



**CALIFORNIA COUNTY  
SUPERINTENDENTS**  
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# Local Control and Accountability Plan (LCAP) Approval Manual

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2024-25 Edition (Year 1)

February 2024

California County Superintendents  
Business and Administrative Services Committee (BASC)  
Curricular Improvement & Support Committee (CISC)

# Table of Contents

Introduction	2
County Office of Education Dual Role.....	6
COE Role: Support for LCAP Development.....	7
COE Role: LCAP Review — Four Criteria for Determining LCAP Approval .....	7
LCAP Review and Approval Process.....	10
LCFF Budget Overview for Parents.....	12
Approval of LCFF Budget Overview for Parents.....	12
Structure of the LCFF Budget Overview for Parents Template .....	12
2023-2024 LCAP Annual Update.....	16
Approval of the 2023-2024 LCAP Annual Update .....	16
Structure of the 2023-2024 LCAP Annual Update.....	16
Components of an LCAP Review.....	19
Template Narrative Sections .....	19
Plan Summary.....	19
Comprehensive Support and Improvement.....	20
Engaging Educational Partners.....	21
Goals and Actions.....	22
Increased or Improved Services .....	27
LCAP Action Tables.....	33
Review of Actions Tables .....	33
Appendices .....	43
Appendix A - LCAP Template Compliance Review Checklist.....	44
Appendix B - Order of LCAP docs for posting.....	65
Appendix C - LCAP/Budget Approval Process .....	66
Appendix D - Links to: LCAP Templates; Budget Overview for Parents Template; California Education Code and Code of Regulations.....	68
Appendix E - LCAP Definitions and Code Requirements.....	69

# Introduction

The California County Superintendents developed and released the first *Local Control and Accountability Plan (LCAP) Approval Manual* in March 2014. The current version of the *LCAP Approval Manual* makes changes to the 2023-24 edition. This manual provides a guide for county offices of education (COEs) to use in their LCAP oversight and approval process. It represents a collaboration of the California County Superintendents' Business and Administration Services Committee (BASC) and Curricular and Improvement Support Committee (CISC), with the assistance of staff from the California Department of Education (CDE) and the Fiscal Crisis and Management Assistance Team (FCMAT).

## Background

The Local Control Funding Formula (LCFF) dramatically reformed California's education funding system. The LCFF eliminated most categorical funding streams, replacing them with funds based on each local educational agency's (LEA's) student demographic profile. The LCFF instituted a change in LEA accountability for unrestricted funding in the form of a three-year Local Control and Accountability Plan (LCAP), with annual updates, which focuses on services and outcomes for all students, with special emphasis on English learner, low income, and foster youth students. Under Education Code Section 52070 and subsequent sections, county superintendents are responsible for approval and oversight of their local districts' LCAPs.

Grounded in LCFF statutes and regulations, the *LCAP Approval Manual* and the California County Superintendents Training and Calibration Sessions are intended to serve as guides to help county offices take a thoughtful, holistic approach to LCAP support and approval. This manual focuses on the statutory requirements for county office review and approval of district LCAPs while the California County Superintendents Training and Calibration Sessions are intended to provide guidance and best practices for county offices as they help districts create and implement continuous improvement processes.

Internal accountability for the LCAP rests with elected local district board of education trustees, district administrators, and local educational partners (educational partners include all of the groups an LEA is required to or would normally engage with in developing the LCAP). The county superintendent of schools, as the intermediate agent between the state and the LEAs, provides external accountability by overseeing the LCAP process in his or her county. The county superintendent of schools is the foundation of the statewide system of support and is responsible for a combination of fiscal and academic assistance that includes progressive support and assistance to school districts when needed.

## Use of Terms

Throughout this manual, the terms "county superintendent of schools," "county offices of education" and "COEs" are used interchangeably. In all cases, these terms refer to the statutory role of a county superintendent of schools under Education Code Sections 1240, 42127 and 52070, and subsequent sections.

## Summary of Changes from Previous Year

This year's LCAP Approval Manual marks the beginning of a new LCAP three-year cycle. Senate Bill 114 (Committee on Budget and Fiscal Review), Chapter 48, Statutes of 2023 amended CA Education Code to require revisions of the LCAP and Annual Update template and instructions. Changes from last year's manual incorporate changes in requirements and the LCAP template instituted by new legislation and the California Department of Education.

The most significant of these changes include:

- The requirement (Senate Bill 114 (2023)) for LEAs to present a report on (a) the annual update to the Local Control Accountability Plan (LCAP) and (b) the local control funding formula Budget Overview for Parents (BOP) on or before February 28 at a regularly scheduled meeting of the governing board or body of the LEA.
- The addition of the **2023-2024 LCAP Annual Update** Template and Instructions in which LEAs must use the Annual Update template to report outcomes and analyze goals from the 2023-2024 LCAP. This “stand alone” template serves as a bridge between the prior 3-year LCAP and the 2024-2025 LCAP which begins a new 3-year cycle. LEAs must complete the prompts in the template as instructed for each goal in the 2023-2024 LCAP and it must be included with the 2024-2025 LCAP for adoption and approval.
- Clarifications in **Instructions** summarizing the ***Intent of the LCAP Development Process*** to include a focus on addressing and reducing disparities in opportunities and outcomes between student groups indicated by the CA School Dashboard.
- The identification of Long-term English learners (LTELs) as a separate and distinct student group with a numerical significance of at least 15 students.
- Changes in the **Plan Summary** section of the LCAP template and instructions that consolidate information required by Education Code 52064 into three prompts (1) General Information, (2) Reflections: Annual Performance, and (3) Reflections: Technical Assistance. Within the Plan Summary, LEAs are required to identify all schools within the LEA receiving Equity Multiplier funding. LEAs are also required to identify the following which will remain unchanged during the three-year LCAP cycle:
  - Any school within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard.
  - Any student group within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard.
  - Any student group in a school within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard.
- Changes in the **Engaging Educational Partners** section of the LCAP template and instructions to include:
  - Reformatting the Engaging Educational Partners section to remove a prompt not required by Education Code 52064 and to provide a table to identify educational partners and the process for engagement.
  - Requiring LEAs with schools that generate Equity Multiplier funding to include a summary of how they consulted with educational partners at schools generating Equity Multiplier funds in the development of the LCAP.
- Changes in the **Goals and Actions** section of the LCAP template and instructions to include:
  - **Type of goal:** LEAs must indicate if each goal in the LCAP is a Focus Goal, Broad Goal, or Maintenance of Progress Goal. LEAs receiving Equity Multiplier funds must include one or

- more focus goals for each school generating the funds. SB114 amended previous requirements instituted by SB98 regarding “required goals” for consistently low-performing student groups (EC52064(e)(5)) or low-performing schools (EC52064(e)(6)) and, as such, previously “required goals” are no longer required.
- **State Priorities:** LEAs must indicate the state priority(ies) addressed by each goal.
  - **Measuring and Reporting Results:** LEAs must include a metric number for each metric and must identify metrics for specific student groups, as appropriate, including expected outcomes that address and reduce disparities in outcomes between student groups. LEAs must also identify metrics to monitor the intended outcome of any action and budgeted expenditure contributing toward the increased or improved services requirement and being provided on an LEA-wide basis.
  - **Goal Analysis:** The Goal Analysis section of the LCAP template was moved from the end of the Goals and Actions section to follow the Measuring and Reporting Results section. In addition to assessing the effectiveness of actions, LEAs must address any lack of effectiveness of actions. LEAs must change actions that have not proven effective over a three-year period. For the 2023-2024 Annual Update, LEAs will be required to complete a standalone LCAP Annual Update template to allow LEAs to report outcomes for 2023-2024 and reflect on the implementation and effectiveness of actions to achieve each goal included in the 2023-2024 LCAP.
  - **Required Actions:**
    - If an LEA has 30 or more English learners (ELs) and 15 or more LTELs, the LEA must include actions for both ELs and LTELs.
    - LEAs eligible for technical assistance must include specific actions within the LCAP related to its implementation of the work underway as part of technical assistance.
    - LEAs that have the lowest performance level on Dashboard indicators for (1) a school within the LEA, (2) a student group, and/or (3) a student group within any school, must include one or more specific actions with the LCAP directed toward the identified student group(s) and/or school(s) and must address the identified state indicator(s) for which the student group or school received the lowest performance level on the 2023 Dashboard. These actions will be in effect for the three-year LCAP cycle or until modified by the LEA in later years.
  - Changes in the **Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students** section of the LCAP template and instructions include:
    - **LEA-wide and Schoolwide Actions:** Required descriptions are reformatted into a table enabling LEAs to describe the unique need(s) of the unduplicated student group(s) for whom the action(s) are principally directed, how the action(s) are designed to address those identified needs(s) and why it is provided on an LEA-wide or schoolwide basis, and the metric being used to measure the progress and effectiveness of the action(s).
    - **Limited Actions:** Required descriptions are reformatted into a table enabling LEAs to

describe the unique need(s) of the unduplicated student group(s) being served, how the action is designed to address identified needs(s), and the metric being used to measure the progress and effectiveness of the action(s).

