



# Tips for Completing USED ESSER Annual Report

## Helpful information:

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

- Password required to access the survey.
  - Unique Entity Identifier (UEI) (issued through SAM.gov)

**Due Date:** April 25, 2022

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

- ESSER I, reporting window: October 1, 2020 – June 30, 2021
- ESSER II, III reporting window: First expenditure date - June 30, 2021


## Helpful Definitions:

- **Local Education Association (LEA):** public school district
- **State Education Association (SEA):** North Dakota Department of Public Instruction (NDDPI)
- **Expended:** the actual spending of money; an outlay.
- **Planned Uses of Funds:** remaining funds that have been earmarked or budgeted for specific purposes are considered “Planned Uses” of remaining funds. The Department acknowledges these plans may change; please provide the most current information regarding budgeted or earmarked uses of remaining funds.
- **Mental Health Supports:** services provided by licensed mental health professionals.
- **Social-Emotional Support:** supports and supplies provided to students through any means that are not licensed, mental health professionals.


## Navigation

- Refrain from using browser back button in the survey. Utilize the “Back” and “Next” button on the bottom of each page.
- Clicking “Next” on the bottom of the page will submit your entries and save your information allowing you to log-out and log back-in at a later time to finish the survey.
- Anyone with the SAM UEI number can access and edit the survey.
- No questions are marked as “Required” to enable easier navigation for the user. However, ALL QUESTIONS are required. Please be sure to check that all questions are answered before submitting the survey.
- The final page of the survey offers the opportunity to review all questions for accuracy and completeness. You can also download a PDF of your answers BEFORE pushing submit.

## 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	\$abn 	\$233.00

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

# Confirmation Email:

2020-21 USED ESSER Annual District Report - Under Review



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

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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.