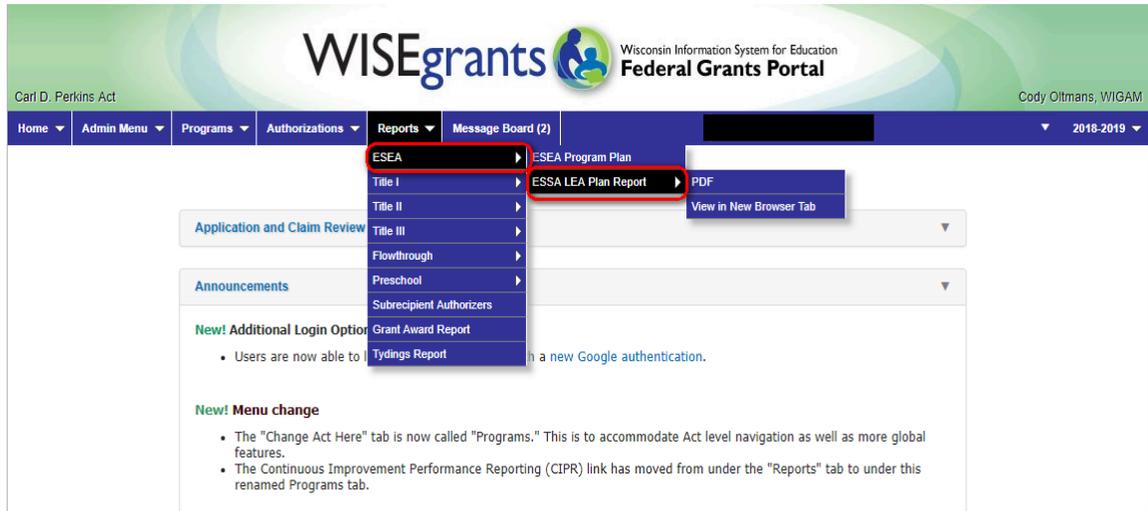


How to Print LEA Plan Reports from WISEgrants

Last Updated 5/16/2019

Printing the LEA Plan Report

- 1) Select **ESEA** from the **Reports** section of the dropdown menu. Then click on **ESSA LEA Plan Report**.



- 2) After selecting **ESSA LEA Plan Report**, you will be taken to the screen pictured below. To open the LEA Plan as a PDF in your browser, select **View in New Browser Tab**. To download the LEA Plan to your desktop as a PDF, select **Download as PDF**.

If the LEA has not submitted all the required materials for the LEA Plan, an error message will appear and state which materials are still needed.

ESSA LEA Plan Report

Instructions

There are two options for generating a report of your approved LEA Plan. The reports will only generate after all narrative questions are approved, including grant-level narrative questions. The reports will always show the last approved version of your responses. If a budget revision is pending DPI review for one of your ESEA grants, the report may not generate until the revision is approved.

- **Download PDF**
 - Selecting this option will automatically download a PDF file with a copy of your authorized ESEA Assurances and approved Tribal Consultation Document, if applicable.
 - Some formatting options used in your original narrative submissions may cause this PDF to generate in a compressed column. If you experience this, we recommend using the second option to View in Browser Tab.
- **View in Browser Tab**
 - For users experiencing formatting issues with the "Download PDF" option, this will generate a cleaner version of the report in a new tab in your browser.
 - Once a new tab opens with the report, a user can then either choose to Save as a PDF or print from the browser by either right clicking and selecting Print, or hitting Ctrl+P. Simply select the Destination as either "Save as PDF" or your available printer.
 - Please note that your authorized ESEA Assurances and approved Tribal Consultation Document, if applicable, are not able to be bundled together in the report with this option, so you will need to download or print them separately with the links provided.