- Changes in the **Action Tables** section of the LCAP template and instructions include:
  - The “Data Entry Table” and “Total Planned Expenditures Table” have been consolidated into a single table. LEAs must complete the “Total Planned Expenditures Table” for each action in the LCAP. This information will automatically populate other Action Tables.

## County Office of Education Dual Role

Beginning in 2013-2014, California moved away from a highly centralized funding system based mostly on categorical funding to a new participatory framework in which school districts are expected and supported to consult with their local communities of educational partners to determine core priorities and allocate funding accordingly. The LCFF brought equity to the forefront by allocating additional resources to districts that have higher proportions of students in poverty, English learners, and foster youth. Central to the LCFF is the concept of subsidiarity whereby governance should take place as close as possible to the people who are being governed. Essential to the successful functioning of local control, as envisioned by the architects of LCFF, is an appropriate balance between internal and external accountability. This vision is known as “The California Way.”

The California Way rests on the belief that educators want to excel, trusts them to improve when given the proper supports, and provides local schools and districts with the leeway and flexibility to deploy resources so they can improve. The California Way engages students, parents, and communities as part of a collaborative decision-making process around how to fund and implement these improvement efforts and provides supplemental resources to ensure that California’s English learners (ELs), foster youths, and students in poverty have the learning supports they need.[1]

[1] Torlakson, T. and Blueprint 2.0 Planning Team. (2015). A blueprint for great schools: Version 2.0. California Department of Education. <https://www.cde.ca.gov/eo/in/bp/documents/yr15bp0720.pdf>

The COEs are essential to the important themes of The California Way and have been positioned to play a crucial dual role in this vision of shared accountability. First, the implementation of LCFF requires each district to develop an LCAP and annual update in consultation with parents, the community, staff, students and other key educational partners, and to submit it annually to their local COE for review and approval. Second, included in the proper supports is a system of guidance and customized assistance in which COE staff support districts in developing their individual plans. Thus, COEs have a dual role: supporting districts with LCAP development and reviewing/approving board-adopted LCAPs.

The more traditional, compliance-oriented function of COEs emerges through the tasks of previewing, reviewing and approving each district’s LCAP. COEs are well positioned to develop and maintain consistency and universal understanding of the LCAP’s technical requirements, including the interrelationship of LCAP and budget approval. Through training, this manual, and ongoing calibration calls, COEs collaborate to support clarity for the ongoing changes to the LCAP template, instructions, and new requirements in legislation while ensuring consistency of expectations across the state.

The other essential and arguably more crucial function COEs perform is enabling capacity-building and continuous improvement in the districts COEs serve. The purpose of providing support for LCAP development is not only to help districts complete the LCAP process correctly and submit an approvable LCAP, but also to help districts use the LCAP planning, development and writing processes to operationalize equity, improve systems, and ultimately improve student outcomes and close achievement gaps.

While the following section of this manual briefly acknowledges the crucial dual role of COEs in supporting LCAP development, it does not detail all the tools, methods, structures and resources COEs use to support LCAP development. This is not because those functions are insignificant or unimportant, but only because they are mostly outside the purpose and scope of this manual.

## COE Role: Support for LCAP Development

The LCAP is intended to be the core strategic planning document for districts. While LEAs are required to complete other plans tied to specific funding sources, none play the central role in guiding a district's academic and fiduciary operations that the LCAP does, and none include the expectation of continuous improvement through their fundamental design and implementation. Furthermore, no other plan requires the customized, ongoing, systemic support that COEs provide for sustainable approaches to improve outcomes for students as does the LCAP.

Historically, COEs have assisted school districts with academic program and curriculum development, staff training, and interpretation of assessment results. As a result of Assembly Bill (AB) 1200, COEs have provided fiscal guidance and oversight as well. However, as other elements of the state accountability system — including the California School Dashboard, Differentiated Assistance, and the statewide system of support — have been rolled out in recent years, COEs have transformed their approaches and relationships with districts. COE support for LCAP development is now a universal, integrated service to help districts clarify, plan, reflect and communicate through the LCAP structures as part of their continuous improvement efforts. The relationships that develop through these processes help districts and COEs understand and build comfort with the dual role of the COE.

Some districts have taken time to embrace the LCAP as something more than merely a compliance exercise. The preceding years of sanction-based accountability and categorical programs have shaped thinking regarding resources and accountability. Constant LCAP template revisions, updates, and changes to instructions or interpretations have contributed to doubts about the usefulness of the plan. In the past few years, however, more and more districts have requested support from their respective COEs to help them include and implement equity in their LCAP and create a coherent, compelling document that communicates their plan to internal and external educational partners.

Specifically, COEs work with local school districts to establish a consistent narrative known as a Through-Line within the LCAP that articulates how data analysis, evaluation of the effectiveness of past actions, and input from educational partners informed the district priorities that gave rise to the current LCAP goals and actions. COEs coach districts to move beyond including only the required metrics and choose additional meaningful indicators of progress. COEs also guide districts to shift away from focusing on expenditures and toward writing actions and services that include a clear theory of action. A theory of action is a connected set of propositions, a logical chain of reasoning that explains how specified changes will produce results that lead to the achievement of desired goals. When the actions and services detail who is doing what for whom, and for what purpose, and are apparent in increased and improved services and the LCAP narrative and tables summarize a coherent, adaptable plan, the Through-Line emerges.

LCAP development involves providing support to design and execute effective and coherent strategies to improve teaching, learning and student outcomes. Through the development of the LCAP and related technical and differentiated assistance, COEs support districts to fundamentally improve systems by leveraging the individual and collective skills, knowledge, and competencies of their school communities through strategic planning, reflection, resource deployment and internal accountability. A county office of education's dual role requires managing the tension between ensuring compliance while also coaching and assisting districts. COEs cannot abandon the support and improvement role and simply limit their function to review and approval. Nor can COEs overstep their role in reviewing the LCAPs to require elements that are not explicitly required by statute.

## COE Role: LCAP Review — Four Criteria for



# Determining LCAP Approval

For the LCAP review, COEs use checklists and other tools to determine whether the actions, services provided to students and the designated LCAP expenditures fulfill the district's legal and fiduciary obligations. The four criteria for LCAP COE approval are as follows:

## 1. Adherence to the State Board of Education (SBE) Template

The LCAP or annual update to the LCAP adheres to the SBE adopted template pursuant to Education Code Section 52064 and follows any instructions or directions for completing the template that are adopted by SBE, including, but not limited to, all of the following requirements (note, several of these requirements were added to Section 52070 by AB 130 in 2021 and SAB 114 in 2023):

- Specific actions for English learners and long-term English learners, where required.
- Actions for lowest performing student group(s), where required.
- Actions for lowest performing school(s) or student groups within schools, where required.
- Focus goals for school(s) receiving Equity Multiplier funds, Section 42238.07, subdivisions (c), (d), and (e) of Section 42238.07, where required.
- Each specific action provided on a schoolwide or districtwide basis and identified as contributing to the increased or improved services required is supported by the required description.
- Descriptions of the specific action or actions that improve services demonstrate how the degree of improvement in services is sufficient to increase or improve services for unduplicated student groups (that is, low-income students, English learner students, and students who are foster youth; these students are referred to as unduplicated because each student is counted only once even if the student is in more than one of these groups) in proportion to the increase in funds apportioned based on the number and concentration of unduplicated students.
- For LEAs that meet the eligibility criteria for technical assistance, the LCAP includes actions and services to implement the work related to technical assistance and improve outcomes of the pupil groups that lead to identification.

