



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION

September 30th, 2021

New requirements for HEERF quarterly reporting

Dear Colleagues:

As institutions continue to utilize HEER funds to safely re-open and build back better, the **U.S. Department of Education is putting forth more comprehensive guidance on the technical elements of the quarterly reporting form for institutional funds.** These updates will assist the public in accessing information on how institutions are using their HEERF funds.

Institutions must follow these new instructions for reporting uses of their institutional funds for the quarterly reporting period ending September 30th, 2021, and subsequent quarterly reports:

- The public reporting form for institutional funds must be completed and uploaded as a digital PDF, using the new template found on the Department's [website](#). No written or scanned PDF or Word documents are allowed.
- Please refrain from adding additional material to the uploaded form.
- Completed PDF forms must have a file named using the following convention:
 - [8-digit OPEID]_[Survey Name]_[Quarter/Year]_[Date of Release].
 - For example, 00177610_HEERF_Q32021_101021.
 - For OPEID, only list the "parent" institution (ending in 00). In the event a DUNS number applies to multiple OPEIDs, use the OPEID for the campus with the highest enrollment.
 - The quarter pertains to the calendar year, following the same cadence the reporting periods follow. The date of release should be reported as the deadline for form submission, 10 days after the end of each reporting period.
 - OPEID numbers can be found at the Database of Accredited Postsecondary Institutions and Programs ([DAPIP](#)) website or the National Center for Education Statistics (NCES) [College Navigator](#) website.

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The Department of Education's mission is to promote student achievement and preparation for global Competitiveness by fostering educational excellence and ensuring equal access.

There are no changes to student fund reporting requirements or format at this time. Institutions that post more robust analysis of their funds, such as through PowerBi and similar platforms, must continue to upload the institutional form to their website alongside any optional more robust analysis.

If you have any questions regarding these updates, please contact the Department of Education's HEERF Call Center at (202) 377-3711 or HEERFReporting@ed.gov.

Sincerely,

Michelle Asha Cooper, Ph.D.
Acting Assistant Secretary for
Postsecondary Education