



900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
(785) 296-3201  
www.ksde.org

June 23, 2021

## CHANGE ALLOCATED AMOUNT

Use this method to **change a previous allocated amount** that the State Board has approved.

EXAMPLE: You originally were approved for \$40,000 for an assessment of student growth that was due to learning loss during COVID and now you wish to allocate \$90,000.

Step 1: Enter change on the previously submitted Excel turned in via CommonApp. If you no longer have the original Excel spreadsheet, please email [essser@ksde.org](mailto:essser@ksde.org). We will send it.

Step 2: If changing the amounts of something that has already been approved by the State Board, go to the original line item and enter the correct allocation amount. Please add "change request" in the line-item description. Allocate new expenses in column K-N if needed. Please remember to only fill out the yellow highlighted sections. The white sections are formulated to auto populate information.

Step 3: Keep all previous information/data in the spreadsheet.

Step 4: Submit the updated Excel on CommonApp.

**Label this new application:** USD\_SchoolName\_ESSERII\_Change

Example: 259\_Wichita\_ESSERII\_Change

## ALLOCATE ADDITIONAL FUNDS

Use this method if you are wanting to allocate additional funds for state board approval.

EXAMPLE: If you previously received approval for \$200,000 out of \$500,000 of total allocated amount, add new line items at the bottom of the previously submitted Excel to show where you will allocate remaining funds.

Step 1: Use previously submitted Excel turned in via CommonApp. If you no longer have the original Excel spreadsheet, please email [essser@ksde.org](mailto:essser@ksde.org). We will send it.

Step 2: Add new information below the existing rows. Please add "new item" in the line-item description. Please remember to only fill out the yellow highlighted sections. The white sections are formulated to auto populate information.

Step 3: Keep all previous information/data in the spreadsheet.

Step 4: Submit the updated Excel on CommonApp.

**Label this new application:** USD\_SchoolName\_ESSERII\_Change

Example: 458\_BasehorLinwood\_ESSERII\_Change



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## REMOVE LINE ITEM - REALLOCATE FUNDS

Use this method if you are wanting to remove a line item that has already received state board approval and reallocate those funds.

EXAMPLE: After receiving approval of your plan, a line item already approved for \$50,000 is no longer needed. Leave the original request on the Excel spreadsheet and zero out the amount. To reallocate the money, add new line items at the bottom of the Excel.

- Step 1: Use previously submitted Excel turned in via CommonApp. If you no longer have the original Excel spreadsheet, please email [essser@ksde.org](mailto:essser@ksde.org). We will send it.
- Step 2: Clear out information in columns K-N. Make the previous allocated amount a zero (0). Please add "no longer needed" in the line-item description. Do not delete this line item.
- To reallocate the money, add new line items at the bottom of the Excel. Please add "new item" in the line-item description. Please remember to only fill out the yellow highlighted sections. The white sections are formulated to auto populate information.
- Step 3: Keep all previous information/data in the spreadsheet.
- Step 4: Submit the updated Excel on CommonApp.  
**Label this new application:** USD\_SchoolName\_ESSERII\_Change  
Example: 113\_PrairieHills\_ESSERII\_Change