

# Charter Institute at Erskine

## INSTITUTE INSIGHTS

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Parents Right to Know 2024 - 2...	10/15/2024	Lacy Lucas	Federal Programs Fin...
August 2024 Foster File	10/15/2024	Caiman Welch	PowerSchool and IT
Inventory of Fixed Assets	10/15/2024	Aila Ranera	Finance
2024-2025 Salary Updates	10/15/2024	Robbie Anderson	Human Resources and ...
Initial PCS Report Verificatio...	10/15/2024	Robbie Anderson	Human Resources and ...
FY25 Title I School-Parent Com...	10/30/2024	Meagan Cothran	Title I
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2024-2025 Reading Plans	10/29/2024	Tarry McGovern	State and Academic P...
Temporary Podium Access	10/15/2024	Caiman Welch	PowerSchool and IT
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GT Profile Sheets for New Stud...	10/15/2024	Christopher Seay	Gift and Talented
RSVP for ELA/MTSS Training Oct...	10/15/2024	Heather Holliday	Leadership
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FY23 TSI Amendment Approval	10/07/2024 - 10/18/2024	Meagan Cothran	Additional Targeted ...
FY23 CSI Amendment Approval	10/07/2024 - 10/18/2024	Meagan Cothran	Comprehensive Suppor...
FY24 CTE Perkins Amendment App...	10/07/2024 - 10/18/2024	Lacy Lucas	CTE, Federal Program...
Induction Teacher Mentor Train...	10/08/2024 - 11/30/2024	Callison Madsen	State and Academic P...
SCDE Memo: McKinney-Vento Home...	10/10/2024 - 10/31/2024	Jessica Crowe	PowerSchool and IT
Education and Economic Develop...	10/10/2024 - 11/14/2024	Tarry McGovern	State and Academic P...
CyberSecurity Awareness Month	10/16/2024 - 10/27/2024	Jason Jones	PowerSchool and IT

### **Submission: FY25 Title I Annual Meeting**

**Department:** Title I

**Due Date:** 10/15/2024

Details: Please see the attached information regarding Title I Annual Meetings. Schools that are no longer Title I but will continue to spend carryover funding in FY25 will need to hold an annual meeting. Submit the required documents (Meeting Notices, Agenda, Sign-In Sheets, Meeting Minutes, PowerPoints, etc.) by September 30, 2024. \*\*Meeting Notices should document HOW the notices were distributed to stakeholders.\*\*

**Submission: 20 Day Letters (Aug-Sept 2024)**

**Department:** Title I

**Due Date:** 10/15/2024

Details: In accordance with the Every Student Succeeds Act of 2015, all schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) \*This includes substitutes and related arts/special area teachers. These letters should be sent home with students in the applicable class. See attached resources and examples below to determine when letters should be sent. Example 1: Teacher 1 taught 3rd grade in Aug-Sept and is still teaching 3rd grade in Oct-Nov. A letter would need to be sent at the beginning of the year. Example 2: Teacher 2 taught Class A in Aug-Dec but in now teaching Class B in Jan-May. A letter would need to be sent at the beginning of each semester.

**Submission: Parents Right to Know 2024 - 2025**

**Department:** Federal Programs Finance

**Due Date:** 10/15/2024

Details: In accordance with ESEA Statute Section 1112 (e), schools are required at the beginning of each school year to notify the parents of each student that parents may request information regarding the professional qualifications of the student's classroom teachers. Attached is an editable template for your school to complete and distribute to parents. Upload a copy of your school's letter and efforts to distribute the letter by September 30, 2024.

**Submission: August 2024 Foster File**

**Department:** PowerSchool and IT

**Due Date:** 10/15/2024

Details: Please review the foster file attached for the month of August. Confirm that the child is a foster student prior to coding in PowerSchool. If you have any questions reach out to Jessica Crowe [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org)

**Submission: Inventory of Fixed Assets**

**Department:** Finance

**Due Date:** 10/15/2024

Details: In compliance with Section 59-40-40(e) of the Charter School Act, all charter schools are subject to the same fixed asset inventory requirements as are traditional public schools. The School's submission(s) must contain a listing of all fixed assets and physical inventory on hand that is owned by the School (leased items not required). A sample template is provided in this submission, if needed. The School's submission(s) must include all fields provided in the sample template. Fixed Asset needs to follow the guidelines set by SCDE. Physical Inventory must follow federal inventory guidelines.

