**District Toolkit** **Guide: School-Level Spending**

This toolkit is designed to support district-level communications efforts around the Every Student Succeeds Act (ESSA) requirement to report expenditures at the school level.

**KEY ROLES AND RESPONSIBILITIES**

As districts prepare to discuss school-level spending and the per-pupil expenditures requirement with community members, educators, and the media, it’s critical to be clear on the roles and responsibilities of all those involved in the rollout. This toolkit is intended to support district-level personnel in communicating with board members, principals, educators, community members, and media on the reporting requirement and school-level spending information.

* **The Nebraska Department of Education (NDE)** – The NDE is responsible for reporting information on district- and school-level spending on the [Nebraska Education Profile](https://nep.education.ne.gov/), the state’s annual report card.
* **District Offices** – Districts are responsible for resource allocation, including decisions about staffing.
* **Principals** – Principals may not be directly involved in making school funding and resource allocation decisions, as these are generally managed by the superintendent and the local school board. They likely have some authority to make decisions about how funds are spent at the school level, but many of those decisions are made at the district level.

TOOLKIT CONTENTS

In this toolkit, you will find:

1. **Key Messages**: Communications around the per-pupil expenditure requirement should be grounded in the key messages. This includes newsletters, speeches, presentations, and web copy.
2. **Key Points**: These key points are based on the key messages and can be used to help guide communications with principals, as well as with community members.
3. **School-Level Spending FAQs**: These frequently-asked questions can be used as a guide when answering questions from parents, community members, and media. They can also be shared on your district website.
4. **School-Level Spending Tough Questions:** These questions are designed to help your district prepare for tough questions you may receive from reporters, parents, educators, and/or civil rights leaders. These questions are to guide internal conversations and interview preparation only. They are not intended to be a public-facing document.
5. **School-Level Spending One-Pager**: This one-page document provides an overview of the top six things communities should know about the new reporting requirement. This one-pager can be customized and distributed as a handout at community meetings.
6. **School-Level Spending Storytelling One-Pager**: This guide can be used to help districts share their stories about how information on school-level spending will support student achievement. Unlike the School-Level Spending One-Pager, this is not intended to be shared publicly, but can serve as a resource for school districts.