheet until you reach the column that describes the individual errors.
- Review the individual errors on each sheet.
- Resolve the errors and ensure that all cells have allowable responses. Refer to the *Required* and

*Permitted values* columns and on the [Data Elements Definitions](#) tab.

4. Save the file and upload the data file in the application again.

Error descriptions may remain until you upload the new template with corrections. This upload will overwrite all existing collection data and resolve all errors or show any errors that remain.

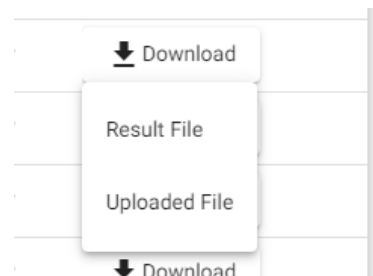
## Viewing Historical Uploads

After you have uploaded a data file at least one time, the application will provide you with a [View History](#) button for that particular collection. Click on the button and the application will display a window with all upload attempts. Every time you upload a data file for the collection, the upload efforts will be logged in and can be viewed via this window, along with who initiated the upload.

CLSD Collection Upload History

File Name ↑	Last Upload Status	Uploaded DateTime	Uploaded By	
CLSD_LEA_Data_Collection_Templates_cleanFile.xlsx	Failed (7 Errors)	10/19/2021 11:07:5 PM	irina.badu@dc.gov	<a href="#">Download</a>
CLSD-CBO.xlsx	Failed (1 Errors)	10/19/2021 10:57:46 PM	irina.badu@dc.gov	<a href="#">Download</a>
Copy_of_CLSD_CBO_Data_Collection_Template_Testfile_(1).xlsx	Failed (1 Errors)	10/19/2021 10:57:21 PM	irina.badu@dc.gov	<a href="#">Download</a>

To view a file that was uploaded, click the [Download](#) button and select [Uploaded File](#). Likewise, in order to view the file after it was validated by the application after each upload attempt select the [Result File](#).



## Student Enrollment and FTE Data Review

Log in to the Qlik Application and select the “Enrollment” sheet and then the “Faculty and Staff” sheet to review the LEA’s student enrollment and faculty and staff data that will be submitted as a part of the ESSER reporting to USED. The numbers in these sheets should reconcile to the certified data that the LEA has previously submitted to OSSE. If they do not match the previously certified data, *you must submit a ticket via the [OSSE Support Tool](#)* to have the data in Qlik updated.

ESSER Reporting Integrated Data Submission User Guide – Phase III

ESSER

Analyze Sheet







Narrate Storytelling

ESSER

Data last loaded: Mar 24, 2022, 11:48 AM  
Published: Mar 24, 2022, 12:59 PM  
Published to: K12

Sheets Bookmarks Stories

Public sheets (6)

 Enrollment	 Faculty and Staff	 CARES & ESSER II - Salary & Benefit ...	 CARES & ESSER II - All other EGMS ...	 ESSER III ARP - Salary and ...	 ESSER III ARP - All other EGMS Sper...
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