

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 1/13/2023.

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: Shaker Regional → Cell C18 Must be Input for Formulas to Populate Correctly
- 2) District ID Number: 486 → Autopopulates upon Selection
- 3) SAU Number: 80 → Autopopulates upon Selection
- 4) Date of Publication: 12/19/2022; revised 1/10/2023
- 5) Approver Name -
(Superintendent / Head of School): Michael J. Tursi, Superintendent
- 6) Email & Telephone: mtursi@sau80.org 603-267-9223

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:

www.sau80.org

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

Yes - Description Required

Description:

We utilized the LEA ARP ESSER Plan format provided by the NHDOE.

- 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:

We utilized the LEA ARP ESSER Plan format provided by the NHDOE and can provide orally translated information 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:

We utilized the LEA ARP ESSER Plan format provided by the NHDOE and can provide this verbally upon request.

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 District provided a notice to all students, parents, staff, and community members seeking input. The District held a public hearing to accept the ARP ESSER funds. The District has had information about the funds and some of the way the funds will be used on the board agenda and the information was discussed in the public session, which was also shared via zoom.

- 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 following notice was sent to all students, parents, staff, and community members: "SAU 80 is seeking your input regarding the use of ARP ESSER Funds. Shaker Regional School District has received an allocation of \$2,196,887.64 through the American Rescue Plan (ARPA) which includes a third round of Elementary and Secondary School Emergency Relief (ESSER III) funds. The ARPA ESSER III funds can be used during the 2021-2022, 2022-2023, and the 2023-2024 school years. Districts receiving these funds are required to set aside 20 percent of the allocation to address learning loss. If you have any suggestions, questions, and comments on how the district should use the ESSER funds that have been received, please send an email to srsd-essercomment@sau80.org or go to www.sau80.org to place your comments. To learn more about the ARPA ESSER grant, please visit the NHDOE website at ARPA ESSER III.

- 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:

The following notice was sent to all students, parents, staff, and community members: "SAU 80 is seeking your input regarding the use of ARP ESSER Funds. Shaker Regional School District has received an allocation of \$2,196,887.64 through the American Rescue Plan (ARPA) which includes a third round of Elementary and Secondary School Emergency Relief (ESSER III) funds. The ARPA ESSER III funds can be used during the 2021-2022, 2022-2023, and the 2023-2024 school years. Districts receiving these funds are required to set aside 20 percent of the allocation to address learning loss. If you have any suggestions, questions, and comments on how the district should use the ESSER funds that have been received, please send an email to srsd-essercomment@sau80.org or go to www.sau80.org to place your comments. To learn more about the ARPA ESSER grant, please visit the NHDOE website at ARPA ESSER III.

- i) Number of total responses: 0*
- ii) Uses consulted on:*
- iii) Description of feedback received:*

Please indicate how consultation was:

2) Inclusive: The District announced and held meetings, discussed the plan at student council and student class meetings.

3) Widely advertised and available: Advertisements were put into local media, distributed through town newsletters, sent out to all students, parents/guardians and staff of the District, and put on our District website.

4) Ongoing: Ads and emails were completed on an annual basis.

- b. Families (please choose one):

Yes - Description Required

1) Description:

The following notice was sent to all students, parents, staff, and community members: "SAU 80 is seeking your input regarding the use of ARP ESSER Funds. Shaker Regional School District has received an allocation of \$2,196,887.64 through the American Rescue Plan (ARPA) which includes a third round of Elementary and Secondary School Emergency Relief (ESSER III) funds. The ARPA ESSER III funds can be used during the 2021-2022, 2022-2023, and the 2023-2024 school years. Districts receiving these funds are required to set aside 20 percent of the allocation to address learning loss. If you have any suggestions, questions, and comments on how the district should use the ESSER funds that have been received, please send an email to srsd-essercomment@sau80.org or go to www.sau80.org to place your comments. To learn more about the ARPA ESSER grant, please visit the NHDOE website at ARPA ESSER III.

- i) Number of total responses: 7*
- ii) Uses consulted on:*
- iii) Description of feedback received: (1) Hire a staff member dedicated to students in quarantine. They would serve as the point of contact*

between the parent and the teacher. (2) Provide a checklist of materials that are being sent home to students who are quarantining. (3) Hire a full-time substitute to fill in when there is a staff absence. (4) Purchase outdoor activities for students such as a gaga ball; smaller basketball hoops; additional basketball hoops; snowshoes for students; and build an outdoor classroom. (4) Pay for an author/motivational speaker/artists in residence to make up for lost time. (5) Purchase summer reading books for students for summer enrichment. (6) Increase the wages of staff to fill vacant positions, recruit the best staff possible, and increase morale. (7) Use some of the money to add parking spaces at Canterbury Elementary School. (8) Run a summer program at Belmont Elementary. (9) Use the money to provide a remote learning option for students and parents. (10) Bring back home economics to teach our kids basic living skills like cooking, sewing, budgeting, etc.

