

LEA Participation in ESSER Activities

Instruction Manual

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Federal Programs and Supports Unit

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# Introduction

Colorado received federal pandemic recovery funds to support students, families, and educators. The Elementary and Secondary School Emergency Relief Fund, known as ESSER, was allocated in three installments – March 2020, December 2020, and March 2021, and was designed to help schools and communities respond to the pandemic and recover from lost learning opportunities.

The U.S. Department of Education requires that all local educational agencies (LEAs) that received ESSER I, II, and/or III funds report on how ESSER funds were used to support learning recovery or acceleration for student groups who were disproportionately impacted by the COVID-19 pandemic, beginning with the 2022-2023 fiscal year. In Colorado, grantees of ESSER I, II, and III funds include districts, BOCES, Administrative Units (AUs), facility schools, and tribal nations. For this reporting requirement, the term “LEA” is used to represent all grantees.

# Selecting a Template

Stakeholders, including the Educational Data Advisory Council (EDAC), shared with CDE that for some LEAs reporting student-level data would be more convenient, while for others it would be easier to report aggregated data. To best meet the needs of all LEAs and create options that meet varying needs, LEAs can choose to submit either LEA-level **or** student-level data. LEAs should only complete **one** of the following data collection templates. Please visit the [ESSER Grantee/Subgrantee Reporting Webpage](http://www.cde.state.co.us/caresact/essergrantee/subgranteereporting) to access the templates.

## LEA-Level Template

This option allows for management of data at the LEA level. The LEA-level template allows LEAs to report aggregate data for each activity, separately by student group.

## Student-Level (Combined) Template

This option allows for management of data at the student level. The combined template allows for reporting each student’s eligibility and participation in a variety of programs (e.g., afterschool, summer school) in the same spreadsheet.

## Student-Level (Separate) Template

This option allows for management of data at the student level and the template has a separate tab for each type of program (e.g., afterschool, summer school). Students would be repeated across tabs if they were eligible and/or participated in more than one program.

### Considerations for Choosing a Template

LEAs should consider how student participation in ESSER activities is currently tracked in order to select the template that best meets their needs. The following guiding questions may be used as a resource:

1. Does the LEA currently maintain a list of individual students participating in each ESSER-funded activity, but lack the time/capacity to pull in student demographic data and run the necessary aggregate calculations (for more information about the required student groups, please see Frequently Asked Questions)?
	* The student-level templates allow LEAs to report a list of individual students participating in ESSER activities, and CDE will utilize information from the Student Interchange to appropriately aggregate the data on behalf of the LEA.
2. Does the LEA maintain separate student participation lists for each ESSER-funded activity, or is participation across all activities tracked in a single location?
	* LEAs maintaining separate student participations lists for each activity may find it more convenient to use the Student-Level (Separate) Template.
	* LEAs maintaining a single student participation list for all activities may find it more convenient to use the Student-Level (Combined) Template.

# Completing the Template

This section provides step-by-step instructions on how to complete each of the LEA Participation in ESSER Activities templates. As a reminder, LEAs should only complete **one** of the following data collection templates. Please navigate to the section corresponding to the template your LEA is utilizing for a walkthrough on completing each tab of the template.

## LEA-Level Template

### Instructions

The “Instructions” tab provides a brief description of the template and a list of all ESSER funds that should be included when reporting on the ESSER activities implemented by the LEA.

#### Data Required

Please provide responses to the following data elements:

1. LEA Number.
	1. Please enter the LEA code/number. This is typically a four-digit code for districts and BOCES and a five-digit code for Administrative Units (AUs). Facility schools and tribal nations can use the codes associated with their ESSER applications. For example, many facility schools have a four-digit code beginning with “FS”.
2. LEA Name.
	1. Please enter the name of the LEA.

### Evidence-Based Summer Learning or Summer Enrichment Programs

LEAs are required to report on whether ESSER funds were used to support evidence-based summer learning or summer enrichment programs during the reporting period. This information will be reported on the “Summer” tab in the LEA-Level Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used for evidence-based summer learning or summer enrichment programs? (Yes/No)
	1. If the LEA did not use ESSER funding for evidence-based summer learning or summer enrichment programs, skip to Evidence-Based Afterschool Programs.
2. Is this program available to all students? (Yes/No)
	1. If yes, skip to step 4.
3. Indicate the number of students this program serves at full capacity.
4. Total **unique** headcount of students that participated in this activity.
5. Indicate the number of eligible students within each of the following student groups **and** the number of eligible students from that student group that participated in this activity.