## 2. Sufficient Expenditures in Budget to Implement LCAP

The budget for the applicable fiscal year adopted by the governing board of the school district includes expenditures sufficient to implement the actions and strategies included in the district's board adopted LCAP, based on the projections of the proposed expenditures included in the plan {Education Code Section 52070(d)(2)}.

Education Code Section 42127(d)(1) states that the county superintendent of schools shall disapprove a budget if the county superintendent of schools determines that the budget does not include the expenditures necessary to implement an LCAP.

### **3. Adherence to SBE Expenditure Regulations**

The LCAP demonstrates how funding apportioned on the basis of the number and concentration of unduplicated pupils is used to increase or improve services for unduplicated students as compared to the services provided to all pupils, in proportion to the increase in funds apportioned based on the number and concentration of unduplicated students in accordance with the expenditure requirements adopted by the SBE pursuant to Education Code Section 42238.07 and Title 5, California Code of Regulations, Sections 15494-15497.

### **4. Calculation and Implementation of Carryover**

The LCAP includes the required calculations to determine whether there is a carryover requirement pursuant to Education Code Sections 42238.07 and 52064 and, if applicable, includes a description of the planned uses of the specified funds and a description of how the planned uses of those funds satisfy the requirements for specific actions to be considered as contributing toward meeting the increased or improved services requirement {Education Code Section 52070(d)(4)}. This carryover requirement is independent of and in addition to the requirement to increase or improve services for the ensuing fiscal year described above.

### **Uniform Complaints**

County offices of education are subject to receiving uniform complaints via the uniform complaint procedure if the county office of education's LCAP review process did not use these four criteria.

# LCAP Review and Approval Process

The COE review team should mirror the district's development process during its review such that they use the same cross-department program and fiscal corroboration for LCAP review and approval. Although the LCAP has various sections, some of which emphasize program elements and some of which emphasize fiscal, all reviewers must read the entire plan to understand how the actions, services, metrics and expenditures converge to support a district's goals and meet the statutory requirements.

## LCAP and Budget Approval

The LCAP and budget approval processes are both interdependent and interrelated. Budget approval is not possible without prior COE approval of a district's LCAP. If a county superintendent of schools does not approve a district's LCAP on or before September 15, the county superintendent of schools may not approve a district's annual budget. Because of this timing, county superintendents of schools may need to pursue district LCAP approvals within the same time frame as budget approvals, if possible. Refer to the flowchart provided in [Appendix C](#).

This nexus presents COEs with a unique challenge that highlights the need for COEs to develop oversight processes and a comprehensive timeline that recognizes the effort required by districts, considers the interdepartmental collaboration required for LCAP review and approval, and allows for unanticipated challenges.

Though LCAP approval is required by October 8, the recommended approval date is September 15 to coincide with budget approval deadlines. If a district's LCAP is not approved by September 15, a conditional budget approval may be an option, where appropriate.

## Clarification Letter

The LCAP review might illuminate various issues, questions, and/or ambiguities regarding whether the district's board-adopted LCAP fulfills the four criteria for LCAP approval. Depending on the issue, a clarification between the COE reviewers and the district LCAP writers might be accomplished through a phone call or email.

However, if the COE cannot find evidence that the LCAP meets the four criteria for approval, the county superintendent of schools may issue a clarification letter to the district governing board seeking clarification. Although it is not required by statute, most COEs will alert the district superintendent and its LCAP writing team about the contents of the clarification and coordinate a meeting to discuss and resolve the clarification during this process. The timeline for communication of written clarification between the county superintendent of schools and a district governing board is as follows:

### On or before August 15

- County superintendent of schools may seek clarification in writing about the contents of the LCAP or Annual Update.
- Within 15 days, the governing board of a school district shall respond in writing to requests for clarification.
- Within 15 days of receiving the response, the county superintendent of schools may submit recommendations in writing for amendments to the LCAP or annual update.
- Within 15 days of receiving the recommendations, the governing board of a school

district shall consider the recommendations submitted by the county superintendent of schools in a public meeting.

### **On or before October 8**

- County superintendent of schools shall approve a district's LCAP, provided the district meets the four criteria in Education Code Section 52070(d).

## **Using the Reviewer's Tools**

### **LCAP Review Checklists**

The template review checklists provided in Appendix A may be used by COE LCAP Reviewers to determine if a district's LCAP addresses the statutory and regulatory requirements for approval. The checklists guide the reviewer through each section of the LCAP and provide a record for tracking potential clarifications.

School district LCAP developers are strongly encouraged to familiarize themselves with the checklists used by COEs to determine whether a district LCAP conforms to the four criteria for LCAP approval. By being familiar with the checklists, an LCAP writer/developer can include elements in the LCAP to address the four criteria for LCAP approval.

### **LCAP/Budget Adoption Process (Appendix C)**

The flowchart guide in [Appendix C](#) shows the interaction between district budget and LCAP adoption, submission, and approval timelines. It also summarizes the processes required if a district's budget or LCAP is disapproved by a COE.

## LCFF Budget Overview for Parents

The intent of the LCFF Budget Overview for Parents is to facilitate a better understanding of the funding included in the LCAP. To the greatest extent possible, the LCFF Budget Overview for Parents should use language that is understandable and accessible to parents.

The LCFF Budget Overview for Parents is subject to the same requirements for adoption, review and approval as the LCAP. The LCFF Budget Overview for Parents must be attached as a cover to the LCAP. In addition, the document must be included in the review and approval of the LCAP and must be posted on the LEA's website with the LCAP as a single document.

## Approval of LCFF Budget Overview for Parents

The county superintendent of schools shall approve the LEA's LCFF Budget Overview for Parents and ensure that it adheres to the template adopted by the SBE. If a county superintendent of schools does not approve an LCFF Budget Overview for Parents, the agency shall withhold approval of the LCAP filed by the governing board of the school district and shall provide technical assistance pursuant to Education Code Section 52071(b) or Education Code Section 52071.5(a) so that it can be approved.

## Structure of the LCFF Budget Overview for Parents Template

The LCFF Budget Overview for Parents template and instructions can be downloaded from the Local Control and Accountability Plan section of the CDE website at: <https://www.cde.ca.gov/re/lc/>.

Although the LCFF Budget overview for Parents template has a Data Input and Narrative Responses tab with information, only the "Template" Excel tab that is generated needs to be included as the cover pages of its LCAP for adoption, review and approval.

### Data Requirements

#### LEA and LCAP Year Information

**Requirement** — The top of the LCFF Budget Overview for Parents should identify the LEA, county or district (CDS) code, the LEA contact information, and the coming LCAP year.

**Review Recommendation** — COEs should verify that this section was completed and includes LEA name, county district school (CDS) code, the coming LCAP year, and LEA contact information (name, phone number and email address).

#### Projected Revenue by Fund Source

**Requirement** — The LEA's projected total general fund revenue for the coming fiscal year should be identified, subtotaled by major funding category (i.e., Total LCFF funds, All Federal Funds, All Local Funds, and Other State Funds).

**Review Recommendation** — COEs should confirm that total projected general fund revenue, subtotaled by

major funding category, ties to the LEA's adopted budget for the coming fiscal year. For school districts, the total projected general fund revenue, subtotaled by major funding category, should be verified against the district's adopted budget SACS Form 01, column F, row A.5 (Total Revenues) for the coming fiscal year.

