

LEA ARP ESSER Plan: "A Plan for the LEA's Use of ARP ESSER Funds"

Please submit in both Excel and PDF form to ESSER@doe.nh.gov by 2/23/2022.

The American Rescue Plan Elementary and Secondary School Emergency Relief ("ARP ESSER") Fund, authorized under the American Rescue Plan ("ARP") Act of 2021, provides New Hampshire over \$350 million to support schools in safely reopening and sustaining safe operations of schools while meeting the academic, social, emotional, and mental health needs of students resulting from the coronavirus disease 2019 ("COVID-19") pandemic.

This mandatory template is intended to collect all federally required information from an LEA in a convenient format and to assist LEAs in meeting the federal requirement that, an LEA shall publish an LEA ARP ESSER Plan, which is often called a "school district use of funds plan." See the Department of Education's most current guidance posted here: <https://omb.report/ocr/202201-1810-002/doc/117519100>.

For further context, please reference ARPA (<https://www.congress.gov/bills/117/congress/house-bill/1319/text>) or the Interim Final Requirements of ARP ESSER in which the U.S. Department of Education established these requirements (<https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>).

I. General Information

- 1) School District / Charter School Name: Bow → Cell C18 Must be Input for Formulas to Populate Correctly
- 2) District ID Number: 57 → Autopopulates upon Selection
- 3) SAU Number: 67 → Autopopulates upon Selection
- 4) Date of Publication: 2/28/2022
- 5) Approver Name - (Superintendent / Head of School): Dr. Dean Cascadden
- 6) Email & Telephone: dcascadden@bownet.org

II. Transparency and Accessibility

- 1) This plan for the LEA's Use of ARP ESSER funds was published and made publicly available online at the following specific web address:

Yes - Description Required

Description:

<https://sites.google.com/a/bownet.org/sau-67-board/>

- 2) The plan is in an understandable and uniform format (please choose one):

Yes - Description Required

Description:

The plan has been reviewed and edited for readability and uniformity.

- 3) The plan, to the extent practicable, is written in a language that parents can understand or, if not practicable to provide written translations to a parent with limited English proficiency, orally translated (please choose one):

Yes - Description Required

Description:

Translations are provided upon request.

- 4) The plan, upon request by a parent who is an individual with a disability, is provided in an alternative format accessible to that parent (please choose one):

Yes - Description Required

Description:

This provision is written into the plan.

III. Stakeholder Engagement

Best Practices in Implementing ARP ESSER LEA Use of Funds Plan

- 1) How the LEA provided the public the opportunity to provide input in the development of the LEA's plan for the use of ARP ESSER funds:

Yes - Description Required

Description:

The plan describes an extensive vetting process that happened over one year using an SAU wide Literacy Committee that had multiple stakeholders. Feedback from stakeholders was used to refine the plan and inform the decisions of the committee that made recommendations to the School Boards. The school board reviewed the plans and approved them at the September 2021 meetings. Prior to formally approving the plan, the board was kept informed of the Literacy Committees work by regular updates at board meetings. There was an interactive process of review and revision with multiple stakeholder groups.

- 2) How the LEA took public input into account regarding the development of the LEA's plan for the use of ARP ESSER funds (please choose one):

Yes - Description Required

Description:

The Committee thoughtfully considered comments and discussion points throughout the planning process; the Board considered and reviewed the Committee's recommendations. Every Board meeting has public comment, which offered repeated opportunities for input.

- 3) How the LEA engaged in meaningful consultation with specific stakeholders, including, but not limited to:
a. Students (please choose one):

Yes - Description Required

1) Description:

Student feedback and voice was solicited during the vetting process by classroom teachers.

i) Number of total responses: Unknown.

ii) Uses consulted on: Literacy program.

iii) Description of feedback received: Feedback included information on engagement, student interest, diversity and equity of curriculum and personalized instruction.

Please indicate how consultation was:

2) Inclusive: *Most students in these classes were engaged in feedback.*

3) Widely advertised and available: *Most teachers involved in the committee engaged in this process.*

4) Ongoing: *Feedback has continued during implementation.*

- b. Families (please choose one):

Yes - Description Required

1) Description:

Family input was solicited by administrators and classroom teachers during conferences and other meetings and feedback was used in the vetting process. Families were informed of progress of the vetting process via school communications.

i) Number of total responses: Unknown.

ii) Uses consulted on: Literacy program.

iii) Description of feedback received: Parents concerned with learning loss and engagement.