### Evidence-Based Afterschool Programs

LEAs are required to report on whether ESSER funds were used to support evidence-based afterschool programs during the reporting period. This information will be reported on the “Afterschool” tab in the LEA-Level Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used for evidence-based afterschool programs? (Yes/No)
	1. If the LEA did not use ESSER funding for evidence-based afterschool programs, skip to Extended Instruction Time.
2. Is this program available to all students? (Yes/No)
	1. If yes, skip to step 4.
3. Indicate the number of students this program serves at full capacity.
4. Total **unique** headcount of students that participated in this activity.
5. Indicate the number of eligible students within each of the following student groups **and** the number of eligible students from that student group that participated in this activity.

### Extended Instructional Time

LEAs are required to report on whether ESSER funds were used to support extended instructional time, including extended school day or school week or school year, during the reporting period. This information will be reported on the “Extended Time” tab in the LEA-Level Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used for extended instructional time (including extended school day or school week or school year)? (Yes/No)
	1. If the LEA did not use ESSER funding for extended instructional time, skip to Evidence-Based High Dosage Tutoring.
2. Is extended instructional time in place at all schools within the LEA? (Yes/No)
	1. If yes, skip to Evidence-Based High Dosage Tutoring.
3. Indicate the **unique** headcount of students enrolled in schools within the LEA with mandatory extended instructional time.
4. Indicate the number of students, from that student group, enrolled in schools with extended instructional time.

### Evidence-Based High Dosage Tutoring

LEAs are required to report on whether ESSER funds were used to support evidence-based high dosage tutoring during the reporting period. This information will be reported on the “Tutoring” tab in the LEA-Level Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used for evidence-based high dosage tutoring? (Yes/No)
	1. If the LEA did not use ESSER funding for evidence-based high dosage tutoring, skip to Early Childhood Education Program Expansion or Enhancement.
2. Is this program available to all students? (Yes/No)
	1. If yes, skip to step 4.
3. Indicate the number of students this program serves at full capacity.
4. Total **unique** headcount of students that participated in this activity.
5. Indicate the number of eligible students within each of the following student groups **and** the number of eligible students from that student group that participated in this activity.

### Early Childhood Education Program Expansion or Enhancement

LEAs are required to report on whether ESSER funds were used to support early childhood education program expansion or enhancement during the reporting period. This information will be reported on the “Early Childhood” tab in the LEA-Level Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used early childhood education program expansion or enhancement? (Yes/No)
	1. If the LEA did not use ESSER funding for early childhood education program expansion or enhancement, skip to Full-Service Community Schools.
2. Did this LEA expand its early childhood program? (Yes/No)
3. Did this LEA enhance its early childhood program? (Yes/No)
4. If the LEA expanded its early childhood program, how many **additional** students or slots were funded with ESSER I, ESSER II, or ARP ESSER in the most recent school year? Please include students or slots that were fully and partially funded with ESSER I, ESSER II, or ARP ESSER funds.
5. Total **unique** headcount of students enrolled in an early childhood education program within the LEA.
6. Indicate the number of students from each student group enrolled in an early childhood education program within the LEA.

### Full-Service Community Schools

LEAs are required to report on whether ESSER funds were used for full-service community schools during the reporting period. This information will be reported on the “Community Schools” tab in the LEA-Level Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used for full-service community schools? (Yes/No)
	1. If the LEA did not use ESSER funding for full-service community schools, skip to Purchasing Educational Technology.
2. How many new or additional full-service community schools were launched using these funds in this LEA?
3. How many currently full-service community schools have received additional services and/or support using these funds?
4. What is the total enrollment in full-service community schools supported with ESSER funds within this LEA?

### Purchasing Educational Technology

LEAs are required to report on whether ESSER funds were used to purchase educational technology during the reporting period. This information will be reported on the “Technology” tab in the LEA-Level Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used for purchasing educational technology? (Yes/No)
	1. If the LEA did not use ESSER funding for purchasing educational technology, skip to Submitting the Template.
2. Was educational technology purchased for all students? (Yes/No)
3. Indicate the number of students for whom educational technology was purchased.
4. Indicate the number of eligible students within each of the following student groups **and** the number of eligible students from that student group that received or were directly supported by the educational technology.

## Student-Level (Combined) Template

### Instructions

The “Instructions” tab provides a brief description of the template and a list of all ESSER funds that should be included when reporting on the ESSER activities implemented by the LEA.