### **Breakdown of Total LCFF Funds**

**Requirement** — The LEA's projected total supplemental and concentration grant revenue, including the additional concentration grant add-on funding (15%), should be identified.

**Review Recommendation** — COEs should confirm that the total amount of LCFF supplemental and concentration grant funding the LEA estimates it will receive for the coming LCAP year, including the additional concentration grant add-on funding (15%), aligns with the LEA's adopted budget LCFF Calculator.

### **Budgeted Expenditures in the LCAP**

**Requirement** — The LEA must identify:

- Total budgeted general fund expenditures for the coming LCAP year
- Total amount of budgeted expenditures on the planned actions to meet the goals included in the LCAP

### **Budgeted General Fund Expenditures**

**Review Recommendation** — COEs should confirm that the total budgeted general fund expenditures for the coming fiscal year tie to the LEA's adopted budget. For LEAs in which the general fund is the main operating fund, this is the amount reported on SACS Form 01, column F, row B.9 (Total Expenditures).

### **Budgeted Expenditures in LCAP**

**Review Recommendation** — COEs should confirm that the total amount of budgeted expenditures in the LCAP aligns with the Total Funds field of the Total Planned Expenditures table included with the LCAP for the coming LCAP year. Budgeted amounts that are referenced across multiple actions/services must be counted only once. The total funds budgeted for planned actions in the LCAP may include expenditures from funds other than the general fund, depending on the actions included in the LEA's LCAP.

### **General Fund Budget Expenditures not included in LCAP**

**Requirement** — The LEA must describe any of the general fund budget expenditures for the coming LCAP year that are in the LEA's adopted budget but are not included in the LCAP. The explanation should be completed for Prompt 1 on the Narrative Responses input page of the LCFF Budget Overview for Parents template.

**Review Recommendation** — COEs should verify that the LEA provides a reasonable and understandable explanation for general fund budget expenditures for the coming LCAP year that were not included in the LCAP.

### **Increased or Improved Services for High-Needs Students in the LCAP for the 2024-25 School Year**

**Requirement** — The LEA must identify the amount of LCFF funds budgeted in the coming LCAP year for the planned actions included in the LCAP that are identified as contributing to the increased or improved services for high-needs students.

**Review Recommendation** — COEs should confirm that the amount of LCFF funds budgeted for actions identified as contributing to the increased or improved services for high-needs students aligns with the Total Planned Contributing Expenditures field of the Contributing Actions table included with the LCAP. Budgeted amounts that are referenced across multiple actions/services must be counted only once. High-needs students are also known as unduplicated student groups, or unduplicated students, for LCFF funding purposes.

### **Explanation of Total Budgeted Expenditures for High-Needs Students less than Total LCFF Supplemental and Concentration Grant Funds**

**Requirement** — The LEA must explain how the actions in the LCAP will meet the requirement to improve services for high-needs students if the total amount of LCFF funds budgeted for actions identified as contributing to the increased or improved services for high-needs students is less than the total amount of LCFF supplemental and concentration grants, including the additional concentration grant add-on funding (15%). The explanation should be completed for Prompt 2 on the Narrative Responses input page of the LCFF Budget Overview for Parents template.

**Review Recommendation** — COEs should verify that the LEA explains how the actions in the LCAP for the coming year will meet the requirement to improve services for high-needs students without using the total estimated allocation for LCFF supplemental and concentration grant funds. The explanation should be reasonable and understandable. Reviewers may need to seek clarification if the LEA does not describe additional actions that qualitatively contribute to increased or improved services for high-needs students.

### **Update on Increased or Improved Services for High-Needs Students in 2023-24**

**Requirement** — The LEA must identify the following:

- The total LCFF funds budgeted for high-needs students reported in the 2023-24 LCAP.
- The total estimated actual LCFF expenditures for high-needs students in 2023-24.

**Review Recommendation** — COEs should confirm that:

- The total amount of LCFF funds budgeted for high-needs students for 2023-24 reported in the Budget Overview for Parents aligns with the Total Planned Contributing Expenditures field of the Contributing Actions Annual Update table included with the LCAP.
- The amount of estimated actual LCFF expenditures reported aligns with the Total Estimated Actual Expenditures for Contributing Actions field of the Contributing Actions Annual Update table included with the LCAP.

### **Explanation of Total Estimated Actual Expenditures for High-Needs Students less than Total Budgeted Expenditures for High-Needs Students**

**Requirement** — The LEA must explain how not using the total amount of LCFF funds budgeted for high-needs students in the 2023-24 LCAP affected the actions in the LCAP that were identified as contributing to the increased or improved services for high-needs students and the overall impact on increased or improved services for high-needs students in the current fiscal year. The explanation should be completed for Prompt 3 on the Narrative Responses input page of the LCFF Budget Overview for Parents template.

**Review Recommendation** — COEs should verify that the LEA explains how the actions identified as contributing to the increased or improved services for high-needs students in the current year were affected by not using the

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total amount of budgeted expenditures for high-needs students and explain that any carryover obligation has been included in the coming LCAP year. In addition, the LEA should explain the impact on the overall increased or improved services requirement for high-needs students. The explanation should be reasonable and understandable.



## 2023-2024 LCAP Annual Update

The intent of the LCAP Annual Update is for LEAs to communicate to educational partners about outcomes and progress. When developing the 2024-2025 LCAP, LEAs must reflect upon the goals, metrics, and actions from the 2023-2024 LCAP and complete the prompts in the 2023-2024 LCAP Annual Update.

## Approval of the 2023-2024 LCAP Annual Update

The county superintendent of schools shall approve the LEA's 2023-2024 LCAP Annual Update and ensure that it adheres to the template adopted by the SBE. If a county superintendent of schools does not approve an LCAP Annual Update, the agency shall withhold approval of the LCAP filed by the governing board of the school district and shall provide technical assistance pursuant to Education Code Section 52071(b) or Education Code Section 52071.5(b) so that it can be approved.

## Structure of the 2023-2024 LCAP Annual Update

The Annual Update template is a “stand-alone” template to reflect upon the 2023-2024 LCAP while developing the 2024-2025 LCAP. The Annual Update template requires the LEA to report details from the 2023-2024 LCAP including goals and metrics then complete the Goal Analysis prompts for each goal. Estimated actual expenditures for the 2023-2024 LCAP will be reported within the Action Tables of the 2024-2025 LCAP.

### LEA Information

**Requirement** — The top of the 2023-2024 LCAP Annual Update template should identify the LEA, including the LEA contact person, title, email, and phone number.

**Review Recommendation** — COEs should verify that this section was completed and includes LEA name, and LEA contact information (name, title phone number and email address).

### Goals and Actions

**Goal Requirement** — LEA must copy and paste verbatim from the 2023-2024 LCAP, the goal number and description.

**Review Recommendation** — COEs should verify that this section was completed for each goal in the 2023-2024 LCAP and matches the 2023-2024 LCAP Goal(s).

### Measuring and Reporting Results

**Requirement** — LEA must copy and paste verbatim from the 2023-2024 LCAP, the metric, baseline, Year 1 outcome, Year 2 outcome, and desired outcome for 2023-2024. LEAs must enter Year 3 outcomes into the Year 3 Outcome column to reflect the most recent data aligned to each metric and indicate the school year to which the data applies.

**Review Recommendation** — COEs should verify that this section was completed for each metric of each goal in the 2023-2024 LCAP. COEs should verify that the metric, baseline, desired outcome, and outcomes from Year 1 and Year 2 are copied and pasted verbatim from the 2023-2024 LCAP. If there is a discrepancy in any content, the

reviewer should read the Goal Analysis prompts to determine if the LEA explained why a change was made (e.g. to correct incorrect data from a prior data year). Reviewers should also verify that the data included in Year 3 outcomes is accurate and reflective of the most recent data year.

## Goal Analysis

This section captures the progress toward the desired outcomes for 2023-24 for each goal in the prior year's LCAP. Each goal has its own analysis. The recap must include an assessment of the effectiveness of the specific actions and a description of any changes the LEA will make to the actions or goal as a result of the review.

