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# Every Student Succeeds Act Financial Transparency Requirement

## Overview and Form Submission

**February 2020**

The following slides will walk you through the steps of filling out your ESSA form for NYSED.

# Agenda

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- **What is the Financial Transparency Requirement?**
- **Next Steps for 2018-19 Reporting**
- **What will be in the final published report?**
- **How do I prepare my expenditures for reporting?**
- **How do I access the application?**
- **How do I fill out the form in IDEX?**
- **Possible Error Screens**
- **Is More Information Available?**



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**What is the Federal ESSA Financial Transparency Requirement?**

# What is the ESSA Financial Transparency Requirement?

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**ESSA requires that beginning with data from the 2018-2019 School Year, State Report Cards must include:**

***“The per-pupil expenditures of Federal, State, and local funds, including actual personnel expenditures and actual non-personnel expenditures of Federal, State, and local funds, disaggregated by source of funds, for each local educational agency and each school in the State for the preceding fiscal year.”***

# The ESSA Financial Transparency Requirement

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States have been given wide latitude to develop reports that fit local needs.

## Key factors in developing New York's report:

- Existing uniform chart of accounts for all districts
- Existing reporting requirements for school districts and charter schools, including the state funding transparency form



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## Next Steps for 2018-19 Reporting

## Next Steps through Spring 2020

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- January-March 2020: School districts will submit expenditure data through the business portal
- March 1, 2020: 2018-19 expenditure data from school districts due
- Spring 2020: SED will convene a working group of charter schools to develop guidance to align existing charter school reporting to the ESSA Fiscal Transparency process for 2019-20 school year data

## Next Steps through Fall 2020

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- June 1, 2020: SED will release 2018-19 school year ESSA reports (future years available on April 1), which will include reported expenditure data, as well as other contextual information already reported through other means
- November 1, 2020: Charter schools will report fiscal data through the ESSA Financial Transparency portal





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**What will be in the final published report?**

# Report Components

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**The report will include several sections, which cover the following topics:**

- Contextual information to help the reader understand the fiscal capacity, needs, and/or challenges of the school and/or district;
- Per pupil expenditures by combined local/state and federal funds, as well as by instruction and administration, among other categories;
- Comparable per pupil expenditures in similar schools in the region and across the state; and,
- Space for a link to the school district website for further explanations.

# Report Section 1

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## Section 1 - School and District Demographics (SED will complete)

- Demographics and characteristics of the school district or charter school (at the district level), such as district enrollment, fiscal capacity, and student need
- School name and grade levels served
- Demographic background of the students enrolled in the individual school, including ethnicity (for districts only)
- Selected staffing characteristics of the school or charter school (e.g., years of experience)

# Report Section 2

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## Section 2 – Total Per Pupil Expenditures (SED will complete)

- Total per-pupil expenditures of the school, compared to the district, county, and Statewide per-pupil expenditures among similar grade levels.

# Report Sections 3 - 4

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## Section 3 – Report View One (School districts completed via IDEX)

- School level expenditures and central district costs per-pupil for instruction, administration, and all other expenses

## Section 4 – Report View Two (School districts completed via IDEX)

- Total per-pupil expenditures of the school, including central district costs disaggregated, by local/state and federal funding source

# Report Section 5

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## Section 5 – Program Area Detail (School districts completed via IDEX)

- School and central district costs in the following areas:
  - BOCES Services
  - Community Schools Programs
  - ELL/MLL Services
  - Pupil Services
  - Prekindergarten
  - Special Education

## Section 6 – Total Expenditures, Exclusions, and Fringe Rate Calculator (School districts completed via IDEX)

- Total expenditures and exclusions by exclusion type.
- For LEAs utilizing the fringe benefit methodology (rather than reporting actuals), the calculation behind personnel costs and benefits.



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**How do I prepare my expenditures for reporting?**


# Where to find instructions and guidelines:

The screenshot shows the NYS ED website header with the logo and tagline "New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity". Social media icons for LinkedIn, Facebook, Twitter, and RSS are visible. A navigation bar includes links for NYSED, Education Areas, Standards & Curriculum, Assessments, Certification & Licensing, School Business, and Data & Reporting. A prominent orange banner displays the URL [www.nysed.gov/essa/financial-transparency](http://www.nysed.gov/essa/financial-transparency). Below this, a sidebar menu lists items under "Every Student Succeeds Act (ESSA)", with "Financial Transparency" selected. The main content area is titled "Financial Transparency" and contains a paragraph about building-level financial transparency. Below the paragraph is a section titled "ESSA Financial Transparency Guidance" with a list of items. Two red arrows point from a red box on the right to "Accounting Guidance Spreadsheet" and "Data Submission FAQ" in the list.