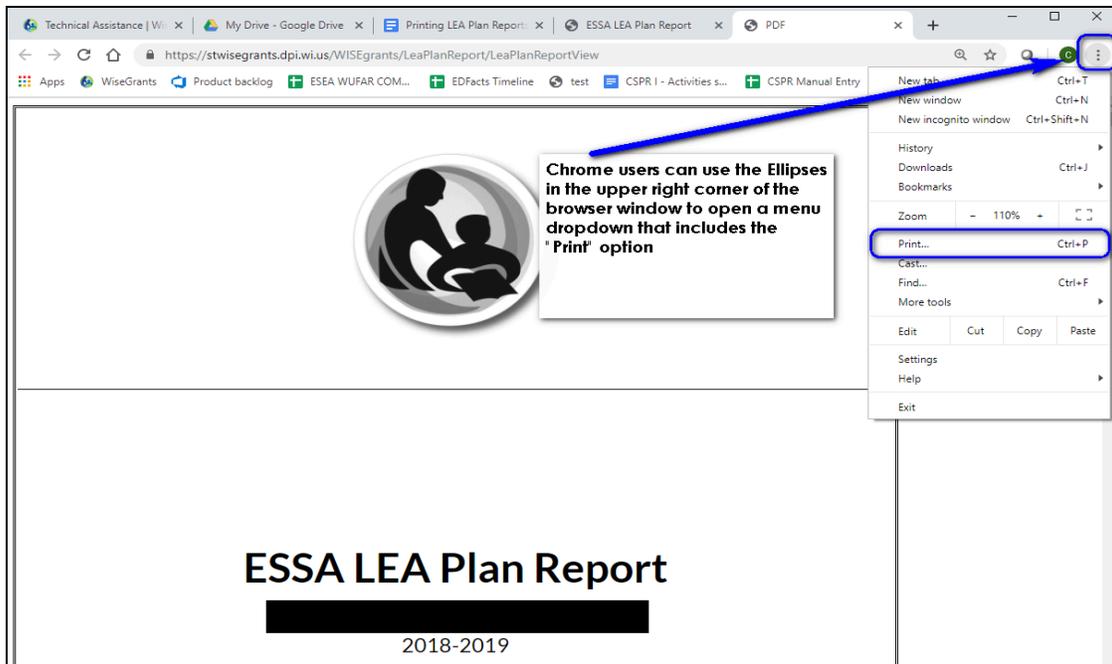
ESSA LEA Plan Report Options

- **Download PDF**
- **View in New Browser Tab**
- Authorized ESEA Assurances
- Approved Tribal Consultation Document

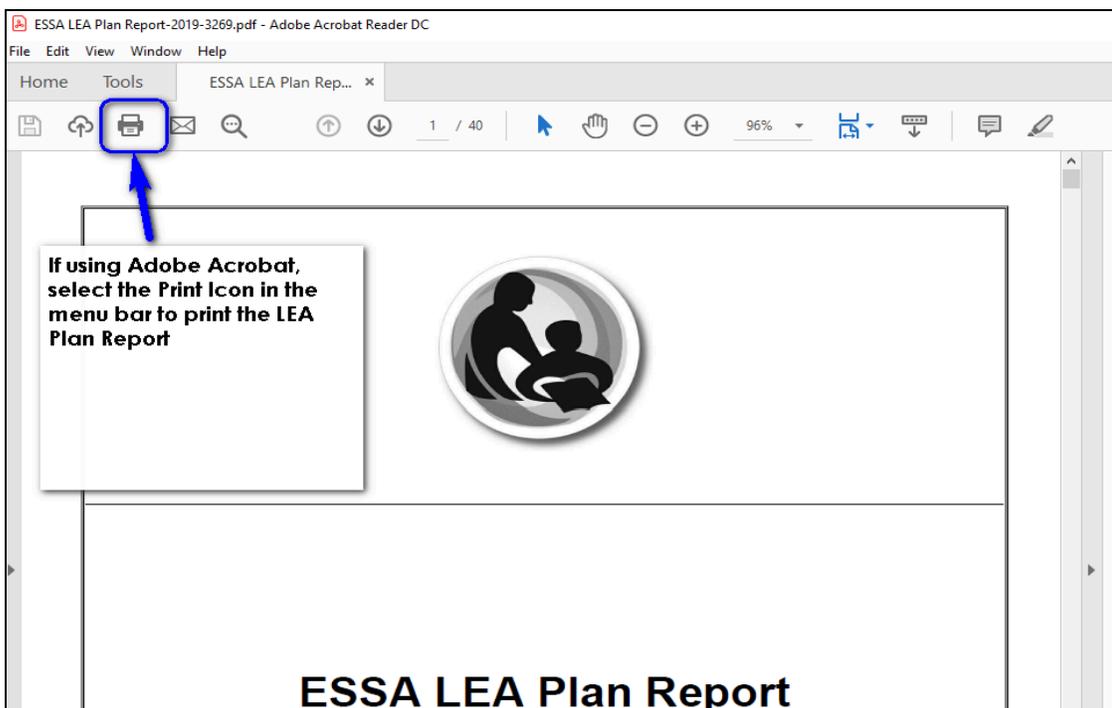
Select 'Download as PDF' to open the LEA Plan in Adobe as a PDF on your desktop

Select 'View in New Browser Tab' to open the LEA Plan in as a new tab in your internet browser

- 3) To print the ESSA LEA Plan Report from a new tab in the browser, use either the “Ctrl + P” shortcut on Windows, or the “Command + P” shortcut on Macintosh. If using the WISEgrants recommended browser, Google Chrome, select the ellipses in the upper right corner and click “Print”.



To print the ESSA LEA Plan Report as a downloaded PDF, click the Print icon in the menu bar, as pictured below.