**Analysis** — Uses actual annual measurable outcome data, including performance data from the Dashboard, as applicable, to analyze the following areas at the goal level:

**Prompt 1.** A description of any substantive differences in planned actions and actual implementation of these actions.

**Review Recommendation** — COEs should verify that a description of any substantive differences in actual versus planned implementation of the actions is included and successes and challenges are described.

**Prompt 2.** An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services.

**Review Recommendation** — COEs should verify that a description of any material differences between budgeted and actual expenditures and planned and actual percentages of improved services is included. What constitutes a material difference can vary depending on an LEA's size and budgeted expenditures and/or planned percentages of improved services. (Note that for qualitative improvements, COEs should also verify that the LEA explains the methodology used to calculate the percentage of improvement in services in the current LCAP year shown in the Contributing Actions Annual Update table).

**Prompt 3.** An explanation of how effective or ineffective the specific actions were in making progress toward the goal during the three-year LCAP cycle.

**Review Recommendation** — COEs should verify whether a description of the effectiveness of the specific actions toward achieving the goal, as measured using the metrics outlined in the Measuring and Reporting Results section for the goal, is included. LEAs may assess the effectiveness of a single action or a group of actions within the goal. (Note that beginning with the development of the 2024-25 LCAP, the LEA must change actions that have not proven effective over a three-year period. If a description in Prompt 3 indicates that an action is ineffective, reviewers should verify in Prompt 4, that the change to the action is described. It is also recommended that reviewers verify changes in the 2024-25 LCAP.)

**Prompt 4.** 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.

**Review Recommendation** — COEs should verify whether a description of any changes made as a result of this analysis is included. For actions identified as ineffective, the LEA

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must identify the ineffective action and include a description of the reason for it and how the changes to it will result in a new or strengthened approach.

## Components of an LCAP Review

This section, in combination with the next section detailing the LCAP Action Tables, will guide the reviewer through the components of an LCAP and will provide context and content for a thorough review process.

The following are section-by-section guidelines for an LCAP reviewer to verify whether an LEA's LCAP meets the approval criteria.

## Template Narrative Sections

There are four narrative sections in the LCAP template. The sections are titled: 1) Plan Summary including Comprehensive Support and Improvement, 2) Engaging Educational Partners, 3) Goals and Actions, and 4) Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students. The template was designed to comply with Education Code requirements and related regulations. Instructions and guiding questions are intended to help the reviewer's thinking about each section. In addition to the 2024-2025 LCAP, LEAs must also complete the 2023-2024 LCAP Annual Update and the 2024-2025 Budget Overview for Parents which must be included as part of local LCAP adoption and for LCAP approval.

## Plan Summary

The Plan Summary was added to the template to address concerns that adopted LCAPs were too long and complicated to decipher. The intent of the Plan Summary is to provide information about an LEA's community, give a brief overview of student needs and performance, and highlight elements in the LCAP that the LEA believes are important. LEAs are encouraged to view the summary as an opportunity to tell their story in concise and easily understandable terms. Each of the summary sections must be updated each year. The reviewer should verify whether references to the California School Dashboard in the LCAP are accurate, if applicable. The 2023 Dashboard presents performance level colors for state indicators except for the College Career Indicator which will be a "status only" indicator represented by purple "cell phone bar" graphics.

### General Information

**Requirement** — The LEA should provide a description of its students and community. As part of this response, the LEA must identify all schools within the LEA receiving Equity Multiplier funding.

**Review Recommendation** — COEs should verify whether this section was completed and whether the information is understandable. An LEA may include information about geography, enrollment, or employment, the number and size of specific schools, recent community challenges, or any other information to help a reader more fully understand an LEA's LCAP. COEs should verify that Equity Multiplier schools are identified.

### Reflections: Annual Performance

**Requirement** — The LEA must reflect on annual performance based on a review of the California School Dashboard and/or local data which may include both successes and challenges. LEAs are encouraged to highlight how they are addressing the identified needs of student groups and/or schools within the LCAP. As part of this response, the LEA must identify the following (which will remain unchanged during the three-year LCAP Cycle):

- Any school within the LEA that received the lowest performance level on one or more state

indicators on the 2023 Dashboard.

- Any student group within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard.
- Any student group within a school within the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard.

**Review Recommendation** — COEs should verify whether this section was completed, whether the information is understandable, and whether any schools, student groups, or student groups within schools with the lowest performance level on the Dashboard are identified.

### Reflections: Technical Assistance

**Requirement** — If the LEA is eligible for technical assistance, frequently referred to as Differentiated Assistance, the LEA must include a summary of the work underway as part of technical assistance. This must include the reason the LEA is eligible for or has requested technical assistance. LEAs not eligible for or receiving technical assistance may respond “Not Applicable.”

**Review Recommendation** — COEs should verify if the LEA was identified as eligible for technical assistance using the 2023 LCFF Assistance file posted by the CA Department of Education located here <https://www.cde.ca.gov/fg/aa/lc/>. This includes districts and charter schools. COEs should verify that this section was completed and whether the information is understandable. If the LEA was not eligible for technical assistance, the COE should verify that the LEA responded “N/A” or “Not Applicable.”

## Comprehensive Support and Improvement

The Every Student Succeeds Act requires LEAs, in partnership with educational partners, to locally develop and implement a plan to improve student outcomes at schools identified for comprehensive support and improvement (CSI), as defined by federal law. The CSI plan is intended to align the school planning and improvement process for schools that meet the criteria for CSI with the LEA’s continuous improvement process shown in the LCAP. Approval of the CSI plan must be obtained at the school, LEA, and SBE level. LEAs will receive information about schools that qualify for CSI from the state and should complete the prompts described below. The reviewer will verify the list of schools identified and ensure that all prompts are completed.

### Schools Identified

**Requirement** — LEAs with a school or schools identified for CSI under the Every Student Succeeds Act must identify the school(s) in the LEA that have been identified for CSI.

A list of schools that meet the criteria for CSI can be found at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>.

**Review Recommendation** — If schools were identified, COEs should verify whether all identified schools in an LEA are listed. If no schools were identified, COEs should verify that the LEA placed “N/A” or “Not Applicable” in the response boxes.

### Support for Schools Identified

**Requirement** — An LEA must describe how it has or will support its identified schools in developing CSI plans that include a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.

**Review Recommendation** — COEs must verify whether this prompt has been addressed and that the information is understandable. If one or more of the identified schools is going through the Western Association of Schools and Colleges (WASC) accreditation process and will use the WASC process to fulfill Every Student Succeeds Act requirements, the LEA may indicate this. If no schools were identified, COEs should verify whether the LEA placed “N/A” or “Not Applicable” in the response box.

## Monitoring and Evaluating Effectiveness

**Requirement** — LEAs must describe how they will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement at identified schools.

**Review Recommendation** — If schools were identified, COEs should verify whether this prompt has been addressed and whether the information is understandable. If one or more of the identified schools is going through the WASC accreditation process and will use the WASC process to monitor and evaluate effectiveness, the LEA may indicate this. If no schools were identified, COEs should verify whether the LEA placed “N/A” or “Not Applicable” in the response box.

## Engaging Educational Partners

The Engaging Educational Partners section of the LCAP describes the consultation process the LEA had with various educational partner groups, which could include the parent advisory committee, the English learner parent advisory committee, teachers, principals and administrators, other school personnel, special education local plan area (SELPA) administrator(s), local collective bargaining units, parents, students, and any other community-based organizations identified by the LEA. Meaningful engagement of all educational partners is essential to developing the LCAP and to the budget process.

### Summary of the process used to Engage Educational Partners

**Requirement** — A table is included in the template for the LEA to describe the process used to involve educational partners in developing the LCAP, including, at a minimum, describing how the LEA met its obligation to consult with all statutorily required educational partner groups applicable to the type of LEA. If applicable for an educational partner group, the LEA superintendent must respond in writing to comments received during the consultation(s). LEAs receiving Equity Multiplier funds must also consult with educational partners at schools generating Equity Multiplier funds in the development of the LCAP, specifically in the development of the required focus goal for each school.