**Financial Transparency**

Building-level financial transparency under ESSA will help those interested in education learn more about the equity and effectiveness of our federal, state, and local educational resources. It is critical that we maximize every dollar to provide the best opportunities and improve outcomes for our students. Fiscal transparency reports will outline how much each school is spending per student and the source of the funds. These fiscal transparency reports will be issued for the first time in early 2020 for the 2018-19 school year. At the district level, they will inform conversations with districts about whether equitable resources are being provided to identified schools. At the state level, these reports can help inform future Board of Regents State Aid requests.

**ESSA Financial Transparency Guidance**

- Superintendents (coming soon)
- School Business Officials 
  - Accounting Guidance Spreadsheet (coming soon)
  - Data Submission FAQ
- School Administrators (coming soon)
- School Board Members (coming soon)
- Charter Schools (coming soon)

**Recommendation:**  
Check back regularly for changes

Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>





# How are actual expenditures reported?

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## Three Categories:

- **Individual school buildings**
  - “School building” is defined by BEDS Code
- **District-wide (Central)**
- **Exclusions**

Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>



# What Funds are being Reported?

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All Expenditures reported on 2018-19 ST-3 for the following funds, excluding any Interfund Transfers:

- General Fund
- Special Aid Fund
- *School Food Service Fund*
- *Public Library Fund*
- *Debt Service Fund*
- *Capital Funds*
- *Permanent Fund*
- *Misc. Special Revenue Fund*

*Italicized funds will be reported under the Exclusion section.*

Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>

# Guidance with ST-3

In the guidance, each code used for reporting on the ST-3 form is paired with an appropriate ESSA report category. Some ST-3 codes cover multiple categories.

School = Separate by school building  
 Central = District-wide  
 Exclusion = Reported as Exclusion

## Appendix A: ESSA Financial Transparency Requirements by 2019-2020 SAMS ST-3 Code

Account Number	Description	Report View One (School or Central)	Report View Two Category	Program Detail Area Category	Allocation Methodology Notes
<b>ST-3 - Schedule A3 - General Fund Revenues: N/A - Financial Transparency Report is for Expenditures, Not Revenues</b>					
<b>ST-3 - Schedule A4a - General Fund Expenditures</b>					
A1010.16	General Support - Board of Education; Noninstructional Salaries	Central	F1 - Central Administrative Salaries	N/A	Shows which line on the report to list expenditures
A1010.2	General Support - Board of Education; Equipment	Central	G3 - All Other Non-personnel Expenditures	N/A	
A1010.4	General Support - Board of Education; Contractual and Other	Central	G3 - All Other Non-personnel Expenditures	N/A	Shows which line on the report to list expenditures under Program Detail Area, if applicable
A1010.45	General Support - Board of Education; Materials and Supplies	Central	G3 - All Other Non-personnel Expenditures	N/A	
A1010.49	General Support - Board of Education; BOCES Services	Central	G3 - All Other Non-personnel Expenditures	Y - BOCES Services (Central District)	
A1010.0	General Support - Board of Education; Total Board of Education	Central	Multiple (See above)	Multiple (See above)	
A1040.16	General Support - Board of Education; Noninstructional Salaries	Central	F1 - Central Administrative Salaries	N/A	



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**How do I access the application?**

# Access to the ESSA application

Log into the Business Portal  
(<https://portal.nysed.gov>)

Under “My Applications” should be  
IRS Data Exchange (IDEx)

## My Applications

SEDAS User Guide

IRS Data Exchange (IDEx)



Information and Reporting Services Portal (IRSP)

SED Delegated Account System (SEDAS)

SED Monitoring and Vendor Performance System

SSBA Reimbursement

State Aid Management System (SAMS)

If you see the application, click on it and check to make sure you see the ESSA District Level form (shown below). If not, go to the next slide.

