



**U.S. DEPARTMENT OF EDUCATION**

**Frequently Asked Questions (FAQ):  
Consolidated State Performance Report (CSPR)**

School Year (SY) 2022-23

January 2024

## Table of Contents

Background and General Information .....	3
What is the Consolidated State Performance Report (CSPR) and what is its purpose? .....	3
What is an SEA? What is an LEA? .....	3
Should the information reported be limited to the school year 2022-23? .....	3
Do I report funding amounts in whole dollars? .....	3
For percentages, do I report the rounded percent? .....	3
Navigating the Data Collection Website .....	4
How can I log in to the tool? .....	4
How do I assign users to the dashboard? .....	4
Can multiple staff work on sections concurrently? .....	5
How do I save my work? Can I return to the survey at a later time? .....	5
How do I certify and submit my state’s data? .....	5
Where can I find more information on the about the data collection? .....	7
Who do I contact with technical assistance and tool questions? .....	7
Due Dates .....	8
What are the open/close periods for Parts I and II? .....	8

## Background and General Information

What is the Consolidated State Performance Report (CSPR) and what is its purpose?

Section 8303 of the *Elementary and Secondary Education Act (ESEA)*, as amended, provides to States the option of applying for and reporting on multiple *ESEA* programs through a single consolidated application and report known as the CSPR. The CSPR is intended to reduce the burden on States, to encourage the integration of State, local, and *ESEA* programs in comprehensive planning and service delivery, and to enhance the likelihood that States will coordinate planning and service delivery across multiple State and local programs. The combined goal of all educational agencies—State, local, and federal—is a more coherent, well-integrated educational plan that will result in improved teaching and learning.

To learn more about the CSPR, please visit <https://oese.ed.gov/offices/office-of-administration/about-us/consolidated-state-performance-reports/>.

What is an SEA? What is an LEA?

An **SEA** is a State educational agency. An **LEA** is a local educational agency.

An **LEA** is defined under the *ESEA* as:

- a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or
- a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools.

Hawaii, Puerto Rico, and the Outlying Areas (American Samoa, Commonwealth of the Northern Mariana Islands, Guam, and the Virgin Islands) largely have unitary systems (i.e., a single SEA/LEA and only two LEAs in the case of the Virgin Islands).

The CSPR collects information at the SEA- and LEA-levels.

Should the information reported be limited to the school year 2022-23?

Yes. Report information from school year 2022-23 only unless otherwise asked in the question.

Do I report funding amounts in whole dollars?

Yes. Report all funding amounts by rounding to the nearest dollar (e.g., Report \$52,525,456.25 as \$52,525,456; Report \$45,125.73 as \$45,126).

For percentages, do I report the rounded percent?

Report percentages by rounding to the nearest whole number (e.g., Report 45.05% as 45%).

- NOTE: Some questions have specific instructions about rounding. Always follow in-tool instructions over the examples provided in the FAQ.

## Navigating the Data Collection Website

How can I log in to the tool?

State CSPR coordinator(s) will receive a unique URL and PIN from [OESE.CSPR@ed.gov](mailto:OESE.CSPR@ed.gov) via email on Wednesday, January 31, 2024 to enter the Voxco Survey Tool. Each State will only receive one URL and PIN. Users can click on the URL to enter the tool (recommended), copy and paste the URL, or type the website information into the browser. Recommended browsers are Firefox and Google Chrome.

How do I assign users to the dashboard?

The dashboard allows coordinators to assign and monitor progress for each CSPR Section in one location. After assignment, the coordinator must email the assignee(s) the URL and PIN associated with the assigned section(s). The dashboard does not provide access (URL and PIN) to assigned sections on its own.

See below for a screenshot of the CSPR dashboard.

### Steps for assigning users:

- Ensure you are on the page with the Sections table in the dashboard. See Exhibit 1.

**Exhibit 1. CSPR Sections Table in CSPR Dashboard**

Survey Section	Assignment	Survey status	PIN	Full URL
<input type="radio"/> Section 1.1	Not assigned	Not Started	822C209C	https://www.survey.com/?P=822C209C
<input type="radio"/> Section 1.3	Not assigned	Not Started	342G219D	https://www.survey.com/?P=342G219D
<input type="radio"/> Section 1.5	Not assigned	Not Started	247Q427A	https://www.survey.com/?P=247Q427A
<input type="radio"/> Section 1.6	Not assigned	Not Started	430U048J	https://www.survey.com/?P=430U048J
<input type="radio"/> Section 2.1	Not assigned	Not Started	661A3521	https://www.survey.com/?P=661A3521
<input type="radio"/> Section 2.3	Not assigned	Not Started	372F032R	https://www.survey.com/?P=372F032R
<input type="radio"/> Section 2.5	Not assigned	Not Started	363E141F	https://www.survey.com/?P=363E141F
<input type="radio"/> Section 2.6	Not assigned	Not Started	172S400U	https://www.survey.com/?P=172S400U
<input type="radio"/> Section 2.7	Not assigned	Not Started	697T284E	https://www.survey.com/?P=697T284E
<input type="radio"/> Section 2.8	Not assigned	Not Started	734B233Y	https://www.survey.com/?P=734B233Y

- Select the radio button next to the section you wish to assign.
- Click “Next” at the bottom of the page. You will be directed to a Contact Information Entry Screen.
- Enter the assignee(s) contact information on the Contact Information Entry Screen. See Exhibit 2.

