TO: School Administrators/Business Managers

FROM: Laurie Matzke, Assistant Superintendent

DATE: July 21, 2020

RE: ESSER Quarterly Report Training

Under the CARES Act, all districts receiving ESSER funding are required to complete and submit a report on the use of the funds. These reports will be completed on a quarterly basis. The first ESSER Quarterly Report will be due on August 7, 2020, for the period of March 13, 2020, through June 30, 2020. All districts will need to complete a report in WebGrants, even if no funds have been expended.

The NDDPI is conducting training via Teams on how to complete the Quarterly Report. The training will be held on Monday, August 3, 2020, from 11:00 a.m. to 12:00 p.m.

For the best experience, we recommend attending the meeting via a computer.

[JOIN TRAINING](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzEzZDVlODUtMDgzMy00NjYyLTkyYjMtNjliZDEzOWY1MGZj%40thread.v2/0?context=%7b%22Tid%22%3a%222dea0464-da51-4a88-bae2-b3db94bc0c54%22%2c%22Oid%22%3a%227ee8f3a5-b03a-4fb2-b599-1f7b97426894%22%2c%22IsBroadcastMeeting%22%3atrue%7d)

Or by telephone: 1-701-328-0950

Conference ID: 407 131 963#

There will be an opportunity for questions through the use of the “Questions” feature.

It is strongly recommended that someone from every district attend the training to ensure accuracy in reporting, as these reports will be highly scrutinized.

If you have questions, please contact me at [lmatzke@nd.gov](mailto:lmatzke@nd.gov) or 701-328-2284.