Data Collections for

Show 10 entries Search:

Data Collection	Collection Year	Due Date	Status	Last Updated
End of Year (EOY) Statement of Certification of Verification Reports	2018-2019	09/06/2019	SUBMITTED	08/27/2019 by
End of Year (EOY) Statement of Certification of Verification Reports	2017-2018	09/07/2018	SUBMITTED	09/05/2018 by
End of Year (EOY) Statement of Certification of Verification Reports	2016-2017	09/22/2017	SUBMITTED	09/01/2017 by
<u>ESSA Financial Transparency Report - District Level Actual Expenditures</u>	2018-2019	03/01/2020	IN PROGRESS	01/02/2020 by
TSDL and Staff Assignment Verification Report	2018-2019	06/28/2019	SUBMITTED	06/20/2019 by
TSDL and Staff Assignment Verification Report	2017-2018	07/13/2018	SUBMITTED	06/20/2018 by
TSDL and Staff Assignment Verification Report	2016-2017	07/28/2017	SUBMITTED	06/16/2017 by

Showing 1 to 7 of 7 entries

Previous 1 Next

# Granting Access

You will need to have the Superintendent grant you access to the IRS Data Exchange page and the ESSA application as well.

They will need to go to <https://portal.nysed.gov/abp> and Select SED Delegated Account System (SEDDAS)



Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>

# How to Assign Application and/or Entitlements (done by Superintendent/designee)



Step 1: Open SEDDAS

Step 2: Click on Search User

Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>

# Search for a User

## Delegated Account System

**User Search**

*1 user account found*

Search Criteria

• Enter **User ID**, **Last Name** or **Both**

**All Accounts**       **Enabled Accounts**       **Disabled Accounts**       **Locked Accounts**


User ID       **1** Last Name

**2**

User List \*

First Name	Last Name	User ID	Position/Title	Institution	Work Phone	Email
• MICHAEL		(Enabled)	Cfo (DAEA)	CSD		

\* Only **NYSED Database Unit** admins may view user accounts at **Inactive** institutions  
Only **Super DA** and **NYSED Database Unit** admins may view **Super DA** user accounts  
\*\* Inactive institution  
(CEO) Institution CEO as recognized by SEDDAS

**3**  

Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>



# Entitling Administrator Rights to IRS Data Exchange Application

## Delegated Account System

**View User**

User Information

Name		Position/Title	Cfo (DAEA)
User ID	(Enabled)	Institution	CSD (Ac
Institution CEO			
Work Phone	Ext:	Email	
Password Changed	August 28, 2019 (112 days ago)		

<< Back   Account History   Entitle Applications   Entitle Administrator   Update

Application Entitlements

Delegated Account System	
Role	Delegated/Entitlement Administrator
Applications	** Education Law Reporting SSBA Reimbursement
Education Law Reporting	
Role	Submit and Certify
IRS Data	
Role	Data View
IRS Portal	
Role	IRSP User

Click on Entitle Administrator to give Administrator rights to Application

Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>

# Access to Application but not the ESSA Reporting?

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SED has assigned the NYC Chancellor and all CEOs (Superintendents) of school districts access to Submit/Certify ESSA FT data within IDEX, as well as delegate that same ability to other users within their jurisdiction.

No business officials have access until delegated authority within their own district by their superintendent.

To delegate other users to the forms, the superintendent has to login to the SEDDAS application and entitle the user with the ESSA Financial Transparency (EFT) application.

The ESSA Financial Transparency entitlement has 3 possible roles available for delegation: Submit/Certify, Save, and Read Only.

Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>



# Entitling Access to ESSA Reports

## Delegated Account System

**View User**

**User Information**

<b>Name</b>		<b>Position/Title</b>	<b>Cfo (DAEA)</b>
<b>User ID</b>	(Enabled)	<b>Institution</b>	JSD (Ac
<b>Institution CEO</b>		<b>Email</b>	
<b>Work Phone</b>	Ext:		
<b>Password Changed</b>	August 28, 2019 (112 days ago)		

<< Back    Account History    **Entitle Applications**    Entitle Administrator    Update

**Application Entitlements**

<b>Delegated Account System</b>	
<b>Role</b>	Delegated/Entitlement Administrator
<b>Applications</b>	Education Law Reporting SSBA Reimbursement
<b>Education Law Reporting</b>	
<b>Role</b>	Submit and Certify
<b>IRS Data</b>	
<b>Role</b>	Data View
<b>IRS Portal</b>	
<b>Role</b>	IR5P User

Click on Entitle Applications to give access to ESSA Reporting

Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>

# ESSA Financial Transparency Application Rights

Select ESSA option, give access level and select Grant Access.

