

ESSER Reporting Guidance

Year 5

Overview

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 the state fiscal year 2024. Responses should be submitted in an accurate and complete manner through the ESSER LEA Reporting Year 5 survey.

This guidance document serves as a resource of all information LEAs will need to submit their information and outlines the overall timeline for the final submission. OSPI staff will be available to assist with submission throughout the entire reporting process.

The deadline for submission is close of business on Friday, April 15, 2025. OSPI is not able to grant extensions for this federal reporting. All LEA submissions are necessary for Washington States data submission for ESSER funding.

Reporting Documents

Linked within this section are all documents and templates that will be needed to submit the final ESSER LEA Reporting Year 5 Survey.

- [Preview of ESSER LEA Reporting 2023 Survey Questions](#)
- [LEA Fiscal Overview Data](#)

Timeline

Over the course of 1 month OPSI will work to collaborate with LEAs to formally submit their federally mandated ESSER data. Touch points via a webinar, and office hours. If a question arises outside of these opportunities Robin Howe, IT Business Analyst, can be reached at robin.howe@k12.wa.us or 360-915-2952.

March

- Survey Available for district submission 3/7/25
- Informational Webinar (Zoom) on March 10, 2025 9-10am
 - [Zoom Registration](#)
 - Topics:
 - Step by step overview of data submission covering each question and data expectations.
 - The webinar will be recorded for LEA's to reference later as needed.



Drop – In Office hours for LEAs

- [3/12 1-2pm](#)
- [3/17 10-11am](#)
- [3/25 2-3pm](#)

April

Drop – In Office hours for LEAs

- [4/1 10-11am](#)
- [4/3 1-2pm](#)
- [4/8 2-3pm](#)
- [4/10 11am-12pm](#)
- [4/15 10am-12pm](#)

• **LEA final submission due April 15, 2024 by close of business at 5pm PST.**