Please indicate how consultation was:

2) Inclusive: *All parents received district communications and had access to parent conferences where feedback was collected.*

3) Widely advertised and available: *Yes, schoolwide communications were used.*

4) Ongoing: *This continues to occur during direct teacher/parent communication, at conferences.*

c. School and district administrators, including special education administrators (please choose one):

Yes - Description Required

1) Description:

The Use of Funds plan was discussed extensively in the administrative team at multiple meetings which includes all SAU and District administrators including four Special Services professionals, principals, assistant principals and other district supervisory positions. Revisions and refinements were made in the process.

i) Number of total responses:

This input occurred throughout the process at committee meetings.

ii) Uses consulted on:

Literacy program.

iii) Description of feedback received:

Geared toward closing learning gaps, engagement, improving literacy scores.

Please indicate how consultation was:

2) Inclusive: *All were included as part of the administrative team.*

3) Widely advertised and available: *Yes, during Admin Team meetings.*

4) Ongoing: *Admin team meetings occur every 2 weeks and feedback from implementation is discussed regularly.*

d. Teachers, principals, school leaders, other educators, school staff, and their unions (please choose one):

Yes - Description Required

1) Description:

Administrators solicited feedback from school stakeholders as the plan was developed and vetted in the Literacy Committee and the Administrative Team. The Literacy Committee had wide participation and represented multiple stakeholder groups.

i) Number of total responses: Ongoing.

ii) Uses consulted on: Literacy Program.

iii) Description of feedback received: Focus on recovering learning loss and increasing continuity of instruction K-8.

Please indicate how consultation was:

2) Inclusive: *Yes, all were part of the program vetting process.*

3) Widely advertised and available: *Yes through staff email.*

4) Ongoing: *Ongoing communication, collaboration around this literacy program implementation.*

e. Tribes, if applicable (please choose one):

No

1) Description:

Not applicable; no tribes.

i) Number of total responses:

ii) Uses consulted on:

iii) Description of feedback received:

Please indicate how consultation was:

2) Inclusive:

3) Widely advertised and available:

4) Ongoing:

f. Civil rights organizations, including disability rights organizations (please check one):

Yes - Description Required

1) Description:

The August 6, 2021 "dear colleague" letter from the Disability Rights Center- NH was reviewed by SAU 67 administrators in light of the use of funds plans. We reviewed the stated priorities for spending and found that our SAU was already engaged in many of them and that the proposed use of funds really helped us fulfill the major identified need of addressing learning loss for those most affected by the pandemic.

i) Number of total responses: Unknown.

ii) Uses consulted on: Literacy Program.

iii) Description of feedback received: Learning loss, engagement and continuity of instruction are priorities.

Please indicate how consultation was:

2) Inclusive: *District Diversity, Equity & Inclusion committee members were part of the committee process.*

3) Widely advertised and available: *Through district e-mail.*

4) Ongoing: *As a part of monthly staff and district admin meetings.*

g. Stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children and youth in foster care, migratory students, children who are incarcerated, and other underserved students (please choose one):

Yes - Description Required

1) Description:

Our Director of Student Services and other staff serving these identified special services were consulted in the development of the plan, and their input helped refine the results.

i) Number of total responses: At least 18.

ii) Uses consulted on: Literacy program.

iii) Description of feedback received: Learning loss, engagement, built in RtI are priority areas.

Please indicate how consultation was:

2) Inclusive: *All Special educators in the elementary and middle levels were encouraged to provide feedback.*

3) Widely advertised and available: *During Special Education team meetings.*

4) Ongoing: *Yes.*

h. Community-based organizations, including partnerships to promote access to before and after-school programming (please choose one):

Yes - Description Required

1) Description:

Not Applicable.

i) Number of total responses:

ii) Uses consulted on:

iii) Description of feedback received:

Please indicate how consultation was:

2) Inclusive: *N/A*

3) Widely advertised and available: *N/A*

4) Ongoing: *N/A*

i. Early childhood education providers and families, including partnerships to ensure access to and continuity of care for families with children of different ages, particularly as they transition to school (please check one):

Yes - Description Required

1) Description:

Preschool teachers and families provided input during conferences and meetings.

i) Number of total responses: Unknown.

ii) Uses consulted on: Literacy program.

iii) Description of feedback received: Concerns with learning loss, social emotional learning.

