



ESSER III Change Request Process

KSDE is now accepting amendments for ESSER III. If the State Board has **fully** approved your application, you may request a change to your expenditures.

A Change Request is required when new expenditures/purchases are added. Please note that **moving** amounts **from one** expenditure to another approved expenditure does not warrant a change request.

When you are ready to make a Change Request, you may do this on the ESSER Authenticated Application, where you will be able to add new lines and delete unwanted lines.

If you would like to make an edit to an existing line, you will delete it and add a new one with the **revised** information.

When changing a line, please add "Change" for a change or "New" for a new expenditure within the line item. You should put this note in the Description box.

After editing your application, submit all line items to begin the reviewing process. Remember, the State Board must approve your changed application.

If you have any questions regarding this procedure, contact us at ESSER@ksde.gov