# Local Control and Accountability Plan (LCAP) Template and Instructions

November 28 and November 30, 2023

## Mid-Year Update (February 2024)

**When is the mid-year update due?**

Local educational agencies (LEAs) must present the information required in the mid-year update to their local governing board or body on or before February 28, 2024.

**Can we use the 2023–24 LCAP Annual Update template as a template to guide our mid-year update for our School Board?**

There is not a required template for the mid-year update report or the associated presentation. The way this information is reported and presented is locally determined.

Regardless of how the information is presented, the mid-year update report must include all available mid-year outcome data related to metrics identified in the 2023–24 LCAP, and all available mid-year expenditure and implementation data on all actions identified in the 2023–24 LCAP.

**Should the mid-year expenditure data be estimated expenditures to-date or updated projections for the year?**

Statute required the mid-year update to include all available mid-year expenditure and implementation data on all actions identified in the 2023–24 LCAP. The mid-year expenditure and implementation data that an LEA reports to its local governing board or body is locally determined.

**Does the mid-year update need to be posted on the LEA's website?**

LEAs will follow their local protocol for posting local governing board related documents, consistent with the requirements of the Brown Act.

LEAs must present the information required in the mid-year update to their local governing board or body on or before February 28, 2024. There is no required template that must be used or posted related to this requirement. LEAs may present the required information in any manner that works for the LEA and its community.

**Is the mid-year update that is due on or before February 28, 2024 a standalone presentation/document presented to our local governing board? Is it different than the 2023–24 LCAP Annual Update that is part of the 2024–25 LCAP? Does the mid-year update require expenditure data to be included?**

Yes, the mid-year update is separate from the 2023–24 LCAP Annual Update.

The mid-year update does not have a required template. The mid-year update is a locally developed report that includes all available mid-year outcome data related to metrics identified in the 2023–24 LCAP, and all available mid-year expenditure and implementation data on all actions identified in the 2023–24 LCAP. This report is required to be presented to the LEA’s local governing board on or before February 28, 2024.

The 2023–24 LCAP Annual Update does have a required template that is separate from the 2024–25 LCAP template. It will be completed during the 2024–25 LCAP development process and adopted by the LEA’s local governing board or body at a public meeting in conjunction with the 2024–25 LCAP and the LEA’s reporting of progress on local indicator data on or before July 1, 2024.

## 2023–24 LCAP Annual Update Template

**How will an LEA report effectiveness or ineffectiveness of actions (including metric data) for the 2023–24 LCAP?**

For each goal included in the 2023–24 LCAP, LEAs will report Year 3 outcomes and address the effectiveness and ineffectiveness of actions in Prompt 3 of the standalone 2023–24 LCAP Annual Update template. This standalone template will allow LEAs to address goals, actions, and metrics that will not be continued in the 2024–25 LCAP.

**When is the 2023–24 LCAP Annual Update due?**

The 2023–24 LCAP Annual Update is required to be adopted by the LEA’s local governing board or body at a public meeting in conjunction with the 2024–25 LCAP and the LEA’s reporting of progress on local indicator data on or before July 1, 2024.

**I am struggling to understand the transition from the end of the last three-year cycle and the transition to the new LCAP. If we plan to begin fresh for our new LCAP, will we basically have to speak to everything from the prior LCAP and write all the new actions in the new LCAP all together?**

LEAs are required to update their LCAP each year as part of the annual update process. In the Goal Analysis section, LEAs are required to reflect on the entirety of the previous year’s LCAP and describe any changes to goals, actions, metrics, or desired outcomes in the coming LCAP year. LEAs then use this information to update their LCAP for the coming school year.

The transition from the previous three-year cycle to the current three-year cycle differs only slightly from the traditional annual update process. Prompt 3 and Prompt 4 of the 2023–24 LCAP Annual Update Goal Analysis section require the LEA to reflect on the entirety of the previous three-year cycle, not just the single previous LCAP year.