**Submission: 2024-2025 Salary Updates**

**Department:** Human Resources and Benefits

**Due Date:** 10/15/2024

Details: \*\* Update: In light of the aftermath of Hurricane Helene, I am extending the deadline until October 15th. Please contact Robbie Anderson if you have any questions. Please submit a list of your employees' salaries for SY 2024-2025. The purpose of the salary updates is to update your employees' salaries in PCS and in PEBA, if applicable. Please contact Robbie Anderson if you have any questions.

**Submission: Initial PCS Report Verification**

**Department:** Human Resources and Benefits

**Due Date:** 10/15/2024

Details: \*\*Update: In light of the aftermath of Hurricane Helene. This deadline has been extended to October 15th. The PCS Report dated 08/30/2024 is placed in your shared Dropbox folder. Please review it and verify the accuracy. Please respond via the Smart Form. If you have any questions, please contact Robbie Anderson.

**Submission: FY25 Title I School-Parent Compact and Parent and Family Engagement Policy**

**Department:** Title I

**Due Date:** 10/30/2024

Details: Title I schools must annually create/update a "Parent and Family Engagement Policy" and a "School-Parent Compact" in partnership with parents as part of their overall Family Engagement Program. Please upload final documents here.

**Submission: August 2024 Month-to-Date Financial Statements**

**Department:** Finance

**Due Date:** 10/15/2024

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School. Please submit a copy of the school's August Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement needs to be in fund/function/object detail with account numbers. Feel free to contact Aila Ranera at [aranera@erskinecharters.org](mailto:aranera@erskinecharters.org) if you have any questions. Thank you!

**Submission: 2024-2025 Reading Plans**

**Department:** State and Academic Programs

**Due Date:** 10/29/2024

Details: The R2S Act mandates that schools & districts craft reading proficiency plans focused on the science of reading. This year's literacy reflection is narrative in format. Review the attached documents for the 24-25 submission details, possible exclusions, deadlines and updates. Upload a copy of your submitted SCDE submission(s) in LWS. Responses will be reviewed as part of the Insitute portion of the submission. For questions, reach out to [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org).

**Submission: Temporary Podium Access**

**Department:** PowerSchool and IT

**Due Date:** 10/15/2024

Details: Due to ongoing district-wide login issues with Podium, each school has been assigned its own designated login. It is the responsibility of school leaders to ensure appropriate delegation. Please see attached documents for further details and then properly select your submission response.

**Submission: Fall 2024 9GR22 Transcript Audit****Department:** Leadership**Due Date:** 10/15/2024

Details: Attached are two files: a spreadsheet with unit calculations and notes on separate tabs and a download of the transcripts the spreadsheets are based on. Please pay particular attention to the notes provided to you so you can ensure all current 9GR22 students have the required units for graduation. If you have any questions, please reach out to Heather Holliday. Please share these files with the appropriate staff.

**Submission: GT Profile Sheets for New Students****Department:** Gift and Talented**Due Date:** 10/15/2024

Details: Please scan and submit GT Profile sheets for new students if they were provided by the parents at enrollment. All documents should be scanned into one document and submitted as a pdf. Once documents are received, they will be added to the GIFT software and new profile sheets will be sent back to the schools. If you have any questions, please contact Chris Seay at cseay@erskinecharters.org.

**Submission: RSVP for ELA/MTSS Training October****Department:** Leadership**Due Date:** 10/15/2024

Details: Please let us know how many teachers you plan to send to the upcoming ELA/MTSS meeting in October. We had to change the structure due to the hurricane. The missed Elementary training will be from 9-12 October 24 and the Middle/High training from 12:30-3:30. We do not need specific names, only the number of teachers to prepare for. The agenda for the training is attached for you to share and be aware of what we will be covering. Please reach out to Heather Holliday with questions.

**Submission: PS 45th Day Reports****Department:** PowerSchool and IT**Due Date:** 10/25/2024

Details: Please submit your signed 45th day reports.

