

LCAP eTemplate User Guide

Part 2: Editing, Viewing, and Submitting an LCAP

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California Department of Education

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LCAP Electronic Template System Overview

LCAP Electronic Template System Objective

As a requirement of the Local Control Funding Formula (LCFF) all county offices of education (COEs), school districts, and charter schools are required to prepare a Local Control and Accountability Plan (LCAP) to describe how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified pursuant to *Education Code (EC)* Sections 52060(d) and 52066(d).

Local Educational Agencies (LEAs) may use the LCAP Electronic Template System (eTemplate) to electronically create and manage their LCAP and to submit their LCAP for review and approval, as applicable. The system is also used by program and fiscal services staff at the CDE to review and approve COE and single-district county LCAPs.

Guide Objective

The objective of this guide is to provide eTemplate users with the knowledge and understanding needed to navigate efficiently through the eTemplate system and to enter or view data.

This guide is divided into three parts and is designed to assist users:

- Gain access to the eTemplate system and manage user access (Part I)
- Navigate the system, enter and edit data, generate an LCAP, and submit an LCAP for review and approval (Part II)
- Review an LCAP in the eTemplate system (Part III)

The guide is partitioned into sections relevant to the user and the user's roles.

This guide will not provide program guidance or information to complete an LCAP beyond how to navigate to and enter the data into the system.

Using the Guide

This guide is designed for users who have a basic understanding of the requirements, terminology, and statutes related to the LCAP.

The guide also assumes the user is familiar with basic computer functions, internet browser functionality, and that the user has read Part I of the LCAP eTemplate User Guide.

At the end of each section of the guide is a link to the Table of Contents. To return to the Table of Contents press the **Ctrl** key, then click on **Return to Table of Contents**.

Additional Help

For specific questions or problems related to the system, additional help is available from staff. Support can be requested by:

- Emailing eTemplate@cde.ca.gov
- Calling the Local Agency Systems Support Office at 916-319-0809.

Additional Information

Additional information about LCFF, the LCAP, and related links can be found on the CDE Local Control Funding Formula Web page at <http://www.cde.ca.gov/fq/aa/lc/>.

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Accessing the LCAP Electronic Template System

The CDE eTemplate Web page is located at <http://www2.cde.ca.gov/lcap/logon.aspx>. To access the system, the user must have a valid user name and password in CAS and must have been added as a user by the LEA system administrator (system admin).

The eTemplate is intended for authorized users only. Unauthorized access to, or use of this system, or any information therein, is strictly prohibited by CDE policy.

For the complete CDE Web Policy, the user can click on Web Policy displayed at the bottom of every screen, or visit the CDE Web Policy Web page at <http://www.cde.ca.gov/re/di/ws/webpolicy.asp>.

User Access

The eTemplate Logon page allows an authorized user, who has been added to the system by a CDE or LEA System Administrator (System Admin), to logon to the eTemplate. The role(s) assigned to users determines the level of access and functions the user has permission to perform.

For instructions related to creating or editing a user account in CAS or for adding users and assigning user roles in the eTemplate system, please see Part I of the LCAP eTemplate User Guide.

Important Note: A user's access and role is LEA specific. The user must work with each LEA to gain access to that LEA's information in the eTemplate.

Logging on to the eTemplate System

The user must logon to the eTemplate before each session. The Web page will automatically prompt for a user name and password.

Local Control and Accountability Plan (LCAP)

Logon

Logon

Username:

Password:

Centralized Authentication System (CAS) User Links: [Update](#) | [New Registration](#) | [Forgot Password](#)

NOTICE: You must be a registered user in the State of California Department of Education (CDE)'s Centralized Authentication System (CAS) to logon. Use the links above to create a new registration or update your existing registration to proceed.

Questions: [Local Agency Systems Support Office](#) | etemplate@cde.ca.gov | 916-319-0809

Upon successful logon a user associated with a single LEA will see the LCAP(s) associated with their LEA. If the user is associated with multiple LEAs, the user will see the LCAP(s) for all the LEAs with which they are associated.

If You Forgot Your Password

If a password is forgotten, from the eTemplate logon screen, click on the "Forgot password" link then follow the instructions provided in the CAS Forgot Password section of this document.

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Navigating the eTemplate

The eTemplate is an online system. Except during Site Maintenance, the system is up and available to the user at all times.

The eTemplate navigation uses links to open specific items. The browser forward and back arrows are supported in the eTemplate, however they are not recommended for use during data entry.

Important Note: The system will automatically log the user off after one hour of inactivity.

Main Menu

The Main Menu, shown below, is the landing screen after logging on. The Main Menu displays the LCAPs that the user has been assigned to view, edit, submit, or review. If a user has been assigned to more than one LEA, the LCAP(s) for each LEA that the user has been assigned to will display on the main menu.

Menu						
Display LCAP	Status	Edit	Delete	Submission	Review	
County Office of Education 2015-16	Submitted for Approval James Doe 06/28/2015	Edit	Delete	Submitted on 06/28/2015	N/A	
County Office of Education 2016-17	Draft Jane Doe 06/30/2015	Edit	Delete	Submit for Approval	N/A	
Elementary 2015-16	Draft John Doe 04/27/2015	Edit	Delete	Submit for Approval	N/A	

[New Draft](#)
[User Role Management](#)

The Main Menu will display up to six fields for each LCAP, as well as the previously discussed **New Draft** and **User Role Management** links.

- **Display LCAP:** This link will generate a PDF of the LCAP as it currently exists in the eTemplate system and display it in the SBE-approved template.
- **Status:** Displays an “at a glance” status for each LCAP, as well as the name of the last user to edit, submit, or review the LCAP, and the date that they did so. The three statuses are:
 - **Draft:** Data is been entered and saved in the LCAP; saved data may be incomplete.
 - **Submitted for Approval:** The LCAP has been submitted for review and approval to a County Office or the Department, as applicable.
 - **Approved:** The LCAP has been reviewed and approved.
- **Edit:** Opens the template menu for users to edit the LCAP; available to editors only.
- **Delete:** Opens a dialogue box that will enable a user to delete a draft LCAP; available to editors only.
- **Submission:** Enables a user to submit the LCAP for review and approval; available to submitters only.
- **Review:** Opens the review menu for the review and approval of the LCAP; available to reviewers only.

Note: The **Review** menu item will not be discussed in Part 2 of the eTemplate User Guide. The review of an LCAP will be addressed in Part 3 of the eTemplate User Guide.

The remainder of this User Guide will discuss each applicable menu item and how to interact with them.

Header

The Header displays on all screens and includes general information about the LEA, including: the LEA’s full name, the menu the user is currently in, and the active user name.

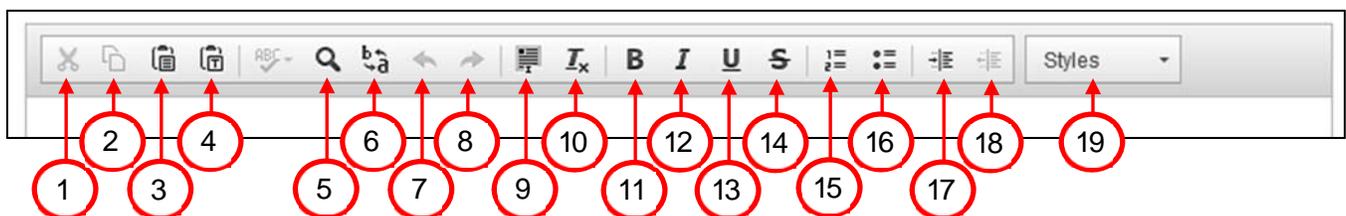


To exit the system, click on **Logoff**; the system will return to the Logoff screen.