**Review Recommendation** — COEs should verify whether this section was completed, whether the information is understandable, and whether all statutorily required educational partners were consulted. In addition, COEs should verify the timeline of the educational partner process and that meetings listed are for the current year. An LEA’s response may also include information about an LEA’s philosophical approach or other engagement strategies with educational partners. COEs should verify that an LEA receiving Equity Multiplier funding included a summary of how it consulted with educational partners at schools generating Equity Multiplier funding.

### Description of how the adopted LCAP was influenced by feedback provided by Educational

## Partners

**Requirement** — The LEA should describe any goals, metrics, actions, or budgeted expenditures in the LCAP that were influenced by or developed in response to the educational partner feedback. The response should give educational partners and the public clear, specific information about how the engagement process influenced the development of the LCAP. LEAs receiving Equity Multiplier funds must include a description of how consultation with educational partners at schools generating Equity Multiplier funds influenced the development of the LCAP.

**Review Recommendation** — COEs should verify whether this section was completed, whether the information is understandable, and whether the explanation contains specific information about how engaging educational partners influenced the development of the LCAP, including how engagement with educational partners at Equity Multiplier schools influenced the development of the LCAP, specifically in the development of required focus goals. In addition, COEs should verify whether the LEA identified aspects of the LCAP that were influenced by or developed in response to the specific feedback obtained from educational partners.

For the purposes of this prompt, aspects of an LCAP that may have been influenced by the input of educational partners can include, but are not necessarily limited to, the following:

- Inclusion of a goal or decision to pursue a focus goal
- Inclusion of metrics other than the statutorily required metrics
- Determination of the target outcome on one or more metrics
- Inclusion of performance by one or more student groups in the Measuring and Reporting Results subsection
- Inclusion of action(s) or group of actions
- Elimination of action(s) or group of actions
- Changes to the level of proposed expenditures for one or more actions
- Inclusion of action(s) as contributing to increased or improved services for unduplicated student groups
- Analysis of effectiveness of the specific actions to achieve the goal
- Analysis of material differences in expenditures
- Analysis of changes made to a goal for the ensuing LCAP year based on the annual update process
- Analysis of challenges or successes in implementing actions

## Goals and Actions

The Goals and Actions section of the LCAP focuses on the goals, metrics, actions, and expenditures identified by the LEA. The reviewer will verify whether the metrics, actions, and expenditures align to the goal.

The LEAs should prioritize their goals, specific actions and related expenditures with the LCAP and within the state priorities and metrics. Well-developed goals will clearly communicate to educational partners what goals the LEA

plans to accomplish, what it plans to do to accomplish those goals, and how to measure accomplishment of each goal.

When looking at measures of performance on the goals, LEAs can consider student performance on both state and local indicators, including any locally collected and reported data. At a minimum, the LCAP must address all state priorities and required metrics.

## Goals

To support the prioritization of goals, the LCAP template gives LEAs the option of developing three distinct types of goals:

**Focus Goal:** A focus goal is concentrated in scope and may focus on fewer metrics to measure improvement. A focus goal statement will have a firm timeline and make clear how the goal is to be accomplished **(All Equity Multiplier goals must be focus goals)**.

**Broad Goal:** A broad goal is less concentrated than a focus goal in its scope and may focus on improving performance across a wide range of metrics.

**Maintenance of Progress Goal:** A maintenance of progress goal includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

### Focus Goal

**Goal Description** — The description provided for a focus goal must be specific, measurable and have a firm timeline. The LEA develops a focus goal to address areas of need that may require or benefit from a more specific and data-intensive approach. The focus goal can explicitly reference the metric(s) by which achievement of the goal will be measured and the time frame in which the LEA expects to achieve the goal. While this goal is specific enough to be measurable, there may be many different metrics for measuring progress toward this goal.

**Type of Goal-** The LEA will identify the type of goal as a focus goal.

**State Priorities Addressed-** The LEA will identify the state priorities that this goal addresses.

**Explanation of why the LEA is focusing on this goal** — In this section, the LEA will explain why it has chosen to prioritize this goal. An explanation must be based on California School Dashboard data or other locally collected data. The LEA must describe how the goal was identified for focused attention, including relevant consultation with educational partners.

LEAs are encouraged to promote transparency and understanding about the decision to pursue a focus goal.

### Required Focus Goal for LEAs Receiving Equity Multiplier Funds

#### Goal Description

LEAs receiving Equity Multiplier funding must include at least one focus goal for each school generating Equity Multiplier funding.

Focus goals for Equity Multiplier school(s) must include:

- All student groups with the lowest performance on the Dashboard. Any underlying issues in credentialing, subject matter preparation, and retention of educators.



- Specific metrics for each identified group, as applicable.

An LEA may create a single goal for multiple Equity Multiplier school sites if those school sites have similar student groups performing at the lowest levels on similar performance indicators and similar issues with educators.

**Type of Goal-** The LEA will identify the type of goal as an “Equity Multiplier Focus Goal.”

**State Priorities Addressed-** The LEA will identify the state priorities that this goal addresses.

**Explanation of why the LEA is focusing on this goal** — In this section, the LEA will explain why it has chosen to prioritize this goal. An explanation must be based on California School Dashboard data or other locally collected data. The LEA must describe how the goal was identified for focused attention, including relevant consultation with educational partners. The LEA must identify the school or schools to which the goal applies.

**Review Recommendation** — If there is/are focus goal(s), COEs should verify data references and how the goal was identified, including consultation with educational partners. COEs should verify that all school sites identified as receiving Equity Multiplier funds are included in a focus goal. Equity multiplier funds must supplement, not supplant, funding by LCFF, ELOP, LCRS, and CCSPP (California Community Schools Partnership Program).

## Broad Goal

**Goal Description** — The LEA should describe what it plans to achieve through the actions included in the goal. This description will be clearly aligned with the expected measurable outcomes for the goal. The goal description organizes the actions and expected outcomes in a cohesive and consistent manner. The description is specific enough to be measurable in either quantitative or qualitative terms.

**Type of Goal** — Identify this goal as a broad goal

**State Priorities** — The LEA should identify the state priorities addressed in this goal.

**Explanation of why the LEA is focusing on this goal** — In this section the LEA will explain why it has developed this goal and how the actions and metrics together will help achieve the goal.

**Review Recommendation** — If there is/are broad goal(s), COEs should verify that the goal is aligned with the outcomes listed.

## Maintenance of Progress Goal

**Goal Description** — The LEA should describe how it intends to maintain the progress made in the LCFF state priorities not addressed by the other goals in the LCAP. The metrics and state priorities contained in these goals are those for which the LEA, in consultation with educational partners, has decided to maintain actions and monitor progress while focusing on actions to achieve other goals in the LCAP.

**Type of Goal** — Identify this goal as a maintenance of progress goal.

**State Priorities** — The LEA should identify the state priorities addressed in this goal.

**Explanation of why the LEA is focusing on this goal** — The LEA should explain how the actions will sustain the successes exemplified by the related metrics.

## Measuring and Reporting Results

For each LCAP year, an LEA will identify the metric(s) it will use to track progress toward the expected outcomes. LEAs must identify metrics for specific groups, as appropriate, including expected outcomes. For this section, LEAs will complete the table in the template.

When reviewing this portion of the LCAP, reviewers should look for the following:

**Metric #** — This enables the LEA to number each metric for easy reference in other parts of the LCAP.

**Metric** — This identifies the specific metric to be used to track progress (may be quantitative or qualitative).

**Baseline** — This is the most recent data associated with the metric. The baseline remains unchanged for the life of the current three-year LCAP. Note the source of the data and the year.

**Year 1 Outcome** — Left blank until the LEA develops the 2025-26 LCAP.

**Year 2 Outcome** — Left blank until the LEA develops the 2026-27 LCAP.

**Target for Year 3 Outcome** — This identifies the target outcome that the LEA expects to achieve by the end of the three-year LCAP cycle.