Please indicate how consultation was:

- 2) **Inclusive:** The District announced and held meetings for parents, and have public communication available on each board agenda. We also have a link on our district website for individuals to provide input.
- 3) **Widely advertised and available:** Advertisements were put into local media, distributed through town newsletters, sent out to all parents/guardians and staff of the District, and put on our District website.
- 4) **Ongoing:** Ads and emails were completed on an annual basis.

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

Yes - Description Required

1) Description:

The following notice was sent to all students, parents, staff, and community members: "SAU 80 is seeking your input regarding the use of ARP ESSER Funds. Shaker Regional School District has received an allocation of \$2,196,887.64 through the American Rescue Plan (ARPA) which includes a third round of Elementary and Secondary School Emergency Relief (ESSER III) funds. The ARPA ESSER III funds can be used during the 2021-2022, 2022-2023, and the 2023-2024 school years. Districts receiving these funds are required to set aside 20 percent of the allocation to address learning loss. If you have any suggestions, questions, and comments on how the district should use the ESSER funds that have been received, please send an email to srsd-essercomment@sau80.org or go to www.sau80.org to place your comments. To learn more about the ARPA ESSER grant, please visit the NHDOE website at [ARPA ESSER III](https://www.nhdoe.org).

- i) Number of total responses: 0*
- ii) Uses consulted on:*
- iii) Description of feedback received:*

Please indicate how consultation was:

- 2) **Inclusive:** The District provided information and updates at monthly Administrative Team meetings.
- 3) **Widely advertised and available:** Included on a monthly agenda to Administrators.
- 4) **Ongoing:** Monthly as needed.

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

Yes - Description Required

1) Description:

The following notice was sent to all students, parents, staff, and community members: "SAU 80 is seeking your input regarding the use of ARP ESSER Funds. Shaker Regional School District has received an allocation of \$2,196,887.64 through the American Rescue Plan (ARPA) which includes a third round of Elementary and Secondary School Emergency Relief (ESSER III) funds. The ARPA ESSER III funds can be used during the 2021-2022, 2022-2023, and the 2023-2024 school years. Districts receiving these funds are required to set aside 20 percent of the allocation to address learning loss. If you have any suggestions, questions, and comments on how the district should use the ESSER funds that have been received, please send an email to srsd-essercomment@sau80.org or go to www.sau80.org to place your comments. To learn more about the ARPA ESSER grant, please visit the NHDOE website at [ARPA ESSER III](https://www.nhdoe.org).

- i) Number of total responses: 3*
- ii) Uses consulted on:*
- iii) Description of feedback received: (1) Increase the wages of staff to fill vacant positions, recruit the best staff possible, and increase morale.*

(2) Purchase an updated Second Step curriculum by Committee for Children to teach social, emotional skills in K-4.

Please indicate how consultation was:

2) Inclusive: We have reached out to staff who responded to obtain clarification and additional information.

3) Widely advertised and available: Advertisements were put into local media, distributed through town newsletters, sent out to all parents/guardians and staff of the District, and put on our District website.

4) Ongoing: Use of funds is included as an agenda item on board meetings.

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

No

1) Description:

We have no tribes in Shaker Regional

i) Number of total responses:

ii) Uses consulted on:

iii) Description of feedback received:

Please indicate how consultation was:

2) Inclusive: We have no tribes in our District.

3) Widely advertised and available: n/a

4) Ongoing: n/a

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

Yes - Description Required

1) Description:

The following notice was sent to all students, parents, staff, and community members: "SAU 80 is seeking your input regarding the use of ARP ESSER Funds. Shaker Regional School District has received an allocation of \$2,196,887.64 through the American Rescue Plan (ARPA) which includes a third round of Elementary and Secondary School Emergency Relief (ESSER III) funds. The ARPA ESSER III funds can be used during the 2021-2022, 2022-2023, and the 2023-2024 school years. Districts receiving these funds are required to set aside 20 percent of the allocation to address learning loss. If you have any suggestions, questions, and comments on how the district should use the ESSER funds that have been received, please send an email to srsd-essercomment@sau80.org or go to www.sau80.org to place your comments. To learn more about the ARPA ESSER grant, please visit the NHDOE website at [NHDOE website at ARPA ESSER III](https://www.nhdoe.org).

i) Number of total responses: 0

ii) Uses consulted on:

iii) Description of feedback received:

Please indicate how consultation was:

2) Inclusive: The District announced and held meetings for parents, discussed the plan at student council and student class meetings. Additionally we have discussed the plan at Board Meetings and have a Public Comment portion on each board agenda.