#### Data Required

Please provide responses to the following data elements:

1. LEA Number.
	1. Please enter the LEA code/number. This is typically a four-digit code for districts and BOCES and a five-digit code for Administrative Units (AUs). Facility schools and tribal nations can use the codes associated with their ESSER applications. For example, many facility schools have a four-digit code beginning with “FS”.
2. LEA Name.
	1. Please enter the name of the LEA.

### Student Participation

LEAs are required to report on whether ESSER funds were used to support evidence-based summer learning or summer enrichment programs, support evidence-based afterschool programs, support extended instructional time, support evidence-based high dosage tutoring, or purchase educational technology during the reporting period. This information will be reported on the “Student Participation” tab in the Student-Level (Combined) Template.

#### Data Required

Please provide responses to the following data elements:

1. Student Information
	1. Provide a list of all students in the district that were eligible for at least one of the activities:
		* First Name (Column A)
		* Last Name (Column B)
		* SASID (Column C)
2. Summer learning or summer enrichment programs
	1. If the LEA did not use ESSER funding for evidence-based summer learning or summer enrichment programs, please leave Columns D and E blank and skip to step 3.
	2. Is this program available to all students? (Yes/No)
		* If yes, skip to step 2.c.
	3. Indicate the number of students this program serves at full capacity.
	4. Use column D to indicate which students were eligible for the summer learning or summer enrichment programs.
		* Use 0 to indicate a student was not eligible, and 1 to indicate a student was eligible.
	5. Use column E to indicate which students participated in the summer learning or summer enrichment programs.
		* Use 0 to indicate a student did not participate, and 1 to indicate a student participated.
3. Evidence-based afterschool programs
	1. If the LEA did not use ESSER funding for evidence-based afterschool programs, please leave Columns F and G blank and skip to step 4.
	2. Is this program available to all students? (Yes/No)
		* If yes, skip to step 3.c.
	3. Indicate the number of students this program serves at full capacity.
	4. Use column F to indicate which students were eligible for the afterschool programs.
		* Use 0 to indicate a student was not eligible, and 1 to indicate a student was eligible.
	5. Use column G to indicate which students participated in the afterschool programs.
		* Use 0 to indicate a student did not participate, and 1 to indicate a student participated.
4. Extended instructional time
	1. If the LEA did not use ESSER funding for extended instructional time, please leave Column H blank and skip to step 5.
	2. Is extended instructional time in place at all schools within the LEA? (Yes/No)
		* If yes, skip to step 5.
	3. Use column H to indicate which students were enrolled in schools with mandatory extended instructional time.
		* Use 0 to indicate a student was not enrolled, and 1 to indicate a student was enrolled.
5. Evidence-based high dosage tutoring
	1. If the LEA did not use ESSER funding for evidence-based high dosage tutoring, please leave Columns I and J blank and skip to step 6.
	2. Is this program available to all students? (Yes/No)
		* If yes, skip to step 5.c.
	3. Indicate the number of students this program serves at full capacity.
	4. Use column I to indicate which students were eligible for the high dosage tutoring.
		* Use 0 to indicate a student was not eligible, and 1 to indicate a student was eligible.
	5. Use column J to indicate which students participated in the high dosage tutoring.
		* Use 0 to indicate a student did not participate, and 1 to indicate a student participated.
6. Purchasing educational technology
	1. If the LEA did not use ESSER funding for purchasing educational technology, please leave Columns K and L blank and skip to Early Childhood Program Expansion or Enhancement.
	2. Use column K to indicate which students were eligible to receive or be supported by the purchased educational technology.
		* Use 0 to indicate a student was not eligible, and 1 to indicate a student was eligible.
	3. Use column L to indicate which students received or were supported by the purchased educational technology.
		* Use 0 to indicate a student did not receive or was not supported by the educational technology, and 1 to indicate a student received or was supported by the educational technology.

### Early Childhood Education Program Expansion or Enhancement

LEAs are required to report on whether ESSER funds were used to support early childhood education program expansion or enhancement during the reporting period. This information will be reported on the “Early Childhood” tab in the Student-Level (Combined) Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used early childhood education program expansion or enhancement? (Yes/No)
	1. If the LEA did not use ESSER funding for early childhood education program expansion or enhancement, skip to Full-Service Community Schools.
2. Did this LEA expand its early childhood program? (Yes/No)
3. Did this LEA enhance its early childhood program? (Yes/No)
4. If the LEA expanded its early childhood program, how many **additional** students or slots were funded with ESSER I, ESSER II, or ARP ESSER in the most recent school year? Please include students or slots that were fully and partially funded with ESSER I, ESSER II, or ARP ESSER funds.
5. Total **unique** headcount of students enrolled in an early childhood education program within the LEA.
6. Indicate the number of students from each student group enrolled in an early childhood education program within the LEA.