Please indicate how consultation was:

2) Inclusive: *Yes - as a normal part of meetings and conferences.*

3) Widely advertised and available: *Yes.*

4) Ongoing: *These practices continue.*

IV. Supporting the Continuous and Safe Operation of In-Person Learning

- 1) The extent to which and how LEA ARP ESSER funds will be used to implement prevention and mitigation strategies that are, to the greatest extent practicable, consistent with the most recent CDC guidance on reopening schools, in order to continuously and safely open and operate schools for in-person learning:

Note: Federal regulation on this plan requires such reporting, but does not require adoption of CDC safety recommendations. The NH DOE recognizes schools will implement localized safety measures based on the guidance provided by the CDC, NH Public Health, and local public health officials.

Description During SY 2021-2022:

Our Opening Plan has been revised for the 21-22 school year and meets this requirement. Please see the plan posted at: <https://sites.google.com/a/bownet.org/sau-67-board/>.

V. Addressing the Academic Impact of Lost Instructional Time (At least 20 percent of an LEA's Allocation)

- 1) How the LEA will identify individual student learning loss, including among students most likely to have experienced the impact of lost instructional time on student learning, such as:
- a. Students who did not consistently participate in remote instruction when offered during school building closures;
 - b. Students who have missed the most in-person instruction during the 2019-2020 and 2020-2021 school years; and
 - c. Students most at-risk of dropping out of school.

Description During SY 2021-2022:

The comprehensive literacy program is personalized and identifies learning loss through extensive Tier One assessment and targeted instruction and also has embedded practices and resources for Tier Two and Three interventions for identified students.

- 2) How the LEA will use the funds it reserves to address the academic impact of lost instructional time through:

Description During SY 2021-2022:

The personalization and individualization components of the Comprehensive Literacy Program provides individualized and targeted instruction. Classroom teachers embed this during expanded literacy blocks. We are accelerating learning during the school day.

Description During SY 2022-2023:

Same as SY 2021-2022.

Description During SY 2023-2024:

Same as SY 2022-2023.

- 3) How the LEA will use the funds it reserves to address the academic impact of lost instructional time through:
- a. Individualized tutoring, including providing stipends to teachers for intensive, supplemental tutoring (please choose one):

Yes - Description Required

Description:

The personalization and individualization components of the Comprehensive Literacy Program provides individualized and targeted instruction. Classroom teachers embed this during expanded literacy blocks. We are accelerating learning during the school day.

- b. Teacher-directed professional development, in which teachers choose the professional development opportunities best suited to their career pathway and current learner needs (please choose one):

Yes - Description Required

Description:

SAU 67 has implemented Frontline Professional Growth software to help teachers choose and document professional development that best suits them. The Literacy Program has extensive job embedded professional development, and the district is providing time and resources for teachers to be trained well in implementation and best literacy practices.

- 4) How the LEA will produce evidence of the effectiveness of evidence-based learning loss interventions employed:

Description:

The ARC program has extensive pre and post testing and assessments that focus on individual and group learner growth.

VI. Addressing Learner and Community Needs (Up to 80 percent of an LEA's Allocation)

- 1) After accounting for the funds reserved under section 2001(e)(1) of the ARP Act, how the LEA will spend its remaining ARP ESSER funds consistent with section 2001(e)(2) of the ARP Act (See Appendix A):

Description During SY 2021-2022:

All funds allocated to the Comprehensive Literacy Program.

Description During SY 2022-2023:

All funds allocated to the Comprehensive Literacy Program.

Description During SY 2023-2024:

All funds allocated to the Comprehensive Literacy Program.