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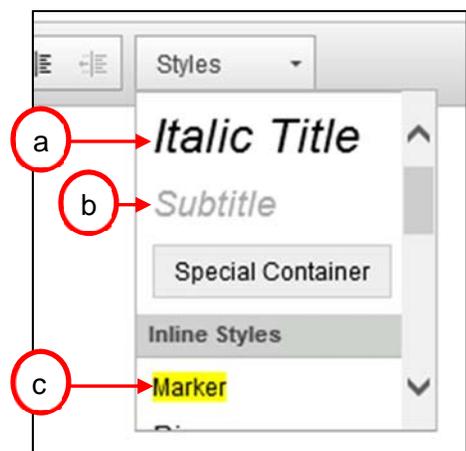
Rich Text Formatting

Many of the textboxes in the eTemplate feature rich text formatting. Text boxes with rich text are distinguished by the menu bar across the top of the text box, as shown below:



The available rich text features are

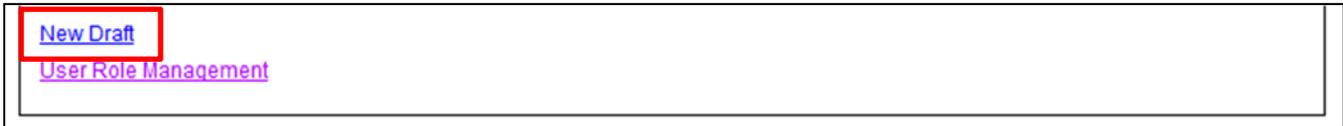
1. Cut
2. Copy
3. Paste
4. Paste as plain text
5. Find
6. Find and replace
7. Undo
8. Redo
9. Select all
10. Remove formatting
11. Bold*
12. Italics*
13. Underline*
14. Strikethrough*
15. Numbered list*
16. Bullet list*
17. Increase indent*
18. Decrease indent*
19. Formatting styles
 - a. Title*
 - b. Subtitle*
 - c. Marker (Highlighter)



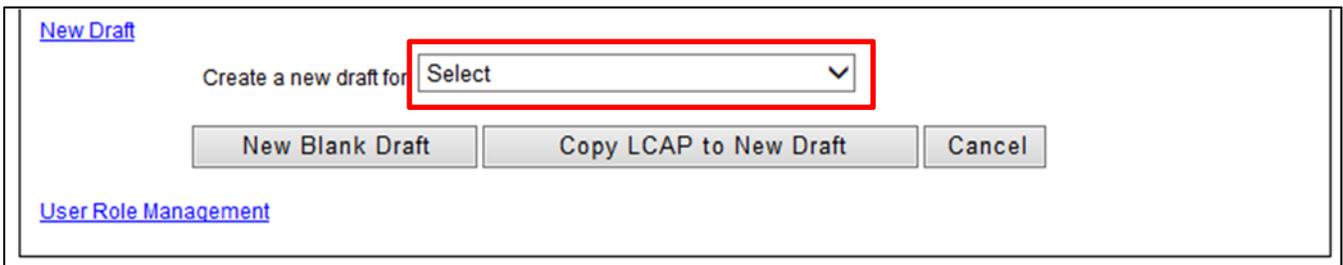
Rich text features marked with an asterisk (*) will print appropriately on the PDF LCAP template generated by the eTemplate system; other options within the **Styles** menu, such as the highlighter, will function within the eTemplate, but do not print appropriately on the PDF LCAP template.

Creating a New Draft LCAP

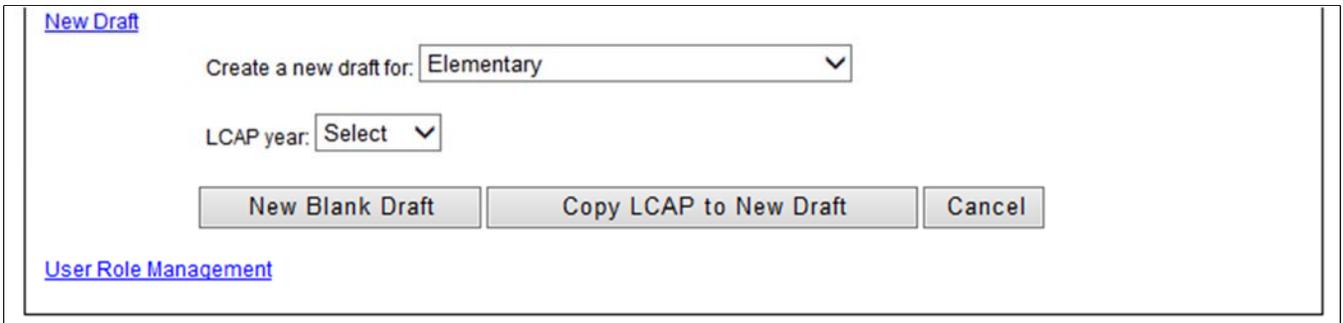
Users with the role of editor may create a new draft LCAP. To create a draft LCAP first select **New Draft** on the bottom left of the main menu, shown below.



The user will be asked to select which LEA they want to create a new draft for. Use the drop-down menu to select the appropriate LEA.

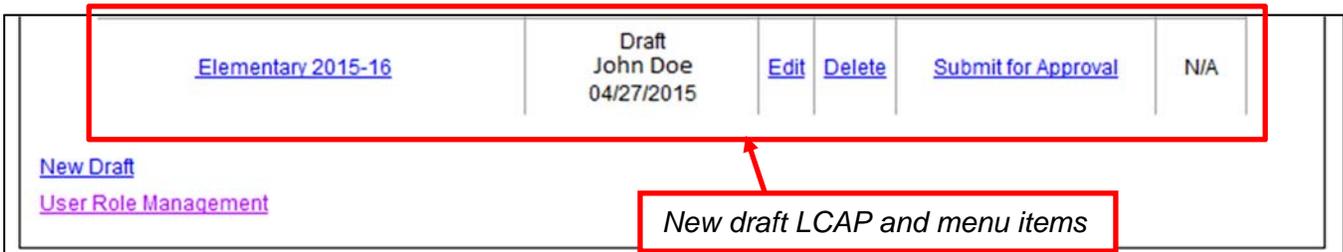


The user will then be asked to select the year that the LCAP draft pertains to. An LEA may have two draft LCAPs at any one time; one draft LCAP for the upcoming LCAP cycle and a second for the following year LCAP cycle. Use the drop-down menu to select the appropriate year and then click the **New Blank Draft** button to create a new blank draft.