Select applications for entitlement

- AIR Growth Reporting System
- August Graduation Rate (AGR)
- ESSA Financial Transparency (EFT)
- Facilities Planning/Fire Safety
- Institution Master File (BEDS)
- LOHIST Level 0 Historical - Staff Eval
- LOHIST Level 0 Historical - Student
- PD System
- School Safety and the Educational Climate (SSEC)
- Teacher Access and Authorization System (TAA/TSRV/ePMF)

Three access levels:

Read only

**Save**

**Submit/Certify**

You should be all set now!

Need more help? →

Contact them at:  
seddas@nysed.gov

Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>



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**How do I fill out the form in IDEX?**

# Logging In

Go to this website (<https://portal.nysed.gov>) to access your Application Business Portal account

Click Log In

Enter your credentials and click Log In



## Application Business Portal

Portal Dashboard

### My Applications

In order to view secure applications, you must be logged in. Please [Log In](#) to continue to your NYSED Business Portal Applications.



# IRS Data Exchange Application

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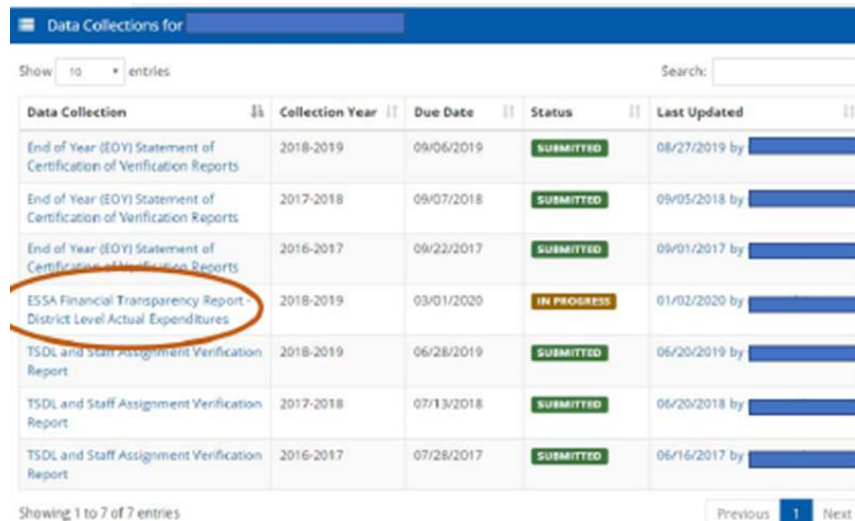
Once logged in, click on the IRS Data Exchange link under My Applications



# Search & Open

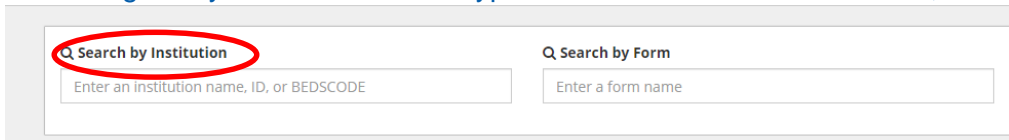
Upon logging into the IDEX portal, the main/home page contains a listing of data collection reports for the district. The [ESSA District-Level Report](#) is accessible on this list, but the school level reports are **not** (they must be searched and selected).

Your District-Level Report will always be on the home page of the IDEX application. You can access it at anytime by clicking “Return to Data Exchange” or clicking the house icon in the upper left corner of the webpage.



Data Collection	Collection Year	Due Date	Status	Last Updated
End of Year (EOY) Statement of Certification of Verification Reports	2018-2019	09/06/2019	SUBMITTED	08/27/2019 by [User]
End of Year (EOY) Statement of Certification of Verification Reports	2017-2018	09/07/2018	SUBMITTED	09/05/2018 by [User]
End of Year (EOY) Statement of Certification of Verification Reports	2016-2017	09/22/2017	SUBMITTED	09/01/2017 by [User]
ESSA Financial Transparency Report - District Level Actual Expenditures	2018-2019	03/01/2020	IN PROGRESS	01/02/2020 by [User]
TSDL and Staff Assignment Verification Report	2018-2019	06/28/2019	SUBMITTED	06/20/2019 by [User]
TSDL and Staff Assignment Verification Report	2017-2018	07/13/2018	SUBMITTED	06/20/2018 by [User]
TSDL and Staff Assignment Verification Report	2016-2017	07/28/2017	SUBMITTED	06/16/2017 by [User]

Begin by making sure all schools within the district have an ESSA **School** Level form. Click in the “Search by Institution” box and enter the first six digits of your BEDS code or type the name of one of the schools, a dropdown list should appear.