3) Widely advertised and available: Advertisements were put into local media, distributed through town newsletters, sent out to all parents/guardians and staff of the District, and put on our District website.

4) Ongoing: Use of funds is included as an agenda item on board 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:

The following notice was sent to all students, parents, staff, and community members: "SAU 80 is seeking your input regarding the use of ARP ESSER Funds. Shaker Regional School District has received an allocation of \$2,196,887.64 through the American Rescue Plan (ARPA) which includes a third round of Elementary and Secondary School Emergency Relief (ESSER III) funds. The ARPA ESSER III funds can be used during the 2021-2022, 2022-2023, and the 2023-2024 school years. Districts receiving these funds are required to set aside 20 percent of the allocation to address learning loss. If you have any suggestions, questions, and comments on how the district should use the ESSER funds that have been received, please send an email to srsd-essercomment@sau80.org or go to www.sau80.org to place your comments. To learn more about the ARPA ESSER grant, please visit the NHDOE website at [NHDOE website at ARPA ESSER III](https://www.nhdoe.org).

i) Number of total responses: 0

ii) Uses consulted on:

iii) Description of feedback received:

Please indicate how consultation was:

2) **Inclusive:** The District announced and held meetings for parents, discussed the plan at student council and student class meetings. Additionally we have discussed the plan at Board Meetings and have a Public Comment portion on each board agenda.

3) **Widely advertised and available:** Advertisements were put into local media, distributed through town newsletters, sent out to all parents/guardians and staff of the District, and put on our District website.

4) **Ongoing:** Use of funds is included as an agenda item on board meetings.

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

Yes - Description Required

1) Description:

The following notice was sent to all students, parents, staff, and community members: "SAU 80 is seeking your input regarding the use of ARP ESSER Funds. Shaker Regional School District has received an allocation of \$2,196,887.64 through the American Rescue Plan (ARPA) which includes a third round of Elementary and Secondary School Emergency Relief (ESSER III) funds. The ARPA ESSER III funds can be used during the 2021-2022, 2022-2023, and the 2023-2024 school years. Districts receiving these funds are required to set aside 20 percent of the allocation to address learning loss. If you have any suggestions, questions, and comments on how the district should use the ESSER funds that have been received, please send an email to srsd-essercomment@sau80.org or go to www.sau80.org to place your comments. To learn more about the ARPA ESSER grant, please visit the NHDOE website at [NHDOE website at ARPA ESSER III.](https://www.nhdoe.org)

i) Number of total responses: 0

ii) Uses consulted on:

iii) Description of feedback received:

Please indicate how consultation was:

2) **Inclusive:** The District announced and held meetings for parents, discussed the plan at student council and student class meetings. Additionally we have discussed the plan at Board Meetings and have a Public Comment portion on each board agenda.

3) **Widely advertised and available:** Advertisements were put into local media, distributed through town newsletters, sent out to all parents/guardians and staff of the District, and put on our District website.

4) **Ongoing:** Use of funds is included as an agenda item on board meetings.

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:

The following notice was sent to all students, parents, staff, and community members: "SAU 80 is seeking your input regarding the use of ARP ESSER Funds. Shaker Regional School District has received an allocation of \$2,196,887.64 through the American Rescue Plan (ARPA) which includes a third round of Elementary and Secondary School Emergency Relief (ESSER III) funds. The ARPA ESSER III funds can be used during the 2021-2022, 2022-2023, and the 2023-2024 school years. Districts receiving these funds are required to set aside 20 percent of the allocation to address learning loss. If you have any suggestions, questions, and comments on how the district should use the ESSER funds that have been received, please send an email to srsd-essercomment@sau80.org or go to www.sau80.org to place your comments. To learn more about the ARPA ESSER grant, please visit the NHDOE website at [NHDOE website at ARPA ESSER III.](https://www.nhdoe.org)

i) Number of total responses: 0

ii) Uses consulted on:

iii) Description of feedback received:

Please indicate how consultation was:

2) **Inclusive:** The District announced and held meetings for parents, discussed the plan at student council and student class meetings. Additionally we have discussed the plan at Board Meetings and have a Public Comment portion on each board agenda.

3) **Widely advertised and available:** Advertisements were put into local media, distributed through town newsletters, sent out to all parents/guardians and staff of the District, and put on our District website.

4) **Ongoing:** Use of funds is included as an agenda item on board meetings.