**Announcement: Institute's Got Talent Virtual Auditions Open Now****Contact Person:** Ashley Epperson**Department(s):** Communications, Leadership**Start Date:** 09/04/2024**End Date:** 11/20/2024

Details: Virtual auditions for Institute's Got Talent are open now! Our goal in creating the talent show is to foster community and strengthen relationships while highlighting the talents of those within our portfolio. Teachers, students, and admin can participate in this opportunity. The show will feature exciting prizes, celebrity judges, and more! Please encourage those within your community to submit a virtual audition by November 20. Brick and mortar schools will also be receiving some physical flyers to hang up, and all schools will receive an email and digital resources to send out to parents. Questions or concerns can be sent to aepperson@erskinecharters.org. -

Virtual Audition Submission Link: [https://erskinecharters.formstack.com/forms/igt\\_virtual\\_audition](https://erskinecharters.formstack.com/forms/igt_virtual_audition)

### **Announcement: Intentional Collaboration and Co-Teaching to Support MLs Content and Language Development**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 09/06/2024

**End Date:** 10/14/2024

Details: The Title III/ML program office at the SCDE is hosting a professional learning (PLO) opportunity in October with Dr. Andrea Honigsfeld. The target audience for this PLO includes administrators, content educators, instructional coaches, and ML educators, Title: Intentional Collaboration and Co-teaching to Support Multilingual Learners' Content and Language Development Date: October 15, 2024, Time: 8:30 am – 3:00 pm Meeting Location: 428 Wholesale Ln., West Columbia, SC 29172 (Board Room) All participants will receive the book Portraits of Collaboration: Educators Working Together to Support Multilingual Learners. Register here (first 100 participants): [https://docs.google.com/forms/d/e/1FAIpQLSewuofx1gL\\_8M4JA4LdbqqVtWsnzu-zSCUrau03f7HhjCoGIQ/closedform](https://docs.google.com/forms/d/e/1FAIpQLSewuofx1gL_8M4JA4LdbqqVtWsnzu-zSCUrau03f7HhjCoGIQ/closedform) Waiting List: [https://docs.google.com/forms/d/e/1FAIpQLSfu4eoOJ7BZZzZWM-evHP2gfjR13\\_kqn7ga6Zav6GalCyzJvQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfu4eoOJ7BZZzZWM-evHP2gfjR13_kqn7ga6Zav6GalCyzJvQ/viewform)

### **Announcement: Mental Health Topics for School Nurses**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 09/16/2024

**End Date:** 10/16/2024

Details: School nurses often report they feel unprepared for the mental health issues they face in the health room. Topics have been selected to help school nurses gain knowledge and feel more confident when working with students who have mental health diagnoses or symptoms of a mental health condition. Please see the flyer for specific topics and for registering for the series.

### **Announcement: SY 24&25 New School Nurse Guide**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 09/16/2024

**End Date:** 10/16/2024

Details: A very warm welcome to our new school nurses and thank you for all that you do. The SY 24-25 New School Nurse Guide presented by the School Nurse Program Advisory Committee has been created to assist you with your transition into the school setting. The "booklet endeavors to introduce new school nurses to resources and tools which help you to navigate the practice of nursing in the educational setting."

### **Announcement: TB Testing School Staff**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 09/25/2024

**End Date:** 10/25/2024

Details: Attached is the updated form - "School Employee Certificate of Evaluation for Tuberculosis" with the new SC DPH logo. Please ensure that this form is utilized for any new staff or those who require TB testing to be in your building(s). For questions related to TB requirements, please work directly with the school nurse(s) at your site.

### **Announcement: Directory Information for Military Recruiters**

**Contact Person:** Jessica Crowe

**Department(s):** PowerSchool and IT

**Start Date:** 10/01/2024

**End Date:** 10/31/2024

Details: SCDE has an agreement to collect student directory information from high schools for grades 10-12. This data will be collected via PowerSchool for all students who have not opt-out of the directory/privacy notice. The opt-out questions are included in the eCollect survey for student military and data privacy. The eCollect survey is to be provided to all students annually. CIE will collect data as of 10/31/2024

### **Announcement: LETRS Estimated Time to Complete by Unit**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 10/01/2024

**End Date:** 10/31/2024

Details: For schools participating in Lexia/LETRS training, please review the "LETRS Estimated Time to Complete by Unit" document. The Office of Early Learning and Literacy considers participant time on the platform when approving stipends, and participants should aim to match the estimated unit times.

### **Announcement: New Deadline for 24-25 Reading Plan Submission (October 29)**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 10/02/2024

**End Date:** 11/01/2024

Details: The SCDE is aware that many are still without electricity and have adjustments to make at home and within their work environment and are extending the deadline for reading plan submissions. In accordance with the new deadline for reading plan submission to the SCDE, the Institute will also extend the final internal submission date until October 29, 2024.

