

# Tips for Completing USED ESSER Annual Report

## Helpful information

**Survey Link: (Please coordinate with other district contacts to ensure only one survey is completed per district)**

<http://s.alchemer.com/s3/2020-21-Annual-USED-ESSER-Report-LEAs>

### **Due Date:**

January 11, 2021

### **This report takes into consideration ESSER I, II, & III Funds**


- ESSER I, II, III - Reporting Window - October 1, 2020- September 30, 2021

## Helpful Definitions:


- **Local Education Association (LEA)** = Public School District
- **State Education Association (SEA)**= NDDPI
- **Expended**- The actual spending of money; an outlay
- **Obligated**- A binding written commitment to obtain the services, work, or products. For rental or lease of real or personal property, the obligation is made when the property is used

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## Common Error Messages:

 There was an error on your page. Please correct any required fields and submit again. [Go to the first error](#)

- If you click submit and the page does not move forward, there may be an error.
- If that happens, scroll to the top of the page and follow the link to the first error.

 must be currency

5. Provide the per-pupil allocation of ESSER funds to schools in the LEA:

	ESSER I Reserved for LEA Activities	ESSER I Average per pupil allocation to schools
Allocations	<input type="text" value="\$abn"/> 	<input type="text" value="\$233.00"/>

A yellow warning sign indicates a different format is required for the answer. This usually means a number is required.

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## Save and Continue Later

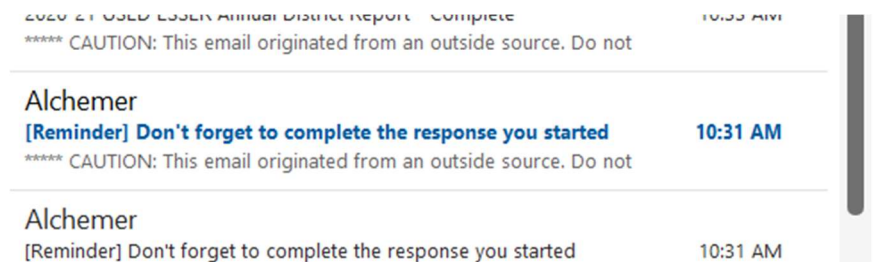
- After completing the 1<sup>st</sup> page and clicking “Next” a new option will appear at the top of the screen.
- Clicking “Save and continue later” after completing each page of the application is recommended to ensure data is not lost.
- After clicking “Save and continue later” enter your email address.
- Check your inbox, and you will find an email from Alchemer. You can click this link to continue the report.

Please supply an email address to save your progress. A unique link will be emailed to you that will allow you to return where you left off.

Email:



Verify Email:

Save and continue later



## Confirmation Email

2020-21 USED ESSER Annual District Report - Under Review

 Anne Butterworth <noreply@alchemer.com>  
To  Butterworth, Anne M.

Mon 12/6/2021 4:26 PM

\*\*\*\* CAUTION: This email originated from an outside source. Do not click links or open attachments unless you know they are safe. \*\*\*\*

Thank you for completing the 2020-21 USED ESSER Annual District Report.

Please accept this email as confirmation of submission. A copy of your answers is under review. Once the review is complete you will receive an additional email either

1. Confirming completion and a copy of the report that can be saved and shared with constituents
2. Requesting additional information, revisions, or clarifications

Upon final submission, you will receive an email confirming your report is under review with NDDPI Staff.

Please monitor emails for further clarifications or final approval communication