Project Information		Status		Priority		Risk		Impact		Timeline		Resources		Notes	
Name	ID	Phase	Progress	Level	Score	Start	End	Area	Value	Start	End	Team	Budget	Comments	Actions
Project A	001	Initiation	10%	High	8.5	2023-01-01	2023-03-31	IT	\$500k	2023-01-01	2023-03-31	John Doe	\$100k	Scope creep risk	Review requirements
Project B	002	Planning	25%	Medium	7.2	2023-02-15	2023-05-15	Marketing	\$300k	2023-02-15	2023-05-15	Jane Smith	\$60k	Resource allocation	Finalize strategy
Project C	003	Execution	50%	Low	6.8	2023-03-01	2023-06-30	Operations	\$200k	2023-03-01	2023-06-30	Mike Johnson	\$40k	Quality control	Monitor progress
Project D	004	Closing	90%	Very Low	5.5	2023-04-01	2023-07-31	Finance	\$150k	2023-04-01	2023-07-31	Sarah Lee	\$30k	Final review	Complete reporting
Project E	005	Initiation	5%	High	9.0	2023-08-01	2023-10-31	IT	\$700k	2023-08-01	2023-10-31	David Kim	\$140k	Security audit	Identify vulnerabilities

Section 1: General Information																				Section 2: Financial Summary					Section 3: Operational Data					Section 4: Compliance & Reporting				
ID	Name	Address	Phone	Email	Website	Year	Revenue	Profit	Assets	Liabilities	Equity	Units	Hours	Costs	Quality	Compliance	Reporting	Notes	Signature															
001	ABC Corp	123 Main St	555-1234	info@abc.com	www.abc.com	2023	\$1,200,000	\$300,000	\$500,000	\$200,000	\$300,000	10,000	2,000	\$100,000	95%	Compliant	Annual	Report	John Doe															
002	DEF Inc	456 Oak Ave	555-5678	contact@def.com	www.def.com	2023	\$800,000	\$150,000	\$350,000	\$150,000	\$200,000	8,000	1,500	\$80,000	90%	Minor	Quarterly	Summary	Jane Smith															
003	GHI LLC	789 Pine Rd	555-9012	admin@ghi.com	www.ghi.com	2023	\$500,000	\$80,000	\$200,000	\$100,000	\$100,000	5,000	800	\$40,000	88%	Non-Compliant	Monthly	Review	Mike Johnson															
004	JKL Pty	101 Elm St	555-3456	support@jkl.com	www.jkl.com	2023	\$300,000	\$40,000	\$120,000	\$60,000	\$60,000	3,000	400	\$20,000	82%	Major	Annual	Audit	Sarah Lee															
005	MNO Corp	202 Maple Dr	555-7890	sales@mno.com	www.mno.com	2023	\$1,500,000	\$400,000	\$600,000	\$250,000	\$350,000	12,000	2,500	\$120,000	98%	Compliant	Annual	Report	David Kim															



X. Authorization

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

ESSER@doe.nh.gov



Approver Signature - Superintendent / Head of School

Date

12/19/22

Michael J. Tursi, Superintendent of Schools

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;

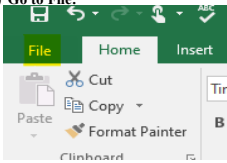
(ii) To the extent practicable, written in a language that parents can understand or, if it is not practicable to provide written translations to a parent with limited English proficiency, be orally translated for such parent;

(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

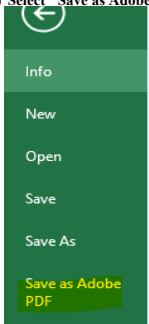
(iv) Be made publicly available on the LEA's website.

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

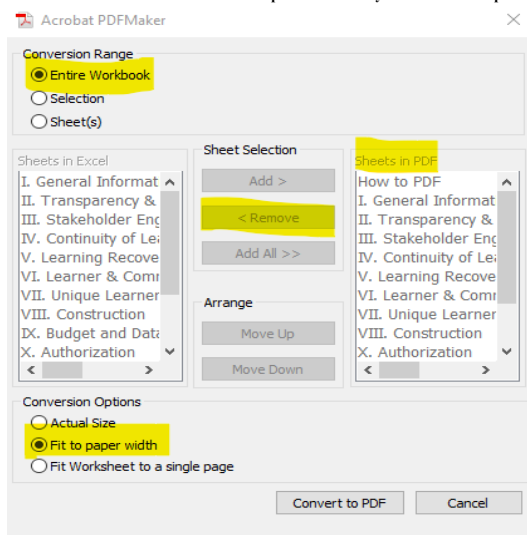
1) Go to File:



2) Select "Save as Adobe PDF":



3) Select "Entire Workbook" and "Fit to paper width." Locate the "IV. 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 V. Authorization tab will 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 01/13/2023:

- A. NH ARP ESSER LEA Fund Use - Excel Workbook
 - i Print the "V. Authorization" tab from Excel file
 - i Manually print and sign the "V. 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 (3 separate attachments)