- 2) After accounting for the funds reserved under section 2001(e)(1) of the ARP Act, how the LEA will spend its remaining ARP ESSER funds consistent with section 2001(e)(2) of the ARP Act (See Appendix A):

- a. Providing individualized instruction:

During SY 2021-2022 (select one): **Yes - Description Required**

During SY 2022-2023 (select one): **Yes - Description Required**

During SY 2023-2024 (select one): **Yes - Description Required**

Description of all SYs - 2021 to 2024:

The personalized and targeted instruction provided by the ARC Comprehensive Literacy Program meets this need and was the major priority considered in funding.

- b. Addressing educator fatigue, including providing performance-based bonuses to teachers:

During SY 2021-2022 (select one): **No**

During SY 2022-2023 (select one): **No**

During SY 2023-2024 (select one): **No**

Description of all SYs - 2021 to 2024:

N/A

- c. Improving family engagement:

During SY 2021-2022 (select one): **Yes - Description Required**

During SY 2022-2023 (select one): **Yes - Description Required**

During SY 2023-2024 (select one): **Yes - Description Required**

Description of all SYs - 2021 to 2024:

The ARC program has many elements that will improve family engagement for SAU 67 as teachers engage with individual students and build literacy.

- 3) The LEA's use of funds to address the following additional needs identified in the New Hampshire Department of Education's robust, statewide consultation with stakeholders:

- a. What amount and percentage of the LEA's total allocation will be administered under school leader discretion:

Amount: 0

Percentage: 0%

Description of allocation methodology including the extent to which it reflected student need for, at minimum, Special Education, Free and Reduced-Price Lunch, and English Language Learners:

Not Applicable.

b. What amount and percentage of the LEA’s total allocation will be used to support Career and Technical Education:

Amount: 0

Percentage: 0%

Description, including funds used to support learner obtainment of industry-recognized credentials:

Not Applicable.

c. The extent to which funds will be used to provide access to course access opportunities, including advanced, elective, and remedial courses provided outside of the residential public school that a learner could not otherwise access:

During SYs 2021-2024 (select one): No

Description of all SYs - 2021 to 2024:

Not Applicable.

VII. Addressing the Unique Needs of All Learners

- 1) How the LEA will ensure that the interventions it implements will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

Description:

Literacy is the fundamental building block of all learning. Students learn to read and then they read to learn. Literacy is the gateway to all learning and a lack of literacy disproportionately impacted those most affected by the pandemic; strong literate students were more able to benefit from remote instruction. By focusing on learning and especially basic literacy, SAU 67 is using these funds as they are intended in spirit and law.

VIII. Addressing Unique Renovation, Air Quality and/or Construction Needs

- 1) If the LEA plans to use or has used any portion of ARP ESSER funds for construction projects, describe those projects below. Each project should be addressed separately. If needed, LEAs may submit additional supporting information. Please insert "N/A" if this category is not applicable to your plan. Please also note that these projects are subject to the NHDOE's prior conceptual and final approval:

[ESSER Funded Construction.](#)

Description:

Not Applicable.

A large, empty gray rectangular area intended for the user to describe construction projects. The text "Not Applicable." is written at the top left of this area.