LEAs with a prior year LCAP in the system, whether in draft form or approved, can click the **Copy LCAP to New Draft** button to copy a previous years LCAP forward into a new draft; Year 2 of the prior year will become Year 1 of the new draft, Year 3 will become Year 2, and Year 3 of the new draft will be blank. Clicking **Cancel** will end the draft creation process and will return the user to the main menu.

Upon clicking the **New Draft** or **Copy LCAP to New Draft** button a new draft LCAP will appear in the main menu with its corresponding menu items.



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Displaying an LCAP

To view an LCAP in the SBE-approved template, click once on the name of the LEA in the **Display LCAP** column. The system will create a PDF document displaying the selected LCAP, as it currently exists in the eTemplate system, formatted in the SBE-approved template. Be patient, as this may take some time depending on the length of the LCAP. Repeated clicking on the link may generate an error in the system. Once the PDF report is generated the user will be prompted to either view the report or save the report. To view the PDF the user must have Adobe Reader installed on their computer.

Menu					
Display LCAP	Status	Edit	Delete	Submission	Review
County Office of Education 2015-16	Submitted for Approval James Doe 06/28/2015	Edit	Delete	Submitted on 06/28/2015	N/A
County Office of Education 2016-17	Draft Jane Doe 06/30/2015	Edit	Delete	Submit for Approval	N/A
Elementary 2015-16	Draft John Doe 04/27/2015	Edit	Delete	Submit for Approval	N/A

[New Draft](#)
[User Role Management](#)

Printing an LCAP

The eTemplate system will not print the LCAP. Users wishing to print an LCAP must first generate a PDF of the LCAP, as described above. Once a PDF file is created the user will be able to print the LCAP from Adobe Reader.

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Editing an LCAP

Users with the role of editor may edit a draft LCAP by clicking **Edit** in the main menu. **Edit** will only display for users who are authorized to edit the LCAP. Users who are not authorized to edit the LCAP will show **N/A**.

Note: An LCAP that has been submitted for approval or that has been approved may not be edited and will also show as **N/A**.

Elementary 2015-16	Draft John Doe 04/27/2015	Edit	Delete	Submit for Approval	N/A
------------------------------------	---------------------------------	----------------------	------------------------	-------------------------------------	-----

Clicking **Edit** will take the user to the LCAP Template Menu, shown below.

<h3>Template Menu</h3> <ul style="list-style-type: none">ContactOptional LEA Introduction/Program Description/Executive SummarySection 1: Stakeholder EngagementSection 2: Goals, Actions, Services, and Progress IndicatorsSection 3: Use of Supplemental and Concentration Grant funds and ProportionalityAnnual UpdateMain Menu
--

From the LCAP template menu the user may navigate to the six data entry portions of the LCAP, described below, by clicking on the section name. Clicking **Main Menu** will return the user to the **Main Menu**.

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Contact

The **Contact** section, shown below, identifies the LEA's point of contact for the LCAP. To edit the contact, click **Contact** on the LCAP Template Menu. Each field is required for the LCAP to be complete. Select **Update** to save the page or select **LCAP Template Menu** to return to the LCAP Template Menu.

Instructions: All fields are required.

Contact

First Name:

Last Name:

Position:

E-mail:

Confirm E-mail:

Telephone:
(###)###-####

The LEA must complete each field in order for the Contact section to be complete in the eTemplate System.

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Errors

An error notification will be displayed if required data and parameters are not met. There are three types of errors related to required data or parameters:

1. The field is required and cannot be blank. If data is not entered the system will not allow the form to be saved.
2. The field is enforced by required parameters such as a minimum and maximum date range or a numeric value. For numeric values, spaces cannot exist following the number.
3. The display of the field is dependent on specific conditions; if those conditions are met, the field is required and cannot be blank.

Errors must be corrected before any of the data entered can be saved.

Optional LEA Introduction

The **Optional LEA Introduction**, shown below, is available for LEAs to provide an introduction to their LEA or an executive summary of their LCAP to stakeholders, the public, and/or to reviewers. To edit the optional LEA Introduction, click **Optional LEA Introduction** on the LCAP Template Menu. Select **Update** to save the page or select **LCAP Template Menu** to return to the LCAP Template Menu without saving changes.

Optional LEA Introduction/Program Description/Executive Summary:

Update LCAP Template Menu

The optional LEA Introduction currently supports only rich text; images or graphics are not supported at this time.

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Section 1: Stakeholder Engagement

In **Section 1: Stakeholder Engagement**, shown below, the LEA will provide descriptions of the process used to consult with parents, pupils, school personnel, local bargaining units as applicable, and the community, and how this consultation contributed to development of the LCAP. To edit Section 1: Stakeholder Engagement, click **Section 1: Stakeholder Engagement** on the LCAP Template Menu. In the boxes labeled **Annual Update** the LEA will describe the process used to review the Annual Update with educational stakeholders and will describe the impact that stakeholder engagement played in any changes made to LCAP goals, actions, services, and expenditures as a result of this review.

▸ Requirements: Stakeholder Engagement

▸ Instructions: Stakeholder Engagement

▸ Guiding Questions: Stakeholder Engagement

Stakeholder Engagement

Involvement Process:

Annual Update - Involvement Process:

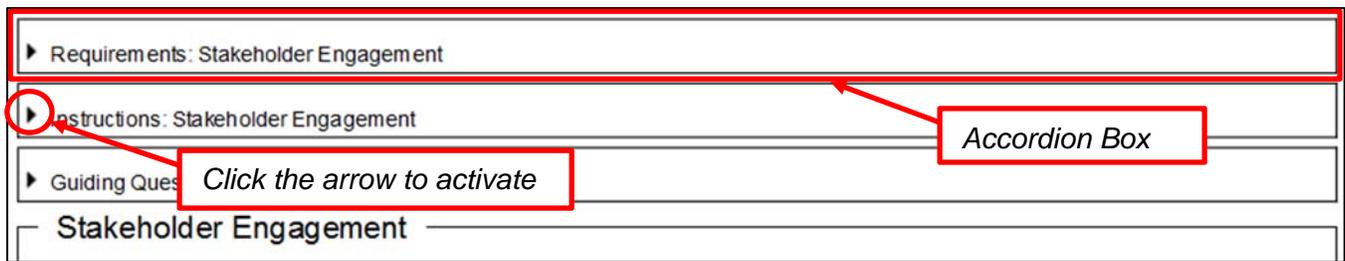
Impact

Annual Update - Impact

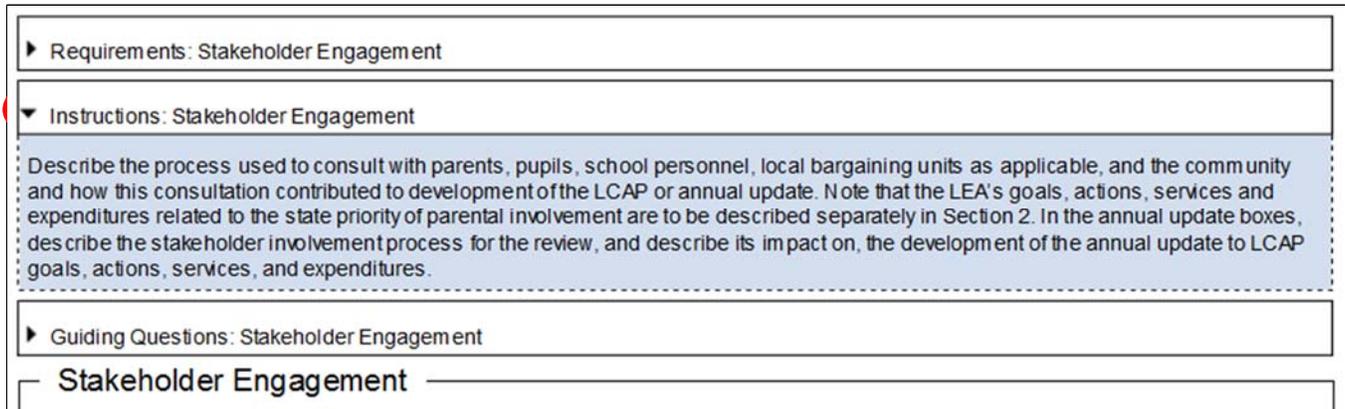
The LEA must address each of the four elements in order for Section 1 to be complete in the eTemplate system.