If an LEA is discontinuing any or all of its goals, actions, or metrics from the previous three-year cycle, the LEA would include this information in its response to Goal Analysis Prompt 4 for each applicable goal.

If the LEA is adding new goals, actions, metrics, or desired outcomes in the coming year’s LCAP, the LEA would include this information in the coming year’s LCAP.

**Are Goal Analysis prompt 3 and prompt 4 included in the 2023–24 LCAP Annual Update applicable for charter schools that only do 1-year LCAP?**

Yes, all LEAs are required to provide an explanation of how effective or ineffective the specific actions were in making progress toward the goal. All LEAs are also required to provide a description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

If a charter school completes a 1-year LCAP, it will only reflect upon the previous year’s LCAP as opposed to a compilation of all three years of the previous three-year cycle.

## Determining Effectiveness of Actions

**Is an action’s “effectiveness” left up to the LEA as opposed to a certain measurable percentage required?**

Per the 2023–24 LCAP Annual Update instructions for Prompt 3, “effectiveness” means the degree to which the actions were successful in producing the desired result. LEAs will compare their yearly outcome data to their identified “Desired Outcome for 2023–24” for each metric as well as related educational partner feedback to determine the degree to which the actions were successful in producing the desired result. Desired/targeted outcomes for each metric are locally determined by the LEA and identified at the beginning of each three-year cycle; there is not a uniform measurable percentage of improvement required for any metric.

**Are actions supposed to be looked at in terms of effectiveness by themselves or in conjunction with other actions?**

Per the 2023–24 LCAP Annual Update instructions for Prompt 3, LEAs may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics is working and increase transparency for educational partners. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.

**Can we use the metrics that we have used in the goal to determine effectiveness?**

Yes, that is the intent.

## Differentiated Assistance and Equity Multiplier Data Files

**When will the list for LEAs eligible for Differentiated Assistance be released?**

LEAs eligible for Differentiated Assistance based on the 2023 Dashboard will be identified in early 2024. The 2023 Differentiated Assistance Status file will be posted on the [California Department of Education's (CDE’s) Local Control Funding Formula (LCFF) webpage](https://www.cde.ca.gov/fg/aa/lc/).

**Is there a published list of schools receiving Equity Multiplier funding?**

The list of schools eligible for Equity Multiplier funding is anticipated to be released in early 2024. For more information about the Equity Multiplier funding and requirements, please visit the [CDE's Equity Multiplier Funding webpage](https://www.cde.ca.gov/fg/aa/lc/equitymultiplier.asp).

## Educational Partner Engagement

**Are charter schools that use their LCAP to serve as their School Plan for Student Achievement (SPSA) required to consult with the Special Education Local Plan Area (SELPA) for the engagement section?**

Charter schools using the LCAP in lieu of completing a SPSA are required to follow the educational partner engagement requirements in California *Education Code* (*EC*) Section 52062(a). This includes consultation with the SELPA prior to the adoption of the LCAP.

The educational partners that must be consulted and documented in the table for Prompt 1 are captured in *EC* Section 47606.5(d) for charter schools.

**Is engagement with SELPA a requirement under educational partner engagement?**

Engagement with the SELPA is part of the process that must occur prior to LCAP adoption. It falls under educational partner engagement, but it is located in a different part of statute from the other educational partner consultation requirement. The SELPA consultation requirement may be found in *EC* sections 52062(a)(5) and 52068(a)(5).

The educational partners that must be consulted and documented in the table for Prompt 1 are captured in *EC* sections 47606.5(d), 52060(g), and 52066(g). However, the table in Prompt 1 allows LEAs to include any and all relevant educational partners with whom they engage. If the LEA would like to include the SELPA consultation in the table, they may.

## Required Goals

**Does that mean that the previous required goals will still be required for 2023–2024 but not for 2024–25?**

LEAs will continue implementing their required goals included in the 2023–24 LCAP as intended.

For the 2024–25 LCAP and subsequent years following, LEAs will no longer be required to include a goal based on the previous criteria (consistently low-performing student group(s) and/or schools). If an LEA wants to discontinue a previously required goal, they may. They may also continue it if they would like, as statute does not require that they remove or discontinue it.