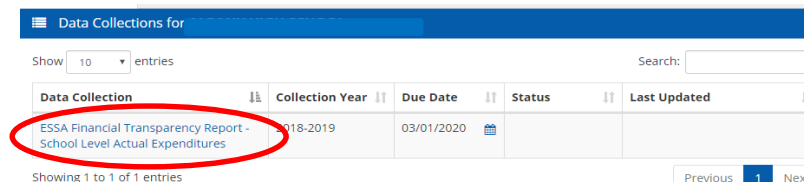
Search by Institution

Enter an institution name, ID, or BEDSCODE

Search by Form

Enter a form name

Clicking on the school in the dropdown will bring up the corresponding ESSA School Level form.



Data Collection	Collection Year	Due Date	Status	Last Updated
ESSA Financial Transparency Report - School Level Actual Expenditures	2018-2019	03/01/2020		



# Calculating Fringe Benefit Rate

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At this time, you will **ONLY** enter your calculation for the Fringe Benefit Rate, which can be used for data in both School and District forms.

Gather the following for the 2018-19 school year:

- All General Fund .1 Personal Service (Salary) expenditures
- All Special Aid Fund .1 Personal Service (Salary) expenditures
- All General Fund .8 Employee Benefit expenditures
- All Special Aid Fund .8 Employee Fringe Benefit expenditures
- Determine the amount expended in items 3 & 4 that was for retirees for 2018-19

Source: <https://www.questar.org/services/financial/state-aid-financial-planning/topics/>

# Components of Fringe Rate Calculator

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Line A: Report the sum of all the Employee Benefits codes expended in the 2018-19 school year. Each ST-3 account code ending with an object of expenditure of “.8”.

Line B: Other post-employment benefits (OPEB) represent the cost of providing non-pension benefits to former employees. These benefits principally involve health care benefits but may also include life insurance, disability, legal, and other services. The cost of providing such benefits to former employees paid out of the district’s annual budget (not the actuarially calculated annual OPEB expense) should be reported as “G2. All Other Benefits” on Report View One.

Line C: Line A minus Line B

Line D: All salaries for district employees, not including any benefits.

# Completing Fringe Rate Calculator

Enter your data for Lines A-D

Now, calculate the District Average Fringe Rate using the following formula and enter it in the corresponding box:

$$= \frac{\text{Total Employee Benefits for Active Employees}}{\text{Total Personal Service in General Fund \& Special Aid Fund}} * 100$$

After you have entered your calculated rate (enter ALL decimal places), hit the TAB key. The form will ensure the calculation was correct.

If correct, STOP filling out the District form and scroll to the bottom of the page and click SAVE.


If you have any errors, see Possible Error Screens slides.

**\*\*Be sure to write down your rate. You will not enter any additional information on the District Level form until ALL School Level forms are completed and submitted.**

## District Average Fringe Benefit Calculator

After completing the District Fringe Rate Benefits calculation, click **SAVE** at the bottom of this form **before** beginning the school level form. In order to complete the rest of this district level form, the District Average Fringe Benefit Calculator at the top of this form must be completed **first**. The District Average Fringe Rate multiplied by salary expenditures will provide Fringe expenditures.

**STOP** once the calculator has been completed and complete all school-level forms before finishing this district-level form.

	Amount Spent	Fringe Rate (%)
Total Employee Benefits in General Fund & Special Aid Fund	\$ 4,321	N/A
Other Post-Employment Benefits	\$ 1,234	N/A
Total Employee Benefits for Active Employees	\$ 3,087	N/A
Total Personal Service in General Fund & Special Aid Fund	\$ 4,242	N/A
District Average Fringe Rate 	N/A	72.77227722772277

$$= \frac{3087}{4242} * 100$$

# Saving:

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If successfully saved, you should see the image below:

ESSA Financial Transparency Report - District Level  
Actual Expenditures  
2018-2019  
for BERNE-KNOX-WESTERLO CSD  
(Bedcode: 010201040000)