### Full-Service Community Schools

LEAs are required to report on whether ESSER funds were used for full-service community schools during the reporting period. This information will be reported on the “Community Schools” tab in the Student-Level (Combined) Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used for full-service community schools? (Yes/No)
	1. If the LEA did not use ESSER funding for full-service community schools, skip to Purchasing Educational Technology.
2. How many new or additional full-service community schools were launched using these funds in this LEA?
3. How many currently full-service community schools have received additional services and/or support using these funds?
4. What is the total enrollment in full-service community schools supported with ESSER funds within this LEA?

## Student-Level (Separate) Template

### Instructions

The “Instructions” tab provides a brief description of the template and a list of all ESSER funds that should be included when reporting on the ESSER activities implemented by the LEA.

#### Data Required

Please provide responses to the following data elements:

1. LEA Number.
	1. Please enter the LEA code/number. This is typically a four-digit code for districts and BOCES and a five-digit code for Administrative Units (AUs). Facility schools and tribal nations can use the codes associated with their ESSER applications. For example, many facility schools have a four-digit code beginning with “FS”.
2. LEA Name.
	1. Please enter the name of the LEA.

### Evidence-Based Summer Learning or Summer Enrichment Programs

LEAs are required to report on whether ESSER funds were used to support evidence-based summer learning or summer enrichment programs during the reporting period. This information will be reported on the “Summer” tab in the Student-Level (Separate) Template.

#### Data Required

Please provide responses to the following data elements:

1. Student Information
	1. Provide a list of all students in the district that were eligible for the summer learning or summer enrichment programs:
		* First Name (Column A)
		* Last Name (Column B)
		* SASID (Column C)
2. Summer learning or summer enrichment programs
	1. If the LEA did not use ESSER funding for evidence-based summer learning or summer enrichment programs, please leave Columns A through E blank and skip to Evidence-Based Afterschool Programs.
	2. Is this program available to all students? (Yes/No)
		* If yes, skip to step 2.c.
	3. Indicate the number of students this program serves at full capacity.
	4. Use column D to indicate which students were eligible for the summer learning or summer enrichment programs.
		* Use 0 to indicate a student was not eligible, and 1 to indicate a student was eligible.
	5. Use column E to indicate which students participated in the summer learning or summer enrichment programs.
		* Use 0 to indicate a student did not participate, and 1 to indicate a student participated.

### Evidence-Based Afterschool Programs

LEAs are required to report on whether ESSER funds were used to support evidence-based afterschool programs during the reporting period. This information will be reported on the “Afterschool” tab in the Student-Level (Separate) Template.

#### Data Required

Please provide responses to the following data elements:

1. Student Information
	1. Provide a list of all students in the district that were eligible for the afterschool programs:
		* First Name (Column A)
		* Last Name (Column B)
		* SASID (Column C)
2. Evidence-based afterschool programs
	1. If the LEA did not use ESSER funding for evidence-based afterschool programs, please leave Columns A through E blank and skip to Extended Instructional Time.
	2. Is this program available to all students? (Yes/No)
		* If yes, skip to step 2.c.
	3. Indicate the number of students this program serves at full capacity.
	4. Use column D to indicate which students were eligible for the afterschool programs.
		* Use 0 to indicate a student was not eligible, and 1 to indicate a student was eligible.
	5. Use column E to indicate which students participated in the afterschool programs.
		* Use 0 to indicate a student did not participate, and 1 to indicate a student participated.

### Extended Instructional Time

LEAs are required to report on whether ESSER funds were used to support extended instructional time, including extended school day or school week or school year, during the reporting period. This information will be reported on the “Extended Time” tab in the Student-Level (Separate) Template.