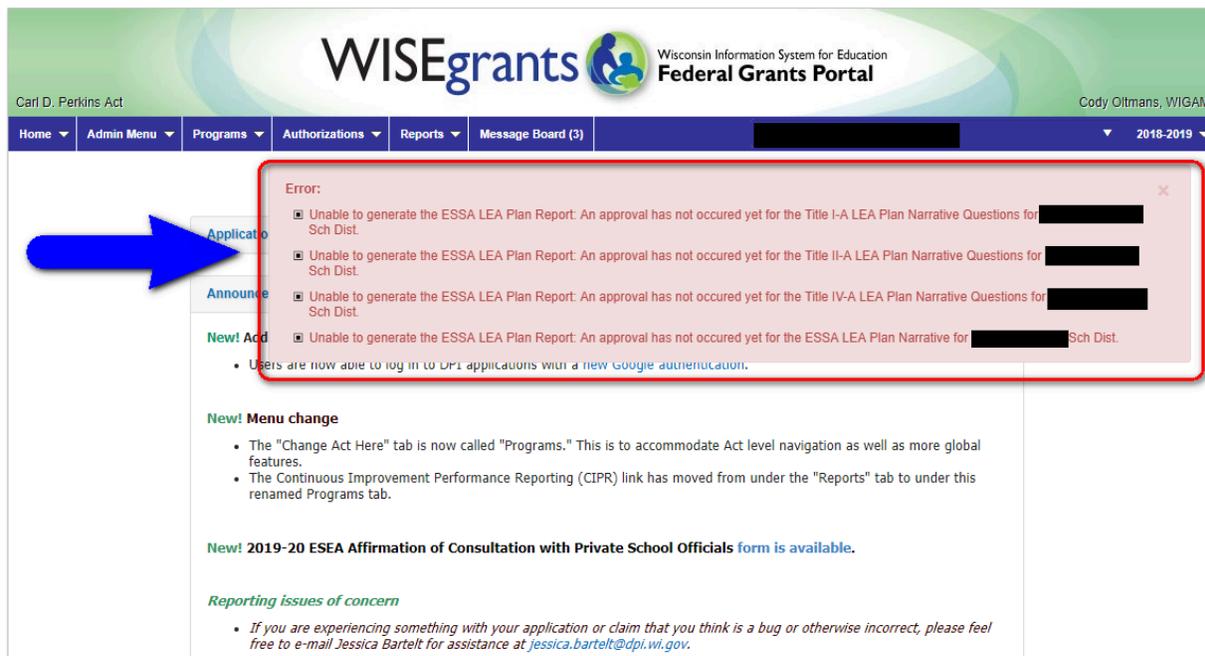


Troubleshooting:

In order to access/download the ESSA LEA Plan Report from WISEgrants:

1. All applicable grants from the following list must be submitted and approved.
 - Title I, Part A: Budget
 - Title I, Part D: Budget
 - Title II, Part A: Budget
 - Title III, Part A: Budget
 - Title IV, Part A: Budget
2. All questions in the **LEA Plan Narrative** section of WISEgrants must be answered.

The LEA Plan Report will not download if the LEA is missing any of the above requirements. If this is the case, an error message will appear like the one pictured below.



The screenshot shows the WISEgrants Federal Grants Portal interface. At the top, the logo for WISEgrants (Wisconsin Information System for Education) and the text 'Federal Grants Portal' are visible. Below the logo, there is a navigation bar with tabs for 'Home', 'Admin Menu', 'Programs', 'Authorizations', 'Reports', and 'Message Board (3)'. A blue arrow points to the 'Programs' tab. An error message box is overlaid on the page, containing the following text:

Error:

- Unable to generate the ESSA LEA Plan Report: An approval has not occurred yet for the Title I-A LEA Plan Narrative Questions for [redacted] Sch Dist.
- Unable to generate the ESSA LEA Plan Report: An approval has not occurred yet for the Title II-A LEA Plan Narrative Questions for [redacted] Sch Dist.
- Unable to generate the ESSA LEA Plan Report: An approval has not occurred yet for the Title IV-A LEA Plan Narrative Questions for [redacted] Sch Dist.
- Unable to generate the ESSA LEA Plan Report: An approval has not occurred yet for the ESSA LEA Plan Narrative for [redacted] Sch Dist.

Below the error message, there are several announcements and news items:

- New! Menu change**
 - The "Change Act Here" tab is now called "Programs." This is to accommodate Act level navigation as well as more global features.
 - The Continuous Improvement Performance Reporting (CIPR) link has moved from under the "Reports" tab to under this renamed Programs tab.
- New! 2019-20 ESEA Affirmation of Consultation with Private School Officials form is available.**
- Reporting issues of concern**
 - If you are experiencing something with your application or claim that you think is a bug or otherwise incorrect, please feel free to e-mail Jessica Bartelt for assistance at jessica.bartelt@dpi.wi.gov.

The WISEgrants generated error message will state what requirements are missing. Once the LEA has addressed all requirements listed in the error message the ESSA LEA Plan Report will be available for download.