ESSA Financial Transparency Report - District Level

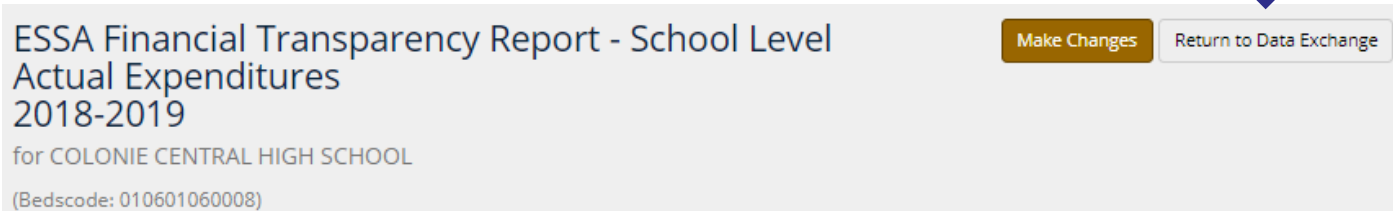
**This form has been saved but it has not been submitted.**  
Please review the verification report below and submit the data at the bottom of the page.

Make Changes    Return to Data Exchange

The values will now be *italicized*.

# Returning to Main Page

Click on “Return to Data Exchange” in order to go back to the main page to begin filling out your School Level forms.

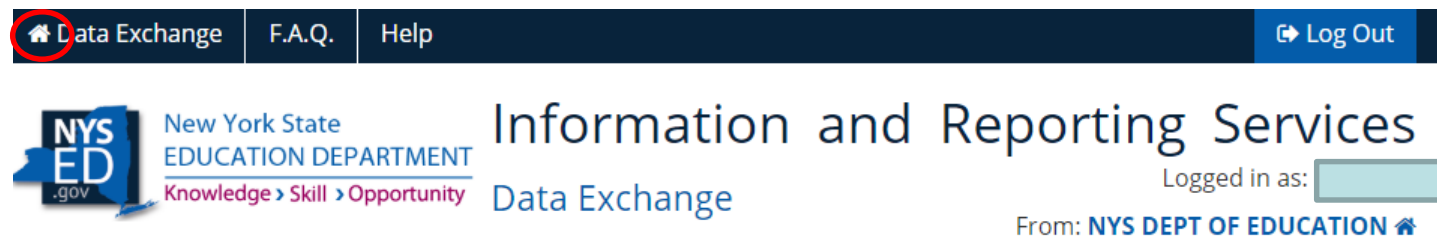


ESSA Financial Transparency Report - School Level  
Actual Expenditures  
2018-2019  
for COLONIE CENTRAL HIGH SCHOOL  
(Bedscore: 010601060008)


[Make Changes](#) [Return to Data Exchange](#)

A blue arrow points down to the "Return to Data Exchange" button.

Or click the house in the top left corner




[Data Exchange](#) [F.A.Q.](#) [Help](#) [Log Out](#)

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## Information and Reporting Services

Data Exchange

Logged in as:

From: NYS DEPT OF EDUCATION 



# School Level Forms

Now you will enter one of your School's Name, ID, or BEDS Code to access your School Level form.

**Q Search by Institution**

**Q Search by Form**

Click on the form that corresponds with the given school. The status should be blank at this time.

Show  entries Search:

Data Collection	Collection Year	Due Date	Status	Last Updated
<a href="#">ESSA Financial Transparency Report - School Level Actual Expenditures</a>	2018-2019	12/30/2019		

Showing 1 to 1 of 1 entries Previous **1** Next

**Note:** All schools within the district must be completed **and** submitted before you enter District Level Data in the District ESSA form. Data can be entered in the District form after the system totals the individual schools & populates that data into the District form.

# Completing the Form:

Fill out all boxes using information collected on spending and your Fringe Rate. The form has validation checks that may produce error messages to ensure accuracy. Refer to slides on Possible Error Screens.

The “Total” sections MUST add up to the values above them. Otherwise, the form will yield an error and you will not be able to save the form. This error may only appear upon clicking SAVE.

If you don't know a value or need to come back and finish in the future, put a 0 in the entry box as a placeholder. Make sure totals reflect the placeholder of zero. This will allow you to pass validation checks and SAVE.

**Note:** you will have to readjust the totals as well when entering the correct value in the entry box in the future. You cannot save the document with an error anywhere.

