

1. Where can the survey be found?

The survey can be found with this link:

https://docs.google.com/forms/d/e/1FAIpQLSeKv1DkD4pvd6_X3hPTMgAs5Q_Ezb1YnKy_OKscUCwiQ8UNoA/viewform?usp=sf_link

2. Can you access the questions before you fill out the survey?

Yes, you can. A PDF file can be found on our website at this link:

<https://www.ksde.org/Portals/0/ECSETS/Announcements/ESSER-CARES-AnnualDataCollection.pdf>

3. Headcount or FTE?

For Students: Use enrollment headcount numbers.

For Staff: Use the cumulative full-time equivalency (FTE) of all persons employed by the district. This includes full and part-time staff.

4. What are the dates covered by this report?

The data collection covers funds drawn through Form 240 from March 13, 2020 – September 30, 2020.

5. Will the Special Education Interlocals be filling out the survey?

Only interlocals that received an ESSER-SPED award directly from KSDE should complete a survey. Most will not, and no special education cooperatives should complete the survey.

This report is to be completed by the districts because the districts received and are responsible for the grants. In the case of ESSER-SPED, it would still be the district reporting on the district staffing, enrollments, etc.. Do not use enrollment or staffing data from the cooperative, or only for students with disabilities.

Districts that provided ESSER or ESSER-SPED funds to a coop to pay for COVID related special education services will likely need to coordinate with the special education director to identify which of the allowable use categories to record the funds in for the report, as well as the number, if any, of district children that received internet access or computer hardware paid for with ESSER or ESSER-SPED funds.

6. Are non-public schools included in staff FTE and student counts?

All staff employed by the public LEA should be included. For non-public staff that are also employed by the LEA, the LEA should count only the portion of FTE employed by the district.



7. What should be done if you have not expended any of the ESSER or ESSER SPED?

All ESSER and ESSER-SPED funds drawn down from Form 240 during the covered reporting period of 3/13/20-9/30/20 should be reported. If none were drawn during that time, expenditures should be \$0. But the report must still be submitted, and all other questions replied to.

8. What should be done if you have passed your ESSER SPED funds over to a Special Education Cooperative?

See answer 5.

9. Do districts include ESSER and ESSER-SPED draws that were requested in September, but received in October when completing the report?

Funds requested in September 2020, but received in October 2020 will be captured in the next reporting cycle.

10. For the purpose of reporting hourly staff FTE, do districts use 1,116 hour or 2,080 as the denominator?

For non-certified and classified staff, 2,080 hours is used as the denominator.

11. When reporting student counts, how do you determine elementary and secondary students?

Pre-K-8 is what is defined as elementary and grades 9-12 are considered to be secondary.

12. Can you use SO66 to capture staff FTE?

In most cases, no. The SO66 report may not include all employees, including substitutes, short-term, or staff that are employed at-will. Please verify that all staff are included before utilizing this report.

