# Local Control and Accountability Plan (LCAP) Action Tables Data Entry Instructions

These instructions are provided to assist local educational agencies (LEAs) using the Microsoft© Excel Spreadsheets to complete the Action Tables for the 2023–24 LCAP.

The LCAP Action Tables Template is available on the California Department of Education’s (CDE’s) LCAP web page at <https://www.cde.ca.gov/re/lc/>. Ensure that you are using the most recent version of the Action tables by downloading the Excel file to your computer and comparing the date on the Title Page to the file you are using. The most recent version of the Action Tables file is March 2022.

## Introduction

Along the bottom of the workbook there are seven tabs; these tabs are titled:

* ‘Title Page’,
* ‘Data Entry Table’,
* ‘Total Expenditures Table’,
* ‘Contributing Actions Table’,
* ‘Annual Update (AU) Table’,
* ‘Contributing Actions AU Table’ and
* ‘LCFF Carryover Table’.

The LEA will enter data in the ‘Data Entry Table’, ‘Annual Update (AU) Table’, ‘Contributing Actions AU Table’, and the ‘LCFF Carryover Table’ tabs. This data will automatically populate the other pages of the Action Tables with the information. With the exception of the Data Entry Table, the word “input” has been added to column headers to aid in identifying the column(s) where information will be entered. Information is not entered on the remaining Action tables. The ‘Title Page’ and ‘Data Entry Table’ are “inward facing” and are intended for use by LEA personnel. The information contained in the following remaining tabs are required to be included as part of the LCAP adopted by the local governing board or governing body:

* Table 1: Total Planned Expenditures Table (for the coming LCAP Year)
* Table 2: Contributing Actions Table (for the coming LCAP Year)
* Table 3: Annual Update Table (for the current LCAP Year)
* Table 4: Contributing Actions Annual Update Table (for the current LCAP Year)
* Table 5: LCFF Carryover Table (for the current LCAP Year)

Note: The coming LCAP Year is the year that is being planned for, while the current LCAP year is the current year of implementation. For example, when developing the 2023–24 LCAP, 2023–24 will be the coming LCAP Year and 2022–23 will be the current LCAP Year. The following instructions are for LEAs using the Excel file for the first time. LEAs that utilized the Excel file for the 2022–23 LCAP may skip ahead to the “Annual Update Table Instructions” on page 3.

## Data Entry Table Instructions

Ensure that you are on the ‘Data Entry Table’ worksheet by clicking on the ‘Data Entry Table’ tab in the lower left-hand side.

* **LCAP Year**: Input “2022–23” to start.
* **1.** **Projected LCFF Base Grant**: Input the total amount of LCFF funding the LEA estimates it will receive for the 2022–23 school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to *California Code of Regulations*, Title 5 (5 *CCR*) Section 15496(a)(8).

See California *Education Code* (*EC*) sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF apportionment calculations.

* **2.** **Projected LCFF Supplemental and/or Concentration Grants:** Input the total amount of LCFF supplemental and concentration grants the LEA estimates it will receive on the basis of the number and concentration of unduplicated students for the 2022–23 school year.
* **LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).
* The following sections should reflect what was submitted with the 2022–23 LCAP (see pages 18-19 of the LCAP template instructions for more information):
  + Goal #
  + Action #
  + Action Title
  + Student Group(s)
  + Contributing to Increased or Improved Services?
    - If “Yes” is entered into the Contributing column, then the following columns should be completed:
      * Scope
      * Unduplicated Student Group(s)
      * Location
  + Time Span
  + Total Personnel
  + Total Non-Personnel
  + LCFF Funds
  + Other State Funds
  + Local Funds
  + Federal Funds

**Planned Percentage of Improved Services**: For any action identified as contributing, being provided on a Limited basis to unduplicated students, and that does not have funding associated with the action, enter the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).

## Contributing Actions Table Instructions

Information will not be entered in the Contributing Actions Table; however, the ‘Contributing to Increased or Improved Services?’ column will need to be checked to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses.