*Making changes, saving, & submitting are in subsequent slides.*

## ESSA Financial Transparency Report - School Level Actual Expenditures 2018-2019

[Return to Data Exchange](#)

for COLONIE CENTRAL HIGH SCHOOL

(Bedcode: 010601060008)

ESSA Financial Transparency Report - School Level

### School-Level Spending

Completion of each school-level form and one district form will satisfy the Federal Every Student Succeeds Act (ESSA) Financial Transparency reporting requirement. Complete guidance on these requirements, including a crosswalk from ST-3 codes to items on this report, is available at this website: <http://www.nysed.gov/essa/financial-transparency>

School-level submissions will be automatically aggregated to the district-level form upon completion of all school forms within a few minutes of submission. Subsequent changes to school-level forms will also be reflected in the district-level form within a few minutes.

To calculate benefits, please complete the District Average Fringe Benefit Calculator at the top of your district-level form. If using the calculator and not reporting actual fringe benefits, multiply the calculated fringe rate against salary expenditures to complete benefit expenditures.

	* Amount Spent
Instruction	
A1. Classroom Salaries	\$ 0
A2. Other Instructional Salaries	\$ 0
A3. Instructional Benefits	\$ 0
A4. Professional Development	\$ 0

# Saving and Submitting

Once you've input your data and there are NO blank inputs or errors, click Save.



**Webpage**

You may provide a link to a webpage on your school or district website that provides additional contextual information for this school. This link will be included on the final public report.

Webpage Link:

**Save**

You will then see your page has been saved, **but not** submitted.



ESSA School Form 2018-2019 Make Changes Return to Data Exchange

for BERLIN ELEMENTARY SCHOOL  
(Bedcode: 490101040001)

ESSA School Form

**This form has been saved but it has not been submitted.**  
Please review the verification report below and submit the data at the bottom of the page.

If you are finished and ready to submit the current school, scroll back down to the bottom and click SUBMIT.



**Webpage**

You may provide a link to a webpage on your school or district website that provides additional contextual information for this school. This link will be included on the final public report.

Webpage Link:

Make Changes Return to Data Exchange **Submit**

If you're **not** finished, you do not need to scroll to the bottom. Clicking SAVE will allow you to return to the form. \*Remember to leave unfinished values as "0" when saving.



# Submitted:

Once your form is submitted, you should see the following image at the top of the screen:

## ESSA Financial Transparency Report - School Level Actual Expenditures 2018-2019

for COLONIE CENTRAL HIGH SCHOOL  
(Bedcode: 010601060008)

ESSA Financial Transparency Report - School Level

[Make Changes](#) [Return to Data Exchange](#)

**This form has been successfully submitted.**  
You can review the submitted data below and make changes if necessary.

Your Data Exchange page will appear as the image below. Status will be saved or submitted as appropriate:

Show  entries Search:

Data Collection	Collection Year	Due Date	Status	Last Updated
ESSA Financial Transparency Report - School Level Actual Expenditures	2018-2019	12/30/2019	<b>SUBMITTED</b>	12/03/2019 by kyoung2

Showing 1 to 1 of 1 entries [Previous](#) **1** [Next](#)

Click on "Return to Data Exchange" to enter data for other schools. Follow the same steps as previous slides.

# Making Changes

If you need to return to a saved or submitted form, you will access it the same as in previous slides, by opening the form and clicking “Make Changes”.

When opened, your form will look like the image to the right. Notice the previous numbers are italicized to note they are currently saved.

Click “Make Changes” to edit your form. You will be able to edit the entry boxes.

☰ Data Collections for COLONIE CENTRAL HIGH SCHOOL

Show 10 entries Search:

Data Collection	Collection Year	Due Date	Status	Last Updated
ESSA Financial Transparency Report - School Level Actual Expenditures	2018-2019	12/30/2019	SAVED	12/03/2019 by kyoung2

Showing 1 to 1 of 1 entries Previous 1 Next

ESSA Financial Transparency Report - School Level Actual Expenditures 2018-2019

for COLONIE CENTRAL HIGH SCHOOL  
(Bedcode: 010601060008)

ESSA Financial Transparency Report - School Level

**This form has been saved but it has not been submitted.**  
Please review the verification report below and submit the data at the bottom of the page.

### School-Level Spending

Completion of each school-level form and one district form will satisfy the Federal Every Student Succeeds Act (ESSA) Financial Transparency reporting requirement. Complete guidance on these requirements, including a crosswalk from ST-3 codes to items on this report, is available at this website: <http://www.nysed.gov/essa/financial-transparency>

School-level submissions will be automatically aggregated to the district-level form upon completion of all school forms within a few minutes of submission. Subsequent changes to school-level forms will also be reflected in the district-level form within a few minutes.