#### Data Required

Please provide responses to the following data elements:

1. Student Information
	1. Provide a list of all students in the district that were enrolled in schools with mandatory extended instructional time:
		* First Name (Column A)
		* Last Name (Column B)
		* SASID (Column C)
2. Extended instructional time
	1. If the LEA did not use ESSER funding for extended instructional time, please leave Columns A through D blank and skip to Evidence-Based High Dosage Tutoring.
	2. Is extended instructional time in place at all schools within the LEA? (Yes/No)
		* If yes, skip to Evidence-Based High Dosage Tutoring.
	3. Use column D to indicate which students were enrolled in schools with mandatory extended instructional time.
		* Use 0 to indicate a student was not enrolled, and 1 to indicate a student was enrolled.

### Evidence-Based High Dosage Tutoring

LEAs are required to report on whether ESSER funds were used to support evidence-based high dosage tutoring during the reporting period. This information will be reported on the “Tutoring” tab in the Student-Level (Separate) Template.

#### Data Required

Please provide responses to the following data elements:

1. Student Information
	1. Provide a list of all students in the district that were eligible for the high dosage tutoring:
		* First Name (Column A)
		* Last Name (Column B)
		* SASID (Column C)
2. Evidence-based high dosage tutoring
	1. If the LEA did not use ESSER funding for evidence-based high dosage tutoring, please leave Columns A through E blank and skip to Early Childhood Education Program Expansion or Enhancement.
	2. Is this program available to all students? (Yes/No)
		* If yes, skip to step 2.c.
	3. Indicate the number of students this program serves at full capacity.
	4. Use column D to indicate which students were eligible for the high dosage tutoring.
		* Use 0 to indicate a student was not eligible, and 1 to indicate a student was eligible.
	5. Use column E to indicate which students participated in the high dosage tutoring.
		* Use 0 to indicate a student did not participate, and 1 to indicate a student participated.

### Early Childhood Education Program Expansion or Enhancement

LEAs are required to report on whether ESSER funds were used to support early childhood education program expansion or enhancement during the reporting period. This information will be reported on the “Early Childhood” tab in the Student-Level (Separate) Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used early childhood education program expansion or enhancement? (Yes/No)
	1. If the LEA did not use ESSER funding for early childhood education program expansion or enhancement, skip to Full-Service Community Schools.
2. Did this LEA expand its early childhood program? (Yes/No)
3. Did this LEA enhance its early childhood program? (Yes/No)
4. If the LEA expanded its early childhood program, how many **additional** students or slots were funded with ESSER I, ESSER II, or ARP ESSER in the most recent school year? Please include students or slots that were fully and partially funded with ESSER I, ESSER II, or ARP ESSER funds.
5. Total **unique** headcount of students enrolled in an early childhood education program within the LEA.
6. Indicate the number of students from each student group enrolled in an early childhood education program within the LEA.

### Full-Service Community Schools

LEAs are required to report on whether ESSER funds were used for full-service community schools during the reporting period. This information will be reported on the “Community Schools” tab in the Student-Level (Separate) Template.

#### Data Required

Please provide responses to the following data elements:

1. Was ESSER funding used for full-service community schools? (Yes/No)
	1. If the LEA did not use ESSER funding for full-service community schools, skip to Purchasing Educational Technology.
2. How many new or additional full-service community schools were launched using these funds in this LEA?
3. How many currently full-service community schools have received additional services and/or support using these funds?
4. What is the total enrollment in full-service community schools supported with ESSER funds within this LEA?

### Purchasing Educational Technology

LEAs are required to report on whether ESSER funds were used to purchase educational technology during the reporting period. This information will be reported on the “Technology” tab in the Student-Level (Separate) Template.

#### Data Required

Please provide responses to the following data elements:

1. Student Information
	1. Provide a list of all students in the district that were eligible to receive or be supported by purchased educational technology:
		* First Name (Column A)
		* Last Name (Column B)
		* SASID (Column C)
2. Purchasing educational technology
	1. If the LEA did not use ESSER funding to purchase educational technology, please leave Columns A through E blank and skip to Submitting the Template.
	2. Use column D to indicate which students were eligible to receive or be supported by the purchased educational technology.
		* Use 0 to indicate a student was not eligible, and 1 to indicate a student was eligible.
	3. Use column E to indicate which students received or were supported by the purchased educational technology.
		* Use 0 to indicate a student did not receive or was not supported by the educational technology, and 1 to indicate a student received or was supported by the educational technology.

# Submitting the Template

Please upload the completed template via Syncplicity. **Do not send the template via email** as it may contain personally identifiable information (PII). Each LEA should have received a link to access an ESSER Reporting folder within Syncplicity (e.g., “DistrictNumber – DistrictName – ESSER Reporting”). If you did not receive a link, or are having trouble accessing the Syncplicity folder, please contact Mackenzie Owens at owens\_m@cde.state.co.us.