## Annual Update Table Instructions

In the Annual Update Table, provide the following information for each action in the LCAP for the 2022–23 LCAP year:

* **Estimated Actual Expenditures**: Enter the total estimated actual expenditures to implement this action, if any.

## Contributing Actions Annual Update Table Instructions

In the Contributing Actions Annual Update Table, check the ‘Contributing to Increased or Improved Services?’ column to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses. Provide the following information for each contributing action in the LCAP for the 2022–23 LCAP year:

* **6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** Input the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on of the number and concentration of unduplicated students in the 2022–23 school year.
* **Estimated Actual Expenditures for Contributing Actions**: Enter the total estimated actual expenditure of LCFF funds used to implement this action, if any.
* **Estimated Actual Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis only to unduplicated students, and that does not have funding associated with the action, enter the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).

## LCFF Carryover Table Instructions

* **9. Estimated Actual LCFF Base Grant**: Input the total amount of LCFF funding the LEA estimates it will receive for the current school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to 5 *CCR* Section 15496(a)(8).

## Saving Instructions

Once all the information has been entered for the 2022–23 LCAP year, save the Excel file as ‘2022actiontables’. After saving the file use ‘Save As’ to save the file again, however, rename the file to ‘2023actiontables’. Remember to periodically save as you enter information for the 2023–24 LCAP.

## 2023–24 Data Entry Table Instructions

* **LCAP Year**: Input “2023–24”.
* **1. Projected LCFF Base Grant**: Input the total amount of LCFF funding the LEA estimates it will receive for the 2023–24 school year, excluding the supplemental and concentration grants and the add-ons for the Targeted Instructional Improvement Grant Program and the Home to School Transportation Program, pursuant to 5 *CCR* Section 15496(a)(8).

See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF apportionment calculations.

* **2. Projected LCFF Supplemental and/or Concentration Grants:** Input the total amount of LCFF supplemental and concentration grants the LEA estimates it will receive on the basis of the number and concentration of unduplicated students for the 2022–23 school year.
* **LCFF Carryover — Percentage**: Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the 2022–23 LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%)
* Add or delete items from the following sections as necessary for the 2023–24 LCAP year:
  + Goal #
  + Action #
  + Action Title
  + Student Group(s)
  + Contributing to Increased or Improved Services?
    - If “Yes” is entered into the Contributing column, then the following columns should be completed:
      * Scope
      * Unduplicated Student Group(s)
      * Location
  + Time Span
  + Total Personnel
  + Total Non-Personnel
  + LCFF Funds
  + Other State Funds
  + Local Funds
  + Federal Funds
* **Planned Percentage of Improved Services**: For any action identified as contributing, being provided on a Limited basis to unduplicated students, and that does not have funding associated with the action, enter the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).

## 2023–24 Contributing Actions Table Instructions

Information will not be entered in the Contributing Actions Table; however, the ‘Contributing to Increased or Improved Services?’ column will need to be checked to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses.

## 2023–24 Annual Update Table Instructions

Information will not be entered in the Annual Update Table for 2023–24 at this time. This information will be completed as part of the Annual Update for the 2024–25 LCAP.

## 2023–24 Contributing Actions Annual Update Table Instructions

Information will not be entered in the Annual Update Table for 2023–24 at this time. This information will be completed as part of the Annual Update for the 2024–25 LCAP.

## 2023–24 LCFF Carryover Table Instructions

Information will not be entered in the LCFF Carryover Table for 2023–24 at this time. This information will be completed as part of the Annual Update for the 2024–25 LCAP.

## Printing Instructions

The 2023–24 LCAP will include the following tables:

* 2022–23 Annual Update Table
* 2022–23 Contributing Actions AU Table
* 2022–23 LCFF Carryover Table
* 2023–24 Total Expenditures Table
* 2023–24 Contributing Actions Table

California Department of Education

November 2022