

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

ospi.k12.wa.us



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

March 7, 2025

(X) Action Required
Due date: April 15, 2025
(X) Informational

BULLETIN NO. 013-25 Information Technology Services

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, IT Business Analyst
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 5 reflects state fiscal year 2024. Responses should be submitted in an accurate and complete manner through the [ESSER LEA Reporting Year 5 survey](#).

The deadline for submission is close of business on April 15. 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 5 ESSER Performance Reporting (APR) cycle will open February 18, 2025. Last year, ED published an updated reporting template. Just like the last reporting cycle, additional support through webinar and office hours will be provided to support LEA data reporting.

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 2024 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. 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 2024 (i.e., July 1, 2023 through June 30, 2024).

REPORTING PROCESS

LEAs must complete this survey to submit all required information no later than close of business on April 15. 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 ensure responses are accurate and complete before final submission.

The format and questions can be previewed before submission by utilizing these below resources, and all are listed on the [Emergency Relief Funding Priorities webpage](#).

- [ESSER Reporting Information](#)— Includes instructions, submission resources, timeline, and contact information, office hours, and webinar dates.
- [Federal ESSER Integrated form](#)—Reference document.
- [LEA Fiscal Overview](#)—FY 24 expenditure data for ESSER II and ESSER III (ARP).
- [Year 5 Reporting Survey](#) – All questions can be viewed without submitting, some may need a true or false response since sequence logic was used. An overview of the survey will be given at the March 10, 2025 webinar.

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

T.J. Kelly
Chief Financial Officer

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