Specific Use Category <i>*User May Delete Current Selection Prior to Assigning Inputs</i>	General Use Category <i>*May Select Some General Use Category in Multiple Rows Depending upon Specific Use; May Delete Current Selection Prior to Assigning Inputs</i>	Quantifiable Measurement of Expected Outcomes Resulting From Use <i>*Multiple Selections Per Use May Be Selected by Cell. To Clear Selection, Highlight Cell and Enter "Delete"</i>	Learning Loss- Y/N <i>*At least 20% of an LEA's Total Allocation Quarterly Required</i>	Detailed Use Description <i>Responses (Columns A and C) and Vendor if Applicable</i>	Implementation Timeline - Please Select All that Apply	Budgeted To Date Per Use	Spent Through 12/31/21 Per Use	Total ARP ESSER Allocation (as of 01/31/2022)	Total ARP ESSER Allocation Unobligated To Date (as of 01/31/2022)	Baseline Data SY 2020 to 2021 - For Reference Purposes Only												
										SY 2020-2021	SY 2021-2022	SY 2022-2023	SY 2023-2024	LEA Enrollment % (October 2021 Data Provided)	% Participation - Math Assessment	% Participation - Science Assessment	% Participation - ELA Assessment	Average Daily Attendance	4-Year Adjusted Cohort Graduation Rate	In-School Suspension	Expulsion	Instances of Bullying / Harassment
Curriculum Adoption	Meeting Students' Academic Needs	% Participating in ELA Assessment	Yes - Description Required	<p>We used 100% of our allocation on this ARC Literacy program. The ARC program is a high-quality curriculum designed to accelerate learning, dramatically improving outcomes for both students and teachers. ARC is backed by research, additional independent state reviews, and implementation results across the country.</p> <p>In the ARC program, texts with which students engage are appropriately rigorous and rich, and are accompanied by cohesive writing and speaking questions and tasks. The materials provide practice and production opportunities for students to grow their foundational literacy skills in multiple areas as they build knowledge. There are multiple opportunities for students to synthesize information by working with varied tasks and in growing research and critical thinking abilities. Materials are organized to support vocabulary development, writing instruction in multiple modes, and independent reading of complex texts over the course of the year. The materials also include support for educators to plan, implement, and differentiate the standards-based materials.</p> <p>ARC lessons and tasks are centered around high-quality texts. Texts provided with the materials are at the appropriate grade level text complexity, and are accompanied by quality tasks aligned to the standards of reading, writing, speaking, listening, and language in service to grow literacy skills. Standards-aligned assessment, differentiated instruction, and support for learners are integrated throughout the program materials.</p> <p>In ARC's performance management system, SchoolPace, teachers can access baseline masters of select student materials to distribute to students through our existing Learner Management System (LMS). SchoolPace enables teachers to assess and conference with students using the electronic version of the Independent Reading Level Assessment (IRLA) through our LMS. Identifying a student's IRLA level and Power Goal (the priority skill a student needs to master) facilitates a teacher's ability to differentiate lessons, tasks, and other content by downloading and assigning baseline masters of student activities. SchoolPace Connect integrates with SchoolPace, enabling teachers to access digital ARC Core materials for use with students. Through the e-reading platform, ARC Bookshelf, students and families can access videos, e-libraries, digital IRLA Toolkits, and other resources.</p>	Yes	Yes	Yes	Yes	\$577,978.65	\$222,620.80	\$ 577,978.65	\$ -	1,688	91	87	91	96%	97%	6	0	6	

X. Authorization

**Please print and sign this page. Return a signed version with your completed packet to :*

ESSER@doe.nh.gov



7-Feb-22

Approver Signature - Superintendent / Head of School

Date

Dr. Dean S. T. Cascadden

Printed Name - Superintendent / Head of School

Appendix A. ARPA Statutory Excerpt

(e) USES OF FUNDS.—A local educational agency that receives funds under this section—

(1) shall reserve not less than 20 percent of such funds to address learning loss through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs, and ensure that such interventions respond to students' academic, social, and emotional needs and address the disproportionate impact of the coronavirus on the student subgroups described in section 1111(b)(2)(B)(xi) of the Elementary and Secondary Education Act of 1965 (20U.S.C. 6311(b)(2)(B)(xi)), students experiencing homelessness, and children and youth in foster care; and

(2) shall use the remaining funds for any of the following:

(A) Any activity authorized by the Elementary and Secondary Education Act of 1965.

(B) Any activity authorized by the Individuals with Disabilities Education Act.

(C) Any activity authorized by the Adult Education and Family Literacy Act.

(D) Any activity authorized by the Carl D. Perkins Career and Technical Education Act of 2006.

(E) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.

(F) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.

(G) Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.

(H) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.

(I) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.

(J) Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the Individuals with Disabilities Education Act and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.

(K) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.

(L) Providing mental health services and supports, including through the implementation of evidence-based full-service community schools.

(M) Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, children with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.

(N) Addressing learning loss among students, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care, of the local educational agency, including by—

(i) administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction;

(ii) implementing evidence-based activities to meet the comprehensive needs of students;

(iii) providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment; and

(iv) tracking student attendance and improving student engagement in distance education.

(O) School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.

(P) Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air

conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.

(Q) Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff.

(R) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

Appendix B. Interim Final Requirements of ARP ESSER Excerpt

Appendix B. Interim Final Requirements of ARP ESSER Excerpt

(2) LEA ARP ESSER Plan.