Accordion Boxes

Requirements, instructions, and guiding questions appearing on the LCAP template are available in the eTemplate via accordion boxes. Accordion boxes appear above applicable data entry fields and can be identified by the small black arrows in front of the label, as shown below.



Clicking on the arrow will open the accordion box, as shown. Clicking on the arrow again will close the accordion box. Accordion boxes will remain open until the page is updated or the user leaves the page, and multiple accordion boxes may be open at the same time.



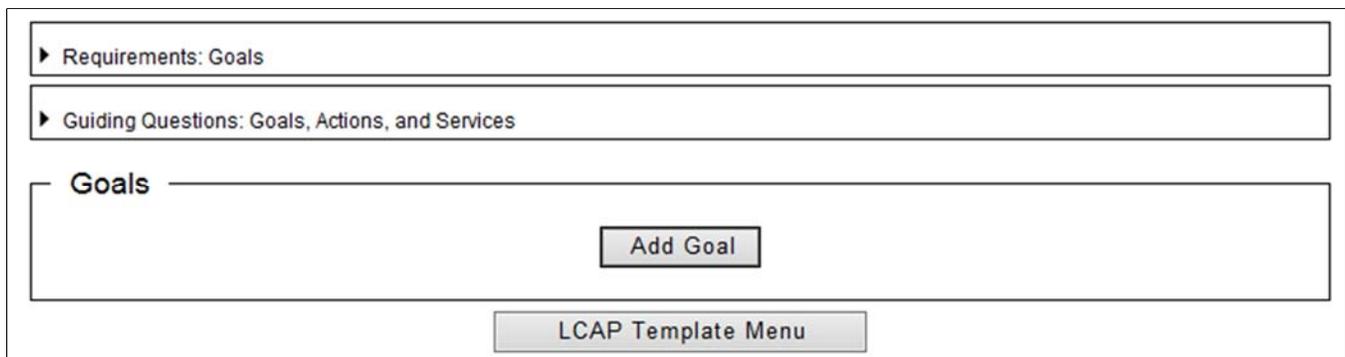
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Section 2: Goals, Actions, Services, and Progress Indicators

In **Section 2: Goals, Actions, Services, and Progress Indicators** the LEA will describe the annual goals, for all pupils and each subgroup of pupils, to be achieved for each state priority and any local priorities, the specific actions an LEA will take to meet the identified goals, and the budgeted expenditures to implement the specific actions. To edit Section 2: Goals, Actions, Services, and Progress Indicators, click **Section 2: Goals, Actions, Services, and Progress Indicators** on the LCAP Template Menu.

Adding a Goal

To add a goal, click **Add Goal**.



Clicking on **Add Goal** will open the **Add/Edit Goal** page, shown below. On this page the LEA will provide a short title for the goal, a description of the goal, indicate which state priorities the goal addresses, identify why there is a need for this goal, and indicate the scope of service for the goal. Instructions related to each item are provided in the accordion boxes.

Add/Edit Goal

▶ Instructions: Goal

This goal has actions and services for the following number of years: ▼

Goal Title:

Goal Description:

▶ Instructions: Related State and/or Local Priorities

Related State Priorities:

<input type="checkbox"/> 1 Basic Services	<input type="checkbox"/> 5 Pupil Engagement
<input type="checkbox"/> 2 Implementation of State Standards	<input type="checkbox"/> 6 School Climate
<input type="checkbox"/> 3 Parent Involvement	<input type="checkbox"/> 7 Course Access
<input type="checkbox"/> 4 Pupil Achievement	<input type="checkbox"/> 8 Other Pupil Outcomes

Local Priorities (Specify):

▶ Instructions: Identified Need

Identified Need:

▶ Instructions: Schools

Schools:

Grades: All Specific Grade(s)

▶ Instructions: Applicable Pupil Subgroups

Applicable Pupil Subgroups: All Specific Targeted Subgroup(s)

The Goal Description

For each goal the LEA must provide how many years of actions/services the goal has, a title for the goal, and a description of the goal.

Add/Edit Goal

► Instructions: Goal

This goal has actions and services for the following number of years: ▼

Goal Title:

Goal Description:

By default each new goal will have three years of expected outcomes and actions/services; however, if a goal has fewer than three years of expected outcomes and actions/services, this may be changed using the drop down menu.

Each goal should be given a title so that the goal can be readily identified throughout the eTemplate system.

Note: The goal title will not appear in the LCAP document; it is used within the system to track the goal.

The **Goal Description** is a required element of the LCAP; the description provided in the **Goal Description** field will appear in the LCAP document.

Note: For school districts and county offices of education, an LCAP must contain at least one goal with three years of expected outcomes and actions/services to meet the minimum requirements for submitting an LCAP in the eTemplate system; for charter schools an LCAP must contain at least one goal with one year of expected outcomes and actions/services to meet this requirement.

Related State and/or Local Priorities

The eTemplate system will display the state priorities that are applicable to the LEA.

Identify the state priorities being addressed by the goal by checking the applicable priority or priorities. Any local priorities addressed by the goal may be described in the **Local Priorities** field.

Related State Priorities:

<input type="checkbox"/> 1 Basic Services	<input type="checkbox"/> 5 Pupil Engagement
<input type="checkbox"/> 2 Implementation of State Standards	<input type="checkbox"/> 6 School Climate
<input type="checkbox"/> 3 Parent Involvement	<input type="checkbox"/> 7 Course Access
<input type="checkbox"/> 4 Pupil Achievement	<input type="checkbox"/> 8 Other Pupil Outcomes

Local Priorities (Specify):

LCFF State Priorities for County Offices of Education

<input type="checkbox"/> 1 Basic Services	<input type="checkbox"/> 6 School Climate
<input type="checkbox"/> 2 Implementation of State Standards	<input type="checkbox"/> 7 Course Access
<input type="checkbox"/> 3 Parent Involvement	<input type="checkbox"/> 8 Other Pupil Outcomes
<input type="checkbox"/> 4 Pupil Achievement	<input type="checkbox"/> 9 Coordination of Services for Expelled Youth
<input type="checkbox"/> 5 Pupil Engagement	<input type="checkbox"/> 10 Coordination of Services for Foster Youth

Note: For school districts and county offices of education, an LCAP must address each of the state priorities to meet the minimum system requirements for submitting the LCAP.