**Are the only required goals now the Equity Multiplier Goals?**

Correct.

## Types of Goals

**Does the focus goal "time" have any constraints? Can it be one year vs 3 years?**

The description provided for a Focus Goal must be specific, measurable, and time bound, but it does not have any required time constraints. An LEA will determine the time needed for the implementation of the focus goal and include it in the goal description.

## Measuring and Reporting Results

**In the Metric column, do you just identify the metric or state what the outcome you are hoping to achieve (for example 0.5 percent decrease in suspension rate for foster youth)?**

Per the 2024–25 LCAP Instructions, the LEA will identify the standard of measure being used to determine progress towards the goal and/or to measure the effectiveness of one or more actions associated with the goal in the “Metric” column.

When completing the first year of the LCAP, LEAs will enter the target outcome for the relevant metric the LEA expects to achieve by the end of the three-year LCAP cycle in the “Target for Year 3 Outcome” column.

## Required Actions

**How will required actions be identified in the LCAP? Does the LEA need to include that an action is required in the action description?**

There is no requirement to "identify" the required actions in any manner different than any other action in the LCAP.

### Required Actions for Student Group(s) and School(s) Performing in the Lowest Performance Level on the 2023 Dashboard

**Is the LEA required to identify the applicable student group(s) and/or school(s) with the lowest performance level on the 2023 Dashboard in the action description for the required action?**

Yes; the required action description will indicate the specific student group(s) within the LEA, school(s) within the LEA, and/or student group(s) within a school within the LEA performing in the lowest performance level on the 2023 Dashboard that are being served by the action. The action description must also identify the applicable state indicator(s) for which the student group or school received the lowest performance level on the 2023 Dashboard.

Additionally, the applicable student group(s) and/or school(s) will be identified in the Total Planned Expenditures table for each required action.

**Are these required actions based on the 2023 Dashboard only?**

Yes; the required actions for student groups and schools performing in the lowest performance level are based on 2023 Dashboard data and will remain in effect for the entire three-year cycle. LEAs will not be required to add additional required actions for schools and students performing in the lowest performance level based on 2024 and/or 2025 Dashboard data in subsequent LCAP years.

### Required Actions for English Learners (ELs) and Long-term English Learners (LTELs)

**If an LEA has 30 or more EL students and 15 or more LTEL students, do they need to have separate actions for each student group or can both groups be combined into a single action?**

Because the needs of LTELs are inherently different from the needs of ELs, it would likely be difficult for an LEA to lump them all together. The intent behind the requirement is for LEAs to identify the unique needs of its EL students and the unique needs of its LTEL students and then develop actions to address these needs (including, but not limited to, those specifically related to language acquisition and Professional Development for staff who provided services to these students). The number of actions included in the LCAP is less important than ensuring the LEA has identified the needs of both their EL and LTEL students and developed a plan on how to address them.

## Increased or Improved Services

**Are contributing actions provided on a limited basis to unduplicated students the only actions that may be used to demonstrate a planned percentage of improved services?**

Yes, LEAs may only demonstrate a planned percentage of improved services though a limited action provided solely to an unduplicated student group(s) that does not have any funding (regardless of funding source) associated with its implementation.

**Does the Additional Concentration Grant Funding subsection apply to charter schools?**

The Additional Concentration Grant Funding subsection applies to any LEA that receives the additional 15 percent concentration grant add-on funding. All LEAs (including charter schools) that receive the additional 15 percent concentration grant add-on funding are required to address the prompt in this subsection.

However, the staff-to-student ratios table in this subsection only applies to LEAs that have comparison schools. Charter schools are single school LEAs for purposes of the LCAP, so they don't have comparison schools. Therefore, charter schools would not complete the ratios table.

***Any additional questions not answered in this document may be submitted directly to*** [***LCFF@cde.ca.gov***](mailto:LCFF@cde.ca.gov)***.***

California Department of Education

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