How to Print LEA Plan Reports from WISEgrants

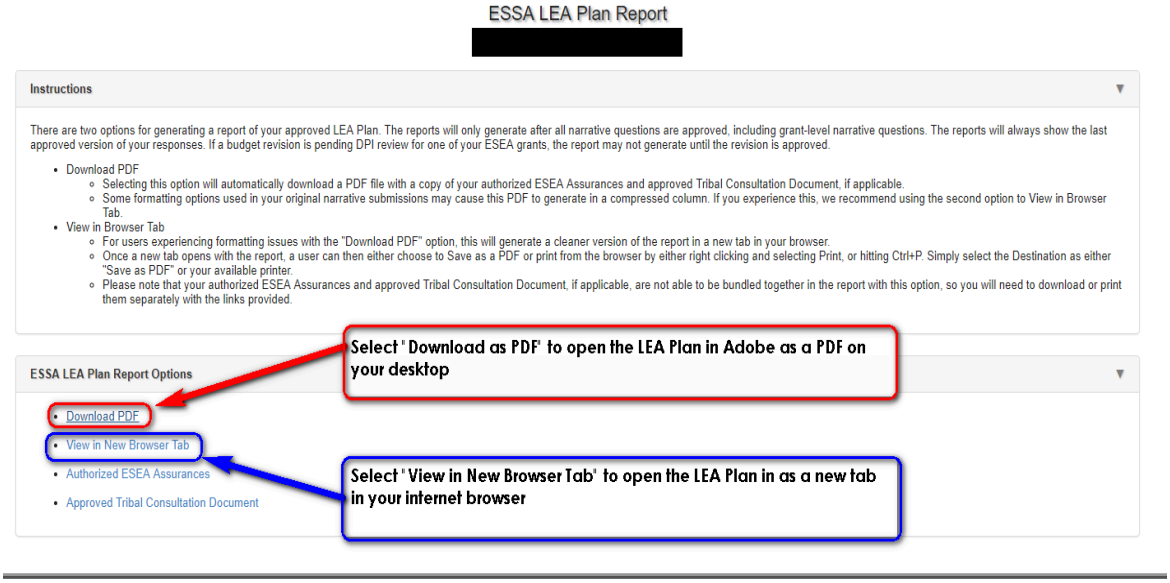
Last Updated 5/16/2019

Printing the LEA Plan Report

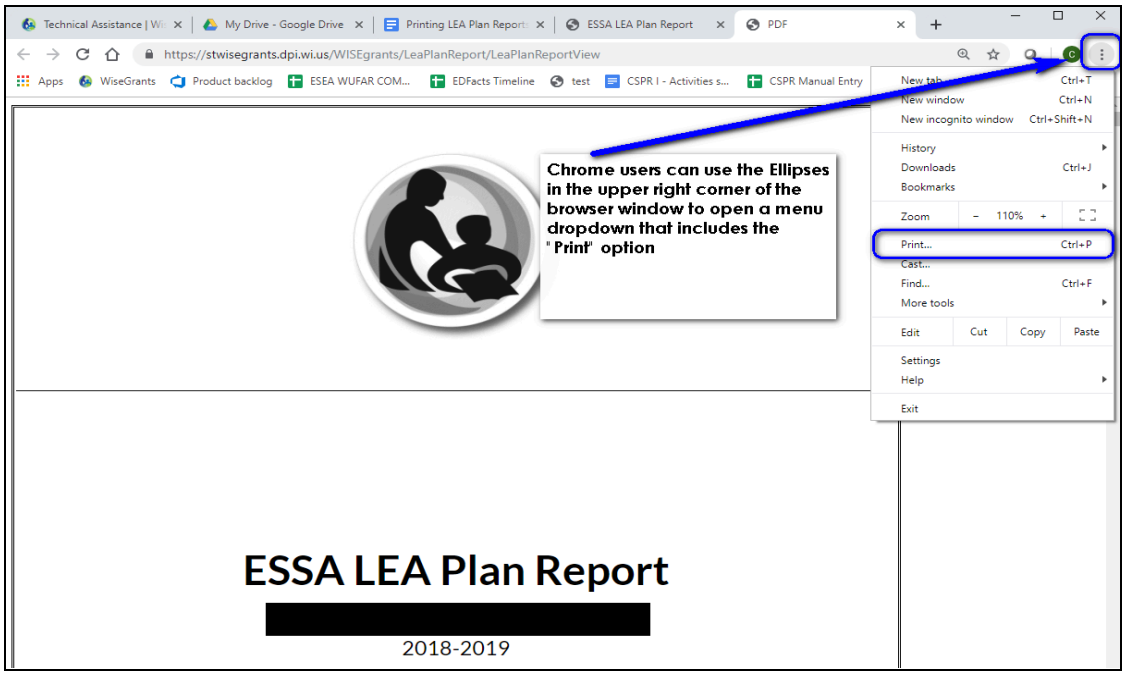
1) Select **ESEA** from the **Reports** section of the dropdown menu. Then click on **ESSA LEA Plan Report**.