Identified Need

Describe the need(s) identified by the LEA that this goal is intended to address, including a description of the supporting data used to identify the need(s).

Identified Need:	<input type="text"/>
------------------	----------------------

Schools and Applicable Pupil Subgroups

For **Schools**, identify the schoolsites to which the goal applies. LEAs may indicate “All” for all schools or may specify an individual school or a subset of schools in the **Schools** field.

For **Grades**, identify the grade or grade span(s) to be served at the identified schoolsites. LEAs may select **All** for all grade levels or may select **Specific Grade(s)** to specify a particular grade or span of grades.

Note: The grade levels available in the actions/services will be limited to the grade level(s) that are selected for the goal. For example, if an LEA indicates that grades K-6 are applicable to the goal then only grades K-6 will be available to select in the actions/services.

For **Applicable Pupil Subgroups**, identify the pupil subgroups to which the goal applies. LEAs may select **All** for all pupils or may select **Specific Targeted Subgroup(s)** to specify one or more applicable pupil subgroup(s).

Note: The pupil subgroups available in the actions/services will be limited to the pupil subgroups(s) that are selected for the goal. For example, if an LEA indicates that English learners and low income pupils are applicable to the goal then only English learners and low income pupils will be available to select in the actions/services.

▶ Instructions: Schools	
Schools:	<input type="text"/>
Grades:	<input type="radio"/> All <input type="radio"/> Specific Grade(s)
▶ Instructions: Applicable Pupil Subgroups	
Applicable Pupil Subgroups:	<input type="radio"/> All <input type="radio"/> Specific Targeted Subgroup(s)

Selecting **Specific Grade(s)** or **Specific Targeted Subgroup(s)** will open additional selection options, shown on the following page.

▶ Instructions: Schools

Schools:

Grades: All Specific Grade(s)

Preschool TK K 1st 2nd 3rd 4th 5th

6th 7th 8th 9th 10th 11th 12th Adult

▶ Instructions: Applicable Pupil Subgroups

Applicable Pupil Subgroups: All Specific Targeted Subgroup(s)

American Indian or Alaska Native Asian Black or African American

Filipino Hispanic or Latino Native Hawaiian or Pacific Islander

Two or More Races White English Learners

Foster Youth Low Income Pupils Redesignated fluent English proficient

Students with Disabilities Homeless Other

Other:

Note: If **Other** is checked, a description must be entered in the textbox before the page can be updated.

Multiple grade levels and/or pupil subgroups may be selected; however, as noted above, the grade(s) and applicable pupil subgroup(s) available in the actions/services will be limited to the items selected for the goal.

Saving Draft Data

After entering data in a field click on the **Update** button to save; a notification will display if the data was successfully saved to the database.



Do not click on another button or use the browser forward or back arrows until after data has been successfully saved. Doing so may result in the loss of all previously entered data.

Editing a Goal

To edit an existing goal select **Edit Goal** for the goal that you want to edit and follow the instructions for adding a goal starting from the [Goal Description](#).

Goals				
Goal Title	Data Entry Status	Edit Goal	Delete	Edit Actions and Services
Standards-Aligned Course of Study	Incomplete	Edit Goal	Delete	Edit Actions and Services
<input type="button" value="Add Goal"/>				



Changes made to a goal may impact any actions/services already saved for that goal.

Incomplete Notifications

An incomplete notification will be displayed if a required field is blank.

The eTemplate system allows a user to save a goal or action/service that is incomplete, however the system will display a notification warning that the goal or action/service is incomplete. All incomplete goals or actions/services must be resolved before the LCAP can be submitted for review and approval. For additional information on submitting an LCAP for review and approval

Goal Title	Data Entry Status	Edit Goal	Delete	Edit Actions and Services
Standards-Aligned Course of Study	Incomplete	Edit Goal	Delete	Edit Actions and Services

Incomplete Notification

Note: Meeting the minimum business rules for the eTemplate system does not necessarily mean the data entered in the LCAP is complete or correct; it means the draft LCAP addresses the minimum requirements for an LCAP as set forth in 5 CCR Section 15497.5.



Once data is entered, it is important to click the **Update** button to save the data before continuing to another data entry form or tab.

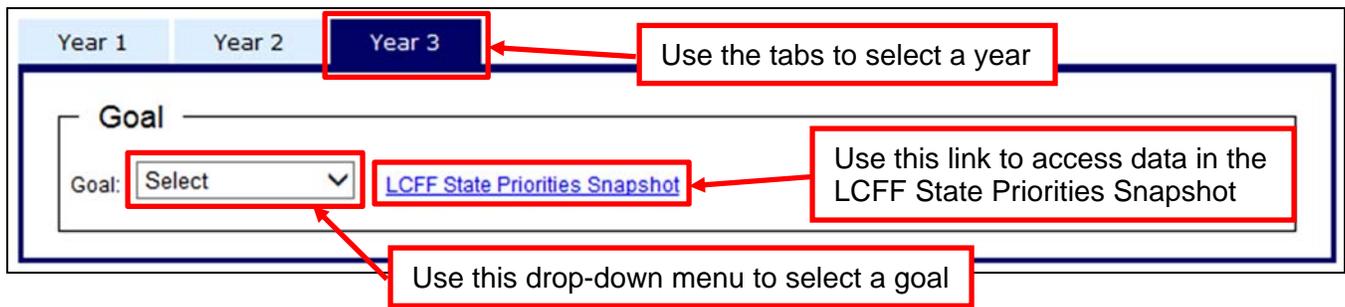
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Expected Annual Measurable Objectives and Actions/Services

To add or edit either an expected annual measurable objective (EAMO) or an action/service to a goal click **Edit Actions and Services** in the Goal menu.

Goal Title	Data Entry Status	Edit Goal	Delete	Edit Actions and Services
Standards-Aligned Course of Study	Incomplete	Edit Goal	Delete	Edit Actions and Services

Clicking on **Edit Actions and Services** will open the **Actions, Services, and Progress Indicators** page. On this page the user will enter the EAMO(s) for each year of the plan or add or edit an action/service to support the goal. Use the Goal drop-down menu, shown below, to select the goal that will be addressed.