**Current Difference from Baseline** — Left blank until the LEA develops the 2025-26 LCAP.

**Required Metrics for LEA-wide Actions** — For each action identified as contributing towards the increased or improved services required and being provided on an LEA-wide basis, the LEA must identify one or more metrics to monitor the effectiveness of this action. These required metrics may be identified within the action description or in the first prompt of the Increased or Improved Services section of the LCAP.

**Required Metrics for Equity Multiplier goals** — For each required goal, the LEA must identify specific metrics for each identified student group at each specific schoolsite, including:

- All student groups with the lowest performance on the Dashboard. Any underlying issues in credentialing, subject matter preparation, and retention of educators.
- Specific metrics for each identified group, as applicable.

**Review Recommendation** — COEs will need to verify that metrics for the state priority areas are included in the goals. COEs must verify that any actions identified as contributing towards the increased or improved services required and being provided on an LEA-wide basis have a specific metric identified to monitor the effectiveness of the action (Note that this can be found in the action description or the first prompt of the Increased or Improved Services section). COEs must verify required metrics for student groups within Equity Multiplier focus goals. Also, check to make sure the appropriate boxes are left blank.

## Goal Analysis

When completing the 2024-2025 LCAP, LEAs must use the “2023-2024 LCAP Annual Update” template to complete the Goal Analysis. LEAs must identify the 2024-2025 Goal Analysis prompts as “Not Applicable.”

**Review Recommendation** — COEs will need to verify that all prompts in Goal Analysis are labeled “Not

Applicable.”

## Actions

The information on the actions the LEA lists will be in table form and will include all actions that have funding associated with them and all actions that qualitatively contribute to increased or improved services. Actions that qualitatively contribute to increased or improved services must be provided on a limited basis to unduplicated students and cannot have funding associated with them.

**Actions for Foster Youth:** LEAs with a numerically significant foster youth student group (15 students or more) are encouraged to include in the LCAP specific actions designed to meet foster youth's needs.

**Required Actions for English Learners:** LEAs that have a numerically significant English learner (EL) student group (30 students or more ELs and/or 15 or more long-term ELs (LTELs)) must include specific actions in the LCAP related to, at a minimum, the language acquisition programs as defined in Education Code Section 306 that it provides to students, and professional development for teachers specific to English learners. If an LEA has both 30 or more ELs and 15 or more LTELs, the LEA must include actions for both ELs and LTELs.

**Required Actions for LEAs eligible for technical assistance:** LEAs eligible for technical assistance must include specific actions within the LCAP related to its implementation of the work underway as part of technical assistance.

**Required Actions for LEAs with the lowest (red) performance level on the Dashboard:** LEAs that have the lowest performance level on Dashboard indicators for (1) a school within the LEA, (2) a student group, and/or (3) a student group within any school, must include one or more specific actions with the LCAP directed toward the identified student group(s) and/or school(s) and must address the identified state indicator(s) for which the student group or school received the lowest performance level on the 2023 Dashboard. These actions will be in effect for the three-year LCAP cycle.

**Review Recommendation** — COEs will need to verify that LEA includes all required actions described above including required actions for ELs/LTELs, required actions for LEAs eligible for technical assistance, and required actions for LEAs with the lowest performance level on the Dashboard. The COE may have to consider multiple school-level groups and schools. The COE must also make sure of the following:

**Box 1 - Action #** — A number is associated with each action under each goal.

**Box 2 - Title** — There is a short title for the action.

**Box 3 - Description** — There is a description of what the action is. If the action contributes to increased or improved services for unduplicated student groups, a description of how the action contributes to increased or improved services should also be included here or in the Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students section. For each action identified as contributing toward the increased or improved services required and being provided on an LEA-wide basis, the LEA must identify one or more metrics to monitor the effectiveness of this action. These required metrics may be identified within the action description or in the first prompt of the Increased or Improved Services section of the LCAP.

**Box 4 - Total Funds** — There is a total amount associated with this action.

**Box 5** — “Y” if that action is contributing to increased or improved services for unduplicated student groups; “N” if it is not.

## Increased or Improved Services

This section details the use of LCFF funds in the upcoming LCAP year to meet the requirement to increase and/or improve services for the LEA’s unduplicated student groups in grades TK–12 compared to all students, proportionate to the increase in funding generated by the unduplicated student groups, and how LEA-wide or schoolwide actions identified for this purpose meet regulatory requirements. This section also identifies any carryover from the prior year, expressed as a dollar amount and a percentage by which services must be increased or improved, adding it to the current year requirement for the total percentage to increase or improve services. In addition, this section explains how LEAs that receive the additional 15% LCFF concentration grant add-on are using these funds to increase the number of staff who provide direct services to students at schools where more than 55% of students are unduplicated pupils, compared to services provided at schools at which 55% or fewer students are unduplicated pupils. Required descriptions for each contributing action address identified needs determined through a needs assessment and how the action as designed addresses unique needs and identify metric(s) to measure effectiveness.

An LEA’s descriptions in this section must align with the actions identified in the Goals and Actions section as contributing to increased or improved services for unduplicated student groups. To improve services means to increase the quality of services, and to increase services means to increase the quantity of services. Services are increased or improved by the actions in the LCAP that are included in the Goals and Actions section as contributing to the increased or improved services requirement, whether they are provided on an LEA-wide or schoolwide basis or provided on a limited basis to unduplicated student groups.

### The Table in this section includes:

**Projected LCFF Supplemental and/or Concentration Grants** — Specifies the amount of LCFF supplemental and concentration grant funds the LEA estimates it will receive in the coming year based on the enrollment of foster/homeless youth, English learners and low-income students calculated pursuant to California Code of Regulations Section 15496(a)(5).

**Review Recommendation** — COEs should verify whether the amounts for the supplemental and concentration grant funds and the additional concentration grant below correlate with the amounts identified in the LCFF calculator and align with the Projected LCFF Supplemental and/or Concentration Grants field in the Contributing Actions table and with the LCFF supplemental and concentration grants in the Budget Overview for Parents.

**Projected Additional 15 Percent Concentration Grant** — Specifies the amount of additional LCFF concentration grant add-on funding the LEA will receive in the LCAP year as described in Education Code Section 42238.02 for LEAs that have a high concentration (more than 55% of total enrollment) of foster/homeless youth, English learners and/or low-income students.

**Review Recommendation** — COEs should verify whether the amounts for the additional concentration grant and the supplemental and concentration grant funds above correlate with the amounts identified in the LCFF calculator and align with the Projected LCFF Supplemental and/or Concentration Grants field in the Contributing Actions table and with the LCFF supplemental and concentration grants in the Budget Overview for Parents.

**Projected Percentage to Increase or Improve Services for the Coming School Year** — Specifies the estimated percentage by which services for the unduplicated student groups must be increased or improved compared to the services provided to all students in the LCAP year as calculated pursuant to California Code of Regulations Section 15496(a)(7).

**Review Recommendation** — COEs should verify whether the projected percentage to increase or improve services for the coming school year correlates with the percentage identified in the LCFF calculator and aligns with the Projected Percentage to Increase or Improve Services for the Coming School Year field in the Contributing Actions table.

**LCFF Carryover - Percentage** — Specifies the LCFF carryover percentage identified in the LCFF Carryover table.

**Review Recommendation** — COEs should verify whether the LCFF carryover percentage aligns with the LCFF Carryover - Percentage field in the Contributing Actions table and identified in the LCFF Carryover Table.

**LCFF Carryover - Dollar** — Specifies the dollar amount identified in the LCFF Carryover table.

**Review Recommendation** — COEs should verify whether the LCFF carryover dollar amount aligns with the LCFF Carryover - Dollar Amount field in the LCFF Carryover table.

**Total Percentage to Increase or Improve Services for the Coming School Year** — Specifies the LEA's total percentage by which services for unduplicated student groups must be increased or improved to meet both the current year requirement and any carryover requirement. This total percentage is calculated and included in the LCFF Contributing Actions table.