**Exhibit 2. Contact Information Entry Screen**

### Contact information for

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>

- Once you have entered the contact information, click “Next” to return to the CSPR Dashboard Sections page.

! **Remember, you must email the URL and PIN to the assignee(s) outside of the tool. Voxco does not do this for you.**

#### Can multiple staff work on sections concurrently?

While Voxco will allow for multiple users in a single Section at different times, avoid concurrent use (more than one user in a single Section at the same time) to ensure data are not lost. The system can accommodate multiple users within a State accessing the tool at different times within the same Section, or at the same time within different Sections. Assign responsibilities so that no two users work in the same section of the tool at the same time to avoid potential confusion and unintended omission of data.

#### How do I save my work? Can I return to the survey at a later time?

Click the “Next” button at the bottom of a page to save your work. All data entered in any part of the survey tool will be saved and can be edited upon returning to the tool. You can return to the tool later using the same URL and PIN that were sent on January 31, 2024.

#### How do I certify and submit my state’s data?

Once all sections of the CSPR have been completed, a report summarizing the data entered into Part I and II of the tool will generate within the dashboard page. You may need to refresh the dashboard page to see the report. Click “Next” to proceed to the certification page.

Follow the instructions on the following pages to complete the certification. You will be required to upload a certification for both Part I and Part II on separate pages. On each certification page, you will click on the link to download the certification form, complete it, sign it, and upload it on the same page. If you have difficulty uploading, you should email the form instead to [OESE.CSPR@ed.gov](mailto:OESE.CSPR@ed.gov). See Exhibits 3 and 4.

#### **Exhibit 3. Part I Certification Screen**

### Submission of School Year 2022-23 Consolidated State Performance Reporting Part I Certification

AUTHORIZED UNDER SECTION 8303 OF THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965 (ESEA)

STATE:


Please note that your certification is valid only when the certification form is returned with a valid signature.

Click the following link to download a copy of the CSPR Part I certification form.

<https://CSPRPartICertification.airprojects.org/>

When you have completed the certification form please use the upload file feature below.

If you experience any difficulties uploading, please email the certification form to [OESE.CSPR@ed.gov](mailto:OESE.CSPR@ed.gov).



Drag and drop files here

[Browse files](#)

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[← Back](#)[Save & Exit](#)[Next →](#)

### Exhibit 4. Part II Certification Screen

### Submission of School Year 2022-23 Consolidated State Performance Reporting Part II Certification

AUTHORIZED UNDER SECTION 8303 OF THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965 (ESEA)

STATE:


Please note that your certification is valid only when the certification form is returned with a valid signature.

Click the following link to download a copy of the CSPR Part II certification form.

<https://CSPRPartIICertification.airprojects.org/>

When you have completed the certification form please use the upload file feature below.

If you experience any difficulties uploading, please email the certification form to [OESE.CSPR@ed.gov](mailto:OESE.CSPR@ed.gov).



Drag and drop files here

[Browse files](#)

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[← Back](#)[Save & Exit](#)[Next →](#)

Once you have uploaded certification forms, you will need to affirm your submissions on the following page. Be sure to click “Submit” to ensure that your data is saved and submitted. You will not be able to re-enter the tool once you have submitted your data. See Exhibit 5.

### Exhibit 5. Certification Confirmation Screen

Certification Confirmation

By checking this box, I affirm that I have submitted a signed certification form for Parts I and II to OESE either through the upload feature on the previous pages or by email.

Submission of Section 1.5.6: Subgrantees Awarded Funds through ARP-Homeless I and II Excel file.

By checking this box, I affirm that I have submitted the Excel file for 1.5.6: Subgrantees Awarded Funds through ARP-Homeless I and II either through the tool or by email.

Submission of Section 2.8.6 RLIS LEAs Awarded Funds Excel file.

By checking this box, I affirm that I have submitted the Excel file for 2.8.6: RLIS LEAs Awarded Funds either through the tool or by email.

Please do not forget to click the Submit button at the bottom of the screen.

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Where can I find more information on the about the data collection?

Consult the CSPR Submission Guide and other documentation here:

<https://oese.ed.gov/offices/office-of-administration/about-us/consolidated-state-performance-reports/>.

If you have additional data-related questions, you can also contact the U.S. Department of Education Partner Support Center (PSC) by toll-free telephone or email:

- Telephone: 1-877-457-3336 (877-HLP-EDEN)
- Federal Relay Service: 800-877-0996 (Voice/TTY) / [federalrelay@sprint.com](mailto:federalrelay@sprint.com)
- Email: [EDEN-Submission-System@ed.gov](mailto:EDEN-Submission-System@ed.gov)

Hours of operation are between 8:00 a.m. and 6:00 p.m. ET, Monday through Friday, except for federal holidays.

Who do I contact with technical assistance and tool questions?

Please email OESE at [OESE.CSPR@ed.gov](mailto:OESE.CSPR@ed.gov)

## Due Dates

What are the open/close periods for Parts I and II?

Both Parts I and II are collected at the same time in one survey, beginning with SY 2022-23. The Authorizing State Official must certify Parts I and II of the manual entry CSPR no later than 5:00 p.m. ET, Wednesday, February 28, 2024.

CSPR Parts I and II will reopen for corrections on Wednesday, March 27, 2024. The CSPR will close on Wednesday, April 17, 2024, at 5:00 p.m. ET.