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.**

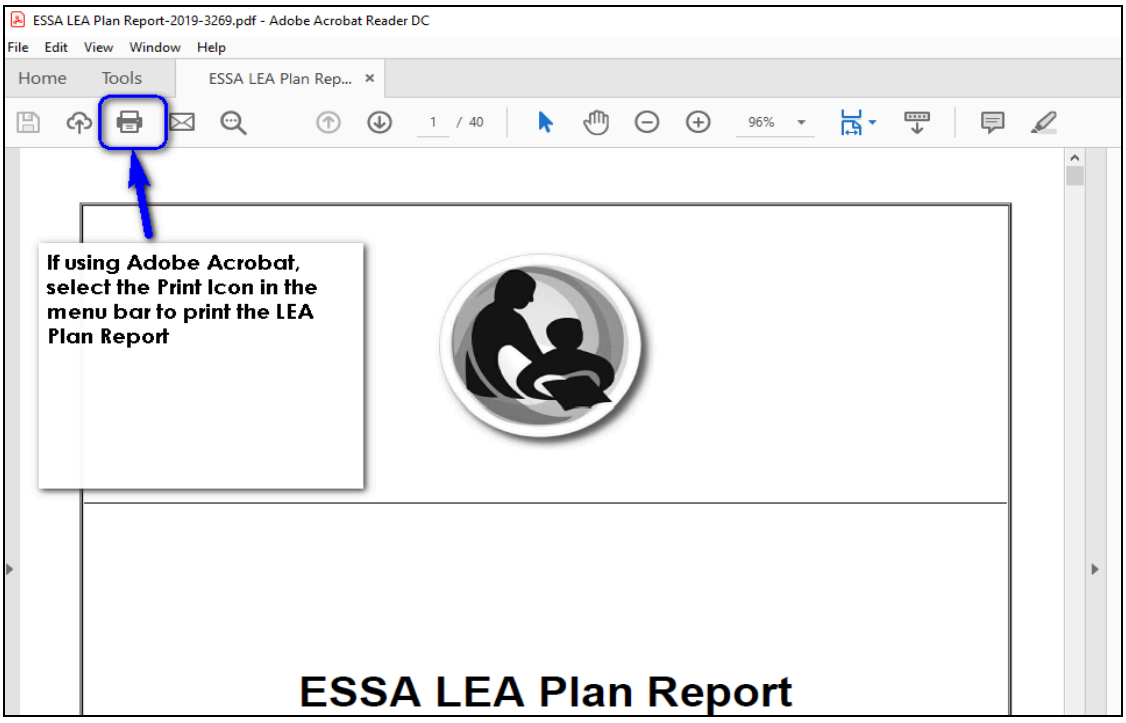
If the LEA has not submitted all the required materials for the LEA Plan, an error message will appear and state which materials are still needed.



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 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.