### **Announcement: Competitive Grant Opportunity - NSLP**

**Contact Person:** Jeanie Glover

**Department(s):** Federal Programs Finance

**Start Date:** 10/02/2024

**End Date:** 10/18/2024

Details: The SCDE has opened the 2024 Request for Proposals for the National School Lunch Program (NSLP) Equipment Assistance subgrant. They will provide a virtual support session on 10/16/24, with applications due by 11/15/24. Attached is the SCDE's memo with dates and links. Please note, if your school competes and receives this grant all expenses must follow Federal and State procurement rules. Competitive grants are awarded directly to the school and will have a different reimbursement process than regular grants.

### **Announcement: October 30 - Deadline for Quarter 1 Claiming**

**Contact Person:** Sarah Shealy

**Department(s):** Federal Programs Finance

**Start Date:** 10/07/2024

**End Date:** 10/31/2024

Details: October 30th is the final day to submit expenses obligated between July 1, 2024, and September 30, 2024, into SmartFusion for Federal reimbursement. This is the absolute last chance to claim expiring FY23 TSI, FY23 CSI, and FY24 CTE Perkins.

**Announcement: FY24 Title II Amended Approval**

**Contact Person:** Lacy Lucas

**Department(s):** Federal Programs Finance

**Start Date:** 10/07/2024

**End Date:** 10/18/2024

Details: The FY24 Title II amendment has been approved by the SCDE. Updated budgets were emailed to program and fiscal contacts on 10/7/24. This funding will remain available until December 31, 2024. Please keep in mind that the SCDE requires quarterly reimbursement requests based on approved activities. The deadline to submit Quarter 1 expenses in SmartFusion is October 31, 2024. Refer to the school's Google sheet for approved activity narratives (Title II tab) and documentation required for reimbursement (RD tab). If you have any programmatic questions, please reach out to Lacy Lucas. For any questions regarding the budget, please reach out to Sarah Shealy.

**Announcement: FY25 CTE EIA Approval**

**Contact Person:** Lacy Lucas

**Department(s):** CTE, Federal Programs Finance

**Start Date:** 10/07/2024

**End Date:** 10/18/2024

Details: The FY25 CTE EIA (state) Plans have been approved. Approval and budgets were emailed to program and fiscal contacts on 10/7/24. This FY25 allocation will remain available until June 30, 2026. Please note that these budgets include any FY24 funding that rolled over to 2024-2025. The Institute requires that schools seek reimbursement for approved activities at least once per quarter. The deadline to submit Quarter 1 expenses in SmartFusion is October 31, 2024. Refer to the school's Google sheet for approved activity narratives (CTE EIA tab) and documentation required for reimbursement (RD tab). If you have any programmatic questions, please reach out to Lacy Lucas. For any questions regarding the budget, please reach out to Sarah Shealy.

**Announcement: FY23 TSI Amendment Approval**

**Contact Person:** Meagan Cothran

**Department(s):** Additional Targeted Support and Improvement, Federal Programs Finance

**Start Date:** 10/07/2024

**End Date:** 10/18/2024

Details: The FY23 TSI amendment has been approved by the SCDE. Updated budgets were emailed to program and fiscal contacts in September. These budgets included the amended FY23 funds and rollover FY24 funds. FY23 funding expired on 9/30/24 and must be claimed for Quarter 1 expenses per the SCDE. The deadline to submit Quarter 1 expenses in SmartFusion is October 31, 2024. Refer to the school's Google sheet for approved activity narratives (TSI tab) and documentation required for reimbursement (RD tab). If you have any programmatic questions, please reach out to Meagan Cothran. For any questions regarding the budget, please reach out to Sarah Shealy.

**Announcement: FY23 CSI Amendment Approval**

**Contact Person:** Meagan Cothran

**Department(s):** Comprehensive Support and Improvement, Federal Programs Finance

**Start Date:** 10/07/2024

**End Date:** 10/18/2024

Details: The FY23 CSI amendment has been approved by the SCDE. Updated budgets were emailed to program and fiscal contacts in September. These budgets included the amended FY23 funds and rollover FY24 funds. FY23 funding expired on 9/30/24 and must be claimed for Quarter 1 expenses per the SCDE. The deadline to submit Quarter 1 expenses in SmartFusion is October 31, 2024. Refer to the school's Google sheet for approved activity narratives (CSI tab) and documentation required for reimbursement (RD tab). If you have any programmatic questions, please reach out to Meagan Cothran. For any questions regarding the budget, please reach out to Sarah Shealy.