To calculate benefits, please complete the District Average Fringe Benefit Calculator at the top of your district-level form. If using the calculator and not reporting actual fringe benefits, multiply the calculated fringe rate against salary expenditures to complete benefit expenditures.

Instruction	* Amount Spent
A1. Classroom Salaries	3,455,839.94
A2. Other Instructional Salaries	890,166.39
A3. Instructional Benefits	1,975,218.02



# All School-Level Submissions Completed:

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Once all the schools within the district are submitted, the data will be summed and populated into the District's form (this process should take a few minutes to occur).

Head back to the home page and open your ESSA District Level form and begin entering data.

Click on "Make Changes" & begin entering data for the District Level.

**Note:** The school totals will be italicized within the District Form and cannot be accessed or changed directly; changes must be made by editing data within each school form and then saving and submitting again in order for the changes to be reflected in the District form.

# ST-3 Verification

The total reported expenditures in the ESSA Financial Transparency form should match what you are reporting for the 2018-19 school year on your ST-3 form. The ESSA form will display your current ST-3 submission that aligns with what is being reported in ESSA. The specific calculation is available in the Guidance.

<b>Total Expenditures</b> ?	This should match the value reported in your ST-3 as shown below. If the reported value is inaccurate, please submit the correct figure here, then revise your ST-3 through the State Aid Management System.	<b>Expenditures</b>	0
<b>Reported ST-3 Value</b>			
<p>ST-3 values reflect total actual spending as reported through the State Aid Management System (SAMS). ST-3 totals will be imported onto this form on the 1st and 15th of each month from November 2019 through March 2020, or the business day immediately following the 1st and 15th. Total expenditures on this form should closely align to the ST-3 value. Discrepancies should be resolved with changes to the ST-3 or this document, as appropriate.</p>			
Most recent ST-3			
249175626			

# Final Submission

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Once you've SAVED and SUBMITTED your District Level form, the process is complete.

If for any reason you need to make changes after submission, follow the “Making Changes” slides and resubmit after changes have been made.



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## Possible Error Screens

# Blank value

Instruction	
A1. Classroom Salaries	<input type="text" value="\$ 5"/>
A2. Other Instructional Salaries	<input type="text" value="\$"/> ✖ This field is required.
A3. Instructional Benefits	<input type="text" value="\$ 0"/>

**Note:** The system will not accept any blank values and will return an error message.

# Incorrect Sum

	* Amount Spent
<b>Instruction</b>	
A1. Classroom Salaries	\$ 3,455,839.94
A2. Other Instructional Salaries	\$ 890,166.39
A3. Instructional Benefits	\$ 1,975,218.02
A4. Professional Development	\$ 0
<b>A. Instruction Total</b>	\$ 1,556,455 ✘ The value must equal: 2865384.41. ✘ Must equal the sum of all instructional costs
<b>Total</b>	
<b>D. Total School Level</b>	\$ 5 ✘ The value must equal: 66762.36. ✘ Must equal the sum of all school level spending

The Instruction Total should match the totals of all entries above it.

The Total School Level should match the sum of all the total sections above.

There are errors in the data entered. Please check all values.

Save

If you click save/submit with errors, this warning will appear.



# Matching Error

The Total District and School Level Spending is validated with the sum of Total School Level and Total District Level. If these fields are not equal to each other, an error message will appear.

Total District and School Spending	
	<b>Amount Spent</b>
<b>I. Total District and School Level Spending</b>	<input type="text" value="\$ 5"/> <ul style="list-style-type: none"><li>✘ The value must equal: 58894384.45.</li><li>✘ Must be equal to the sum of Total School Level and Total District Level spending.</li></ul>



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**Submissions Due: March 1, 2020**

**Reports Available: June 1, 2020**

**Is more information available?**

# For more information

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Please visit: <http://www.nysed.gov/essa/financial-transparency>

You'll find:

- Accounting Guidance
- FAQ
- Future guidance documents for other stakeholders
- More information about the federal requirement and NYSED's process in developing this report

For more information or answers to your questions, please contact:

[ESSAFinTrans@nysed.gov](mailto:ESSAFinTrans@nysed.gov)

or

(518) 486-2266