# Frequently Asked Questions

This section provides answers to frequently asked questions regarding the LEA Participation in ESSER Activities templates. This section will continue to be updated based on input from LEAs.

#### Which activities should be reported in the LEA Participation in ESSER Activities template?

LEAs should include all ESSER-funded activities occurring during the reporting period. Please note that ESSER refers to all ESSER I, II, and ARP ESSER III funds, including both mandatory subawards (90% allocations) and state reserve activities (formula Supplemental funds and competitive funds). The reporting period aligns to the fiscal year. For school year 2022-23, for example, LEAs would report on activities funded between July 1, 2022 and June 30, 2023.

#### What are “summer learning or summer enrichment programs”?

For the purposes of this reporting, the U.S. Department of Education defines summer learning or summer enrichment programs as “Evidence-based intervention and/or enrichment programs that support accelerated learning in the core curriculum based on the state’s challenging academic standards during the summer months.”

#### What are “afterschool programs”?

For the purposes of this reporting, the U.S. Department of Education defines afterschool programs as “Voluntary programs that assist students in meeting the challenging State academic standards by providing students with academic enrichment activities and other activities during non-school hours or periods when school is not in session (not including summer months).”

#### What is “extended instructional time”?

For the purposes of this reporting, the U.S. Department of Education defines extended instructional time as “Using a longer school day, week, or year schedule to significantly increase the total number of school hours to include additional time for a) instruction in core academic subjects including English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography; and b) instruction in other subjects and enrichment activities that contribute to a well-rounded education. Participation is considered mandatory.”

#### What is “high dosage tutoring”?

For the purposes of this reporting, the U.S. Department of Education defines high dosage tutoring as “Voluntary intensive tutoring aligned with an evidence-based core curriculum and led by highly trained tutors or certified teachers that occurs one-to-one or in very small groups at least 3 days per week on a sustained basis to help students accelerate their learning in the core curriculum based on the state's challenging academic standards.”

#### What is “early childhood program expansion or enhancement”?

For the purposes of this reporting, the U.S. Department of Education defines early childhood program expansion or enhancement as “Programs that expand opportunities for all students, particularly traditionally underserved students, to attend high-quality early childhood education programs or that support the improvement of existing early childhood education programs in implementing the best practices of high-quality early childhood education programs.”

*What expenditures should be included in the “purchasing educational technology” category?*

 The U.S. Department of Education includes the following in the educational technology category:

* Mobile technology devices such as tablets and laptops;
* Providing off-campus access to reliable, high-speed internet for students and teachers through the purchase of internet-connected devices/equipment, mobile hotspots, wireless service plans, or installation of Community Wi-Fi Hotspots, especially in underserved communities;
* Teleconferencing applications or programs;
* Software/online/virtual programs, screen capture/recording software, online/virtual cultural curriculum/programs, online/virtual tutoring curriculum/programs, learning management systems;
* Technology accessories, such as headphones, speakers, laptop cameras; and Assistive technology devices, such as dedicated communication devices and applications for text-to-speech, graphic organizers, or word prediction

#### What is meant by “the number of students this program serves at full capacity”?

The U.S. Department of Education defines full capacity as the “Maximum number of students a program could serve as determined by the SEA or LEA. Constraints that may limit the number of students a program can serve may include the number of seats and/or the number of instructors and an SEA or LEA-determined maximum staff/student ratio.”

#### Which students are considered “eligible” for an activity?

Eligible refers to students within the student group who meet eligibility criteria for participation, such as belonging to the appropriate grade for the activity.

#### Which students are considered “participating” in an activity?

For the purposes of this reporting, the U.S. Department specifies “A student has participated in a voluntary program if that student has attended 50% or more of the time he/she/they were eligible to attend. The student has participated in a mandatory program if that student is enrolled in a school with that mandatory program in place.”

#### Which student groups are included?

For the purposes of this reporting, the U.S. Department specifies the following student groups:

* 1. Students with one or more disabilities
	2. Low-income students
	3. English learners
	4. Students in foster care
	5. Migratory students
	6. Students experiencing homelessness
	7. American Indian or Alaska Native
	8. Asian
	9. Black or African American
	10. Hispanic/Latino
	11. Native Hawaiian or Other Pacific Islander
	12. White
	13. Two or more races

If applicable, the LEA may report on other student groups for which activities were targeted.