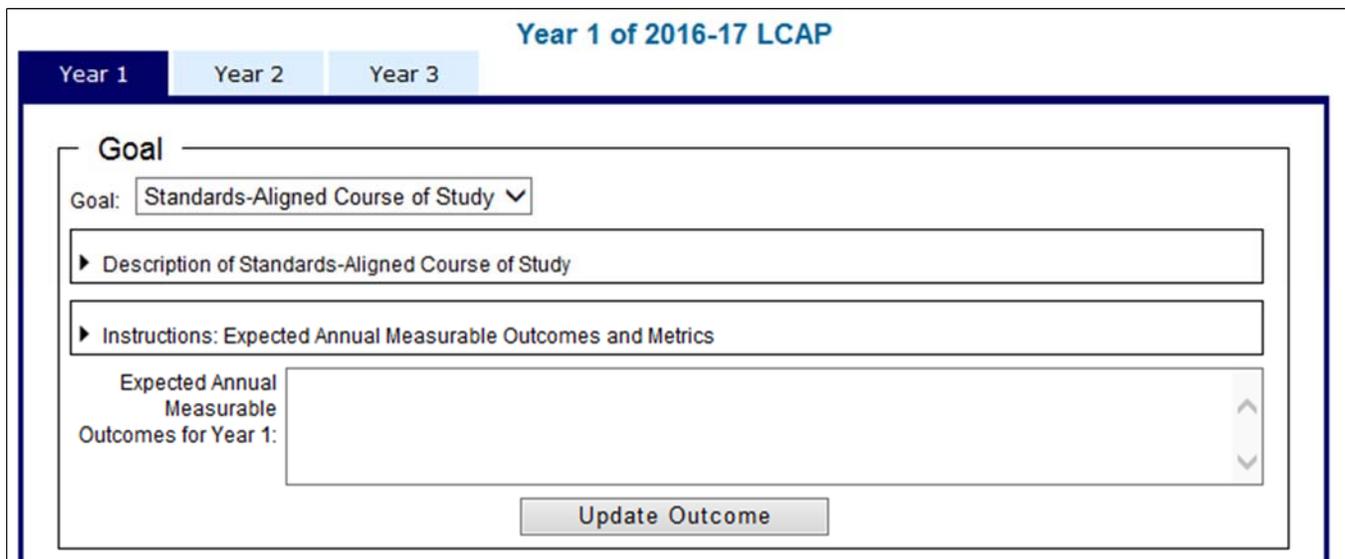


LCAP Year Tabs

The individual years of the LCAP are accessed by selecting the tabs at the top of the Actions, Services, and Progress indicators page. EAMOs and Action/Services must be addressed for each year of an LCAP.

Expected Annual Measurable Objectives

In the **Expected Annual Measurable Outcomes** field the LEA will identify and describe the specific EAMOs to be achieved for the goal for that year. At a minimum, the EAMOs must address the applicable required metrics for the related state priorities. A description of the goal and instructions related to the EAMOs are provided in the accordion boxes.

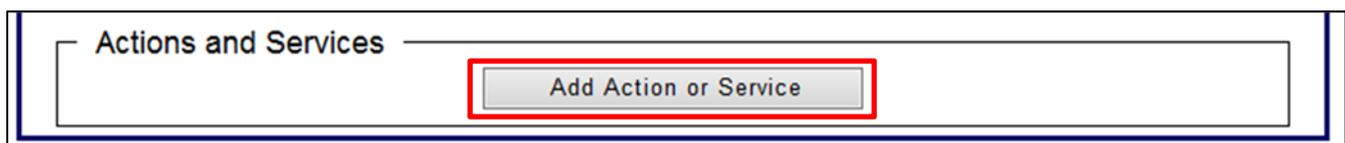


After entering data in the **Expected Annual Measurable Outcomes** field, click on the **Update Outcome** button to save; a notification will display if the data was successfully saved to the database.

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Adding Actions or Services to a Goal

To add an action/service to a goal, click **Add Action or Service**.



Clicking on **Add Action or Service** will open the **Actions and Services** page, shown below. On this page the user will provide a short title for the action/service, a description of the action/service, indicate the scope of service for the goal, and identify the budgeted expenditures for the action/service. Instructions related to each item are provided in the accordion boxes.

Actions and Services

▶ Instructions: Action/Services

Action/Service Title:

Action/Service Description:

▶ Instructions: Scope of Service

Scope of Service - Schools:

Grades: All Specific Grade(s)

▶ Instructions: Pupils to be served within identified scope of service

Pupils to be served within identified scope of service: All Specific Targeted Subgroup(s)

▶ Instructions: Budgeted Expenditures

Budgeted Expenditures:

Update Action or Service Cancel

Return to Goals

The Action/Service Description

For each action/service the LEA must provide a title for the action/service and a description of the action/service.

Each action/service should be given a title so that it can be readily identified throughout the eTemplate system.

Note: The action/service title will not appear in the LCAP document; it is used within the system to track the action/service. For this reason the title must remain consistent throughout the years of the LCAP.

The **Action/Service Description** is a required element of the LCAP; the description provided in the **Action/Service Description** field will appear in the LCAP document.

Scope of Service

In the **Scope of Service – Schools** field, identify the schoolsites to which the goal applies. LEAs may indicate “All” for all schools, or may specify an individual school or a subset of schools in this field. If supplemental and concentration funds are used to support the action/service the description must also identify if the scope of service is districtwide, schoolwide, countywide, or charterwide.

For **Grades**, identify the grade or grade span(s) to be served at the identified schoolsites. LEAs may select **All** for all grade levels or may select **Specific Grade(s)** to specify a particular grade or span of grades.

Note: The grade levels available in the actions/services will be limited to the grade level(s) that are selected for the goal.

Pupils to be served within identified scope of service

For **Pupils to be served within identified scope of service**, identify the pupil subgroups to which the action/service applies. LEAs may select **All** for all pupils or may select **Specific Targeted Subgroup(s)** to specify one or more applicable pupil subgroup(s).

Note: The pupil subgroups available in the actions/services will be limited to the pupil subgroups(s) that were identified for the goal.

Budgeted Expenditures

In the **Budgeted Expenditures** field, list and describe the budgeted expenditures to implement the action/service, including where the expenditure can be found in the LEA’s budget. The LEA must also reference all fund sources for each proposed expenditure.

Saving Draft Data

After entering data click on the **Update Action or Service** button to save; a notification will display if the data was successfully saved to the database.

Editing Actions or Services in a Goal

To edit an existing action/service, select **Edit** for the action/service that you want to edit and follow the instructions starting from the Action Service Description.

Actions and Services

Title	Data Entry Status	Edit	Delete
College or Career for All Students	Incomplete	Edit	Delete
Improve School Climate	Incomplete	Edit	Delete
Increase Parental Involvement	Incomplete	Edit	Delete

[Add Action or Service](#)

The LEA must address each part of a goal, including the corresponding EAMOs and actions/services, in order for Section 2 to be complete in the eTemplate system.

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Annual Update

In the **Annual Update** the LEA will review the progress toward the expected annual outcome(s) for each goal in the prior year LCAP based on, at a minimum, the required metrics. The review must include an assessment of the effectiveness of the specific actions, a review of the applicability of each goal, and must describe any changes to the actions or goals the LEA will take as a result of the review and assessment. Please see the instructions in the eTemplate for completing the Annual Update for additional information about these requirements.

To edit the Annual Update, click **Annual Update** on the LCAP Template Menu.

An LEA that has an LCAP approved in the eTemplate system will have their planned goals, EAMOs, and actions/services prepopulated in the Annual Update with the information from the prior years approved LCAP. These LEAs may skip the following section and move to **Completing the Annual Update**. An LEA that does not have a prior-year LCAP approved in the eTemplate system must first complete a one-time entry of the goals, EAMOs, and actions/services from Year 1 of the prior year LCAP, as described in the following section.

Reporting Planned Goals, Expected Outcomes and Actions/Services

An LEA that does not have a prior-year LCAP approved in the eTemplate system will see the Annual Update Menu, shown below, upon accessing the Annual Update.