### **Announcement: FY24 CTE Perkins Amendment Approval**

**Contact Person:** Lacy Lucas

**Department(s):** CTE, Federal Programs Finance

**Start Date:** 10/07/2024

**End Date:** 10/18/2024

Details: The FY24 CTE Perkins amendment has been approved by the SCDE. Updated budgets were emailed to program and fiscal contacts in September. This funding expired on 9/30/24 and must be claimed for Quarter 1 expenses per the SCDE. The deadline to submit Quarter 1 expenses in SmartFusion is October 31, 2024. Refer to the school's Google sheet for approved activity narratives (Perkins tab) and documentation required for reimbursement (RD tab). If you have any programmatic questions, please reach out to Lacy Lucas. For any questions regarding the budget, please reach out to Sarah Shealy.

### **Announcement: Induction Teacher Mentor Training Opportunities**

**Contact Person:** Callison Madsen

**Department(s):** State and Academic Programs

**Start Date:** 10/08/2024

**End Date:** 11/30/2024

Details: Mentor Training is available through CERRA on October 22-23 (in-person) and December 3-4 (in-person). Mentor Trainer Certification is available on December 10-11 (in-person). Here is the link to register: <https://www.cerra.org/upcoming-trainings.html> Please contact Callison Madsen at [cmadsen@erskinecharters.org](mailto:cmadsen@erskinecharters.org) for the password to enroll.

### **Announcement: SCDE Memo: McKinney-Vento Homeless and Hurricane Helene**

**Contact Person:** Jessica Crowe

**Department(s):** PowerSchool and IT

**Start Date:** 10/10/2024

**End Date:** 10/31/2024

Details: Please see the attached documentation for review about McKinney- Vento Homeless Protocol. If you have any Powerschool related questions pertaining McKinney-Vento Homeless coding, please do not hesitate to reach out to Jessica Crowe at [jcrowe@erskinecharters.org](mailto:jcrowe@erskinecharters.org).

### **Announcement: Education and Economic Development Act Competitive Grants**

**Contact Person:** Tarry McGovern

**Department(s):** State and Academic Programs

**Start Date:** 10/10/2024

**End Date:** 11/14/2024

Details: The SCDE's Office of Career and Technical Education & Student Transition Services has set aside a portion of the SC EEDA funds for the Preparing College and Career Ready Graduates Competitive Grants (25-26) to assist schools in implementing evidence-based strategies and models. Grants are designed to address the academic and career development needs of students with academic deficiencies so that, upon completion of high school, these students meet the criteria defined in the Profile of the SC Graduate. Eligible applicants include our interested Institute schools who may submit an application to the SCDE through the Insitute. The Insitute may submit one or more applications on behalf of our schools that propose to serve a cohort of students in grades 3-12. The total funding for these grants is 1.5 million dollars and there will be a total of 10 grants awarded. The Office of Career & Technical Education & Student Services will offer a preapplication technical assistance session on October 15, 2024, from 10:00 until 11:30 AM. If you are interested in attending this Adobe Connect session you can use the following link on the day of the meeting: <https://scde.adobeconnect.com/eedagrnt-pre-ap-ta/>. After you have viewed a session (live or recorded) and if you are interested in applying for a Competitive Grant, please contact Tarry MCGovern (Director of State Programs and Student Support Services) [tmcgovern@erskinecharters.org](mailto:tmcgovern@erskinecharters.org). Final Applications are due on November 14, 2024.

**Announcement: CyberSecurity Awareness Month**

**Contact Person:** Jason Jones

**Department(s):** PowerSchool and IT

**Start Date:** 10/16/2024

**End Date:** 10/27/2024

Details: October is Cybersecurity Awareness Month! Since 2004, the President and Congress have declared October to be Cybersecurity Awareness Month, helping organizations and individuals protect themselves in the face of growing cyber threats. The Cybersecurity and Infrastructure Security Agency (CISA) recommends all individuals and organizations consider the following four steps to improve cybersecurity: 1. Turn on multifactor authentication. 2. Update your software. 3. Think before you click. 4. Use strong passwords. As we have seen over the past year, education agencies, districts, and schools are prime targets for cyberattacks. To help you protect your organization and the data that you maintain, the Student Privacy Policy Office (SPPO) encourages you to review and update your organization's privacy policies, procedures, and training materials. For more information, please visit the resources linked below and the Department of Education's Cybersecurity Resources page. [https://tech.ed.gov/cyberhelp/?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://tech.ed.gov/cyberhelp/?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=)