(a) Each LEA that receives ARP ESSER funds must submit to the SEA, in such manner and within a reasonable timeline as determined by the SEA, a plan that contains any information reasonably required by the SEA. The plan, and any revisions to the plan submitted consistent with procedures established by the SEA, must describe—

(i) The extent to which and how the funds will be used to implement prevention and mitigation strategies that are, to the greatest extent practicable, consistent with the most recent CDC guidance on reopening schools, in order to continuously and safely open and operate schools for in-person learning;

(ii) How the LEA will use the funds it reserves under section 2001(e)(1) of the ARP Act to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs;

(iii) How the LEA will spend its remaining ARP ESSER funds consistent with section 2001(e) of the ARP Act; and

(iv) How the LEA will ensure that the interventions it implements, including but not limited to the interventions under section 2001(e)(1) of the ARP Act to address the academic impact of lost instructional time, will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

(b) In developing its ARP ESSER plan, an LEA must—

(i) Engage in meaningful consultation—

(A) With stakeholders, including: Students; families; school and district administrators (including special education administrators); and teachers, principals, school leaders, other educators, school staff, and their unions; and

(B) To the extent present in or served by the LEA: Tribes; civil rights organizations (including disability rights organizations); and stakeholders representing the interests of children with disabilities, English learners, children experiencing homelessness, children in foster care, migratory students, children who are incarcerated, and other underserved students; and

(ii) Provide the public the opportunity to provide input and take such input into account.

(c) An LEA's ARP ESSER plan must be—

(i) In an understandable and uniform format;

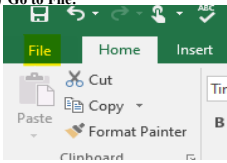
(ii) To the extent practicable, written in a language that parents can understand or, if it is not practicable to provide written translations to a parent with limited English proficiency, be orally translated for such parent;

(iii) Upon request by a parent who is an individual with a disability as defined by the ADA, provided in an alternative format accessible to that parent; and

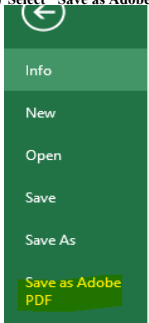
(iv) Be made publicly available on the LEA's website.

Please follow these steps once all tabs of your Districts Excel workbook are completed.

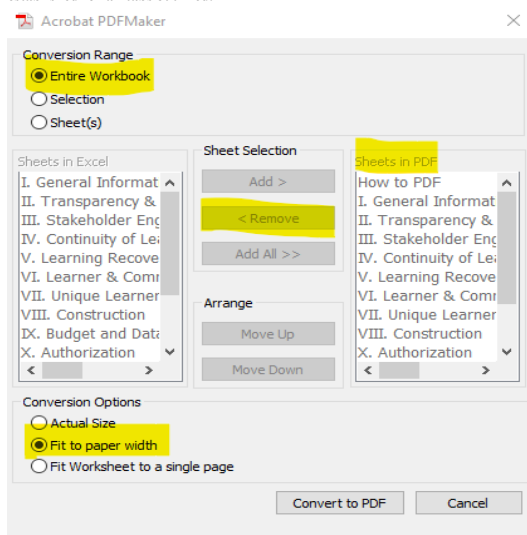
1) Go to File:



2) Select "Save as Adobe PDF":



3) Select "Entire Workbook" and "Fit to paper width." Locate the "IX. Budget and Data Reporting" tab from the list beneath "Sheets in PDF." Select "Remove." The reason is because this spreadsheet is so large, that the information will not easily transpose. The IX. Budget and Data Reporting tab will need to be printed manually from Excel and sent along with the rest of your materials. The X. Authorization tab will also need to be printed manually from Excel. The print range within the Excel workbook has been established for all tabs outlined.



3) Items due to the NHDOE by 02/23/2022:

- A. NH ARP ESSER LEA Fund Use - Excel Workbook
 - i Print the "IX. Budget and Data Reporting" and "X. Authorization" tabs from Excel file
 - i Manually print and sign the "X. Authorization" tab from Excel file
- B. NH ARP ESSER LEA Fund Use - PDF Version
- C. Return each item listed above in one email message to ESSER@doe.nh.gov (4 separate attachments)