Local Control and Accountability Plan (LCAP)

Annual Update Menu

I have a previously approved LCAP, but not through this e-template system. (The Annual Update will be available once last year's goals, actions, and services have been certified.)

I am a new entity. I have never filed an LCAP with the CA Dept. of Education and do not need to fill out an Annual Update.

I am currently working on last year's LCAP within this e-template system. (The Annual Update will be available once last year's LCAP has been approved.)

Unless the LEA is a completely new educational entity or is completing a prior-year LCAP they should select the first option, "I have a previously approved LCAP, but not through this e-template system", and click **Submit**. The LEA will need to make this selection each time they return to the Annual Update Menu until the prior year's goals, EAMOs, and actions/services have been certified.

Annual Update Menu

I have a previously approved LCAP on file with the CA Dept. of Education, but not through this e-template system. (The Annual Update will be available once last year's goals, actions, and services have been certified.)

Upon Clicking **Submit** the LEA will be taken to the **Previous Year's Goals for Annual Update** page, shown below, where they must enter their goals, EAMOs, and actions/services from the prior year. Please refer back to the instructions in **Section 2: Goals, Actions, Services, and Progress Indicators** (pg. 14 and following) if you need help completing this data entry.

Previous Year's Goals for Annual Update
 County Office of Education
 2015-16 LCAP

► Requirements: Goals

► Guiding Questions: Goals, Actions, and Services

Goals

Add Goal

Submission

I certify that these are the approved goals from last year.

Submit

LCAP Template Menu

Upon entering the goals, EAMOs, and actions/services from the previous year the **Previous Year's Goals for Annual Update** page will look similar to the image below.

Goals

Goal Title	Data Entry Status	Edit Goal	Delete	Edit Actions and Services
1. Increase Student Achievement	Complete	Edit Goal	Delete	Edit Actions and Services
2. Provide Supportive Environments	Complete	Edit Goal	Delete	Edit Actions and Services
3. Increase parent engagement	Complete	Edit Goal	Delete	Edit Actions and Services
4. Coordinate Countywide Plan	Complete	Edit Goal	Delete	Edit Actions and Services

Add Goal

After entering the goals, EAMOs, and actions/services from the previous year, check the certification box and click **Submit**.

Submission

I certify that these are the approved goals from last year.

Submit

The system will check to be sure that the prior year's goals, EAMOs, and actions/services meet the minimum requirements for submission.

To meet the minimum requirements for the eTemplate system, a school district or COE LCAP must address the following:

1. At least one complete goal must exist
2. All state priorities must be indicated as being addressed
3. At least one EMAO must exist for each goal
4. At least one complete action must exist for each goal

For charter schools the requirements are the same with the exception of item 2; a charter school must indicate a minimum of one of the state priorities as being addressed.

If the system determines that the prior year's goals, EAMOs, and actions/services meet the minimum requirements the following message will be displayed along with a link to the Annual Update page.



Click **Continue to the Annual Update** to report the actual outcomes and actions/services in the Annual Update.

Completing the Annual Update

As previously stated, the Annual Update requires an LEA to review its progress toward the EAMOs for each goal in the prior year LCAP based on, at a minimum, the required metrics. This review must include an assessment of the effectiveness of the specific actions, a review of the applicability of each goal, and must describe any changes to the actions or goals the LEA will take as a result of the review and assessment.

To begin this review, select one of the prior-year goals.

Annual Update
County Office of Education
2016-17 LCAP

▶ Instructions: Instructions

▶ Instructions: Guiding Questions

Goals

Goal Title	Annual Update of Goal
1. Increase student achievement	Select Goal
2. Provide supportive environments	Select Goal
3. Increase parent engagement	Select Goal
4. Coordinate Countywide Plan	Select Goal

Once a goal has been selected the page will expand to show data entry boxes and the Actions and Services associated with the selected goal. The LEAs descriptions of the planned goal and EAMOs are

provided for reference in accordion boxes. Use the applicable data entry boxes to provide the required review of progress and to describe the changes that will be made to the goal, EAMOs, or actions/services based on the review.

2. Provide supportive environments	Select Goal
3. Increase parent engagement	Select Goal
4. Coordinate Countywide Plan	Select Goal

▶ Goal: 3. Increase parent engagement

▼ Expected Annual Measurable Outcomes

1. Increase Parent engagement in district decision-making by 2% as measured by:

- a. The number of completed "Parent Priorities" surveys
- b. The number of parents in attendance at district "LCAP Input" events
- c. The number of parents serving on school site councils and district parent advisory committees.

What are the actual annual measurable outcomes?

To complete the required assessment of the effectiveness of the specific actions first select an action.

Actions and Services

Title	Data Entry Status	Annual Update for Actions and Services
Parent Advisory Committees	Incomplete	Select Action or Service
Parent Participation	Incomplete	Select Action or Service
Parent Materials in Spanish	Incomplete	Select Action or Service

As with the goals, the page will expand to display both the data entry boxes for providing the required assessment and the accordion boxes containing the LEAs action descriptions from the prior year.

The LEA must address each goal, including its corresponding EAMOs and actions/services, in order for the Annual Update section to be complete in the eTemplate system.

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Section 3: Use of Supplemental and Concentration Grant Funds and Proportionality

In **Section 3: Use of Supplemental and Concentration Grant funds and Proportionality**, shown below, the LEA will identify the amount of supplemental and/or concentration funds the LEA will receive, provide a description of how the LEA will expend these funds in the LCAP year, identify the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all pupils in the LCAP year, and describe how the proportionality percentage is met using a quantitative and/or qualitative description of the increased and/or improved services for unduplicated pupils. Instructions for each field may be found in the accordion boxes in Section 3 of the eTemplate.

Use of Supplemental and Concentration Grant funds and Proportionality

▶ Instructions: Amount of funds

Total amount of Supplemental and Concentration grant funds calculated:

Explanation of funds calculation:

▶ Instructions: Percentages of services

Percentage calculation:

Explanation of percentage calculation:

When entering an amount for **Total amount of Supplemental and Concentration grant funds calculated** the amount must be a positive whole number, such as \$124,645.

When entering a percentage for the **Percentage Calculation** the percentage may be up to two decimal places (e.g. 99.99 or 08.75) but must be less than 100 and should not contain a percentage symbol (%).

The LEA must address each of the four elements in order for Section 3 to be complete in the eTemplate system.

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Deleting an LCAP

Users with the role of editor may delete a draft LCAP. To delete a draft LCAP, the user must click on **Delete** in the row of the draft LCAP that is to be deleted. A message will appear asking the user if they want to delete the draft LCAP and warning them that once deleted the LCAP cannot be recovered.

Click **OK** to delete the draft LCAP, or click **Cancel** to return to the mail menu. Clicking **OK** will delete the LCAP and remove it from the main menu.

Elementary 2015-16	Draft John Doe 04/27/2015	Edit	Delete	Submit for Approval	N/A	
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To delete an LCAP that has been submitted for review and approval the reviewer must return the LCAP to the LEA. Once the LCAP has been returned it may be deleted, as described above.

Note: An LCAP that has been submitted for review or approved cannot be deleted.



