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**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

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TO: Superintendents/Business Managers
FROM: Anne Butterworth, ESSER Manager
DATE: April 23, 2024
RE: US Department of Education ESSER Annual Report - Fiscal Year 2023

BACKGROUND

The North Dakota Department of Public Instruction (NDDPI) data collection portal is open and accepting district data. Per the ESSER funding agreements, the NDDPI must gather data and submit entries for each entity granted ESSER funds in North Dakota. **The fiscal year 2023 report includes expenditures made between July 1, 2022 – June 30, 2023.**

TIMELINE & PORTAL ACCESS

The NDDPI data collection port is open and **accepting entries as of Tuesday, April 23. Completed reports must be submitted by EOD Tuesday, May 14.** District reports are completed online using the Alchemer data collection portal.

The links for the portal were sent on April 23, 2024, to one district administrator or business manager for each public school district. Each person can only receive one initializing link. The district representative who received the initializing link can be found by reviewing [this list](#). These links can be forwarded to anyone in the district who will be working on the report. Each page of the survey will be saved upon clicking the “Next” button. Clicking on the link will return users to the last page visited in the survey. No passwords are needed.

SUPPORT RESOURCES

The NDDPI staff is providing multiple support resources, including:

- **NDDPI’s COVID-19 Funding [website](#) page** under the “Reporting & Monitoring” tab for additional resources including a [recording of the training](#).
- **Online collaborative workshops: April 4, 13, and 17.** For specific times and meeting links, see page 1 of the survey or the general information video.
- **24-hour or less response** to emails. Multiple staff monitor the ESSER support phone line to answer general and technical questions.

Thank you in advance for your time and energy in completing the USED fiscal year 2023 ESSER report. If you have any questions, don’t hesitate to contact Anne Butterworth at abutterworth@nd.gov.