**Review Recommendation** — COEs should verify whether the total percentage to increase or improve services for the coming school year aligns with the Total Percentage to Increase or Improve Services for the Coming School Year field in the Contributing Actions table.

## Required Descriptions

An LEA describes and demonstrates how the services planned in the LCAP year provide increased or improved services for the unduplicated student groups proportionate to the increase in funding they generate under the LCFF in that year as calculated pursuant to California Code of Regulations Section 15496(a)(7). LEAs are required to describe how the proportionality percentage is met using a quantitative and/or qualitative description of the increased and/or improved services for the LCFF student groups compared to the services provided to all pupils, as detailed in the following prompts.

**Required descriptions for LEA-wide and Schoolwide Contributing Actions** — For each contributing action being provided to an entire school or across the entire LEA, the LEA must complete a table to provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) for whom the action is principally directed, (2) how these actions are designed to address the identified need(s) and why it is being provided on an LEA-wide or schoolwide basis, and (3) the metric(s) used to measure the effectiveness of the action in improving outcomes for the unduplicated student group(s).

**Review Recommendation** — COEs should review the descriptions to verify whether the LEA demonstrates how an action is principally directed toward and effective in improving outcomes for the unduplicated student groups by checking the following:

- A description is included for each schoolwide and LEA-wide action identified as contributing to

increased or improved services.

- The explanation for each LEA-wide or schoolwide action addresses how the action is principally directed toward and effective for the intended unduplicated student group, including:
  - How the needs, conditions and circumstances of the students were considered through a needs assessment.
  - How the action as designed will address the unique identified need(s) of the LEA's unduplicated student group(s) for whom the action is principally directed and the rationale for why the action is being provided on an LEA-wide or schoolwide basis.
  - The metric used to measure the progress and effectiveness of the action(s).
- LEAs with an unduplicated pupil percentage of less than 55% must also describe how LEA-wide actions are the most effective use of the funds to meet these goals for its unduplicated student groups. They must provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.
- LEAs must also describe how schoolwide actions at a school with an unduplicated pupil percentage of less than 40% are the most effective use of the funds to meet these goals for their unduplicated student groups. The description must also include the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

Reviewers may need to seek clarification if:

- Any description is missing or does not include the required components.
- Conclusory statements also prompt clarifications. Conclusory statements indicate that an action will help achieve an expected outcome for the goal but lack an explicit connection to the outcome or further explanation of how the action will address the needs of an intended student group.

**Required Descriptions for Limited Actions:** — For each contributing action being solely provided to one or more unduplicated student group(s), LEAs will use the table to provide an explanation of (1) the unique identified need(s) of the unduplicated student group(s) being served, (2) how the action is designed to address identified need(s), and (3) how the effectiveness of the action in improving outcomes for the unduplicated student group(s) will be measured. A limited action is an action that serves only foster youth, English learners, and/or low-income students. This description explains how these action(s) are expected to result in the required proportional increase or improvement in services for unduplicated student groups compared to the services the LEA provides to all students for the relevant LCAP year.

**Review Recommendation** – COEs should review the descriptions for each contributing action provided on a limited basis by checking the following:

- A description is included for each LCFF funded limited action identified as contributing to increased or improved services.
- The explanation for each contributing limited action includes:
  - The unique needs of the unduplicated student group(s) being served identified through

a needs assessment.

- How the action as designed will address the unique identified need(s) of the LEA's unduplicated student group(s) for whom the action is directed.
- Metrics to measure the progress and effectiveness of the action(s)

For any action that contributes to meeting the increased or improved services requirement associated with a **Planned Percentage of Improved Services** in the Contributing Actions table rather than an expenditure of LCFF funds, the LEA must describe the method used to determine the contribution of the action toward the proportional percentage. These qualitative actions must be provided on a limited basis to unduplicated students and cannot have funding associated with them.

**Review Recommendation** — Confirm whether the description includes all limited contributing actions and a description of the method used to determine the proportionate increase for each contributing action identified as a qualitative improvement.

Reviewers may need to seek clarification if:

- The descriptions are incomplete or the method described does not appear to align with the qualitative improvement.

**Additional Concentration Grant Funding** — LEA provides a description of the plan for how additional concentration grant add-on funding will be used to increase the number of staff who provide direct services to students at schools with a high concentration (more than 55%) of LCFF Student groups. An LEA that receives the additional concentration grant add-on described in Education Code Section 42238.02 is required to demonstrate how it is using these funds to increase the number of staff who provide direct services to students at schools in which more than 55% of students are unduplicated pupils compared to the number of staff who provide direct services to students at schools in which 55% or fewer students are unduplicated pupils. The staff who provide direct services to students must be certificated staff and/or classified staff employed by the LEA; classified staff includes custodial staff. The narrative prompt is followed by a table that compares staff-to-student ratios at the LEA's schools with a high concentration of unduplicated student groups to the staff-to-student ratios at the LEA's other schools.

An LEA must identify the actions, by goal and action number, that are planned to increase the number of staff who provide direct services to students at schools with a high concentration (more than 55%) of unduplicated student groups relative to other schools. LEAs that do not receive a concentration grant add-on must indicate that this prompt is not applicable.

An LEA that has only schools with a high concentration of unduplicated student groups (i.e., does not have any comparison schools) must describe how it is using the funds for credentialed staff, classified staff (including custodial staff), or both, who provide direct services to students at selected schools, and the criteria used to determine which schools require this staffing support.

If an additional concentration grant add-on is not sufficient to increase the number of staff who provide direct services to students at a school with a high concentration of unduplicated student groups, the LEA must describe how it is using the funds to retain staff who provide direct services to students at a school with a high concentration of unduplicated student groups.

**Staff-to-student ratios by type of school and concentration of unduplicated students** — This table provides

the certificated staff-to-student ratio and classified staff-to-student ratio for staff who provide direct services to students at schools with more than 55% enrollment of unduplicated students in comparison to the staff-to-student ratios at schools with 55% or less enrollment of unduplicated pupils. The LEA may group its schools by grade span (elementary, middle/junior high and high schools) as applicable to the LEA. The staff-to-student ratio must be based on the number of full-time equivalent (FTE) staff and the number of enrolled students as counted on the first Wednesday in October of each year.

**Review Recommendation** — Confirm that the narrative description and table demonstrate compliance with the requirement to increase staffing at schools with high concentrations of unduplicated student groups compared to other schools. Request clarification as appropriate.

### **LEA-wide or Schoolwide Use of Supplemental and Concentration Grant Funds**

Pursuant to California Code of Regulations Section 15496(a), an LEA shall demonstrate that it has increased or improved services for unduplicated student groups in proportion to the increase in funding such pupils generate under the LCFF. California Code of Regulations Section 15496(b) identifies the conditions under which a LEA may use funds apportioned on the basis of the number and concentration of unduplicated students to update the entire educational program of a school site, a school district, or a charter school.

Education Code Section 52070(d)(3) states that the county superintendent of schools shall determine if the LCAP or annual update adheres to the expenditure regulations for supplemental and concentration grant funds, which are found in California Code of Regulations Sections 15494-15497. In determining adherence to expenditure requirements, the county superintendent of schools shall review any required descriptions provided for expenditures of supplemental and concentration grant funds. When supplemental and/or concentration grant funds support services provided on a districtwide, schoolwide, or charterwide basis, the county superintendent of schools shall determine whether the LEA has fully demonstrated that it will increase or improve services for unduplicated student groups pursuant to California Code of Regulations Section 15496(a). If a county superintendent of schools does not approve an LCAP because the LEA failed to meet its requirement to increase and improve services, the superintendent shall provide technical assistance to the LEA in meeting that requirement pursuant to California Code of Regulations Section 15497 and Education Code Section 52071.

#### **For districtwide use of funds, the following applies:**

LEAs in which the unduplicated student groups are expected to make up 55% or more of the district's total enrollment in the fiscal year for which an LCAP is adopted must address three criteria as follows when expending supplemental and concentration grant funds