Once deleted, an LCAP cannot be recovered!

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Submitting an LCAP for Review and Approval

Users assigned to the role of submitter may submit a draft LCAP for review and approval. The submission process begins with selecting the **Submit for Approval** link from the main menu.

Elementary 2015-16	Draft John Doe 04/27/2015	Edit	Delete	Submit for Approval	N/A	
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Note: Users who have not been assigned to the role of submitter will see “N/A” displayed rather than the **Submit for Approval** link.

Once the submitter has selected the **Submit for Approval** link the eTemplate system will evaluate the draft to ensure that it addresses the minimum requirements for an LCAP and that all applicable fields are complete. An LCAP that does not meet the minimum requirements will not be submitted for review and approval.

To meet the minimum business rules for the eTemplate system, a school district or COE LCAP must address the following:

1. Contact information must have an entry in each field
2. Section 1: Stakeholder Engagement must have an entry in each field
3. At least one complete goal with three years of EAMOs and actions/services must exist
4. All state priorities must be indicated as being addressed
5. At least one EMAO must exist for each year of each goal
6. At least one complete action must exist for each year of each goal
7. Section 3: Use of Supplemental and Concentration Grant funds and Proportionality must have an entry in each field

To meet the minimum business rules for the eTemplate system, a charter school LCAP must address the following:

1. Contact information must have an entry in each field
2. Section 1: Stakeholder Engagement must have an entry in each field
3. At least one complete goal with one year of EAMOs and actions/services must exist
4. At least one state priority must be indicated as being addressed

5. At least one EMAO must exist for each year of each goal
6. At least one complete action must exist for each year of each goal
7. Section 3: Use of Supplemental and Concentration Grant funds and Proportionality must have an entry in each field

Note: Meeting the minimum requirements for the eTemplate system does not necessarily mean the data entered in the LCAP is complete or correct. It means the draft LCAP addresses the minimum requirements for an LCAP as set forth in regulations at 5 CCR Section 15497.5.

The system will display a report of any minimum requirements that have not been addressed and any incomplete fields, similar to the one shown below.

The following fields of the LCAP are incomplete. Each must be completed prior to submitting the LCAP for review.

Incomplete Goal	Incomplete Action and/or Service	Incomplete Year
Equip students	N/A	N/A
Equip students	Improve School Climate	1
Equip students	Improve EL Student Outcomes	1
Equip students	Action 1 Title	2
Further develop teachers	N/A	N/A
Further develop teachers	Action 3 title	2
Support students	N/A	N/A
Support students	Action 2 title	1

Priority 1 Basic Services has not been addressed.
 Priority 4 Pupil Achievement has not been addressed.
 Priority 5 Pupil Engagement has not been addressed.
 Priority 6 School Climate has not been addressed.
 Priority 7 Course Access has not been addressed.
 Priority 8 Other Pupil Outcomes has not been addressed.

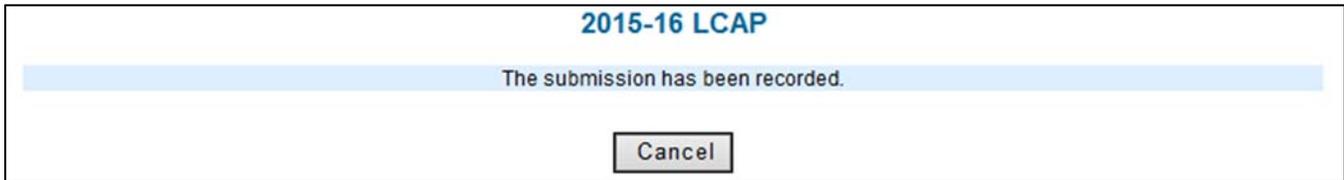
All identified items must be addressed before the draft LCAP may be submitted for review and approval.

If the draft meets the minimum requirements for an LCAP and all applicable fields are complete the submitter will be asked to certify that the LCAP draft being submitted for review and approval has been adopted by the LEAs local governing board, as applicable.

I certify that this LCAP has been adopted by the local governing board, as required by *Education Code Sections 52062(b)(2) and 52068 (b)(2)*, as applicable.

Date of adoption:

To submit the LCAP for review and approval, check the box to indicate that the LEAs local governing board has approved the LCAP, provide the date of approval, and click **Submit LCAP**. The following message will display upon successful submission:

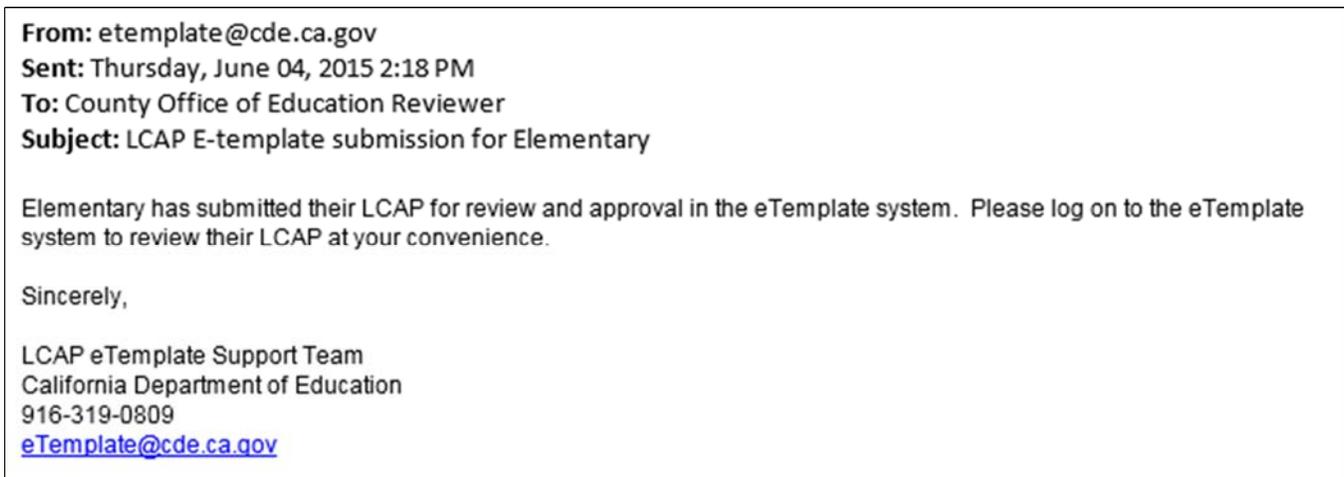


Click **Cancel** to return to the main menu.



Upon submission users will no longer be able to edit the LCAP. The **Edit** and **Delete** links in the main menu will be replaced with "N/A" and **Submit for Approval** will be replaced with the date that the LCAP was submitted.

When an LCAP is submitted for review and approval, an email notification, such as the one below, will be sent to the LEA's LCAP reviewer(s).



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Conclusion

This concludes Part II of the eTemplate user guide. Part III of the eTemplate user guide will discuss the LCAP review and approval process for reviewers and approvers.

For specific questions or problems related to the system, additional help is available from staff. Support may be requested by:

- Emailing eTemplate@cde.ca.gov
- Calling the Local Agency Systems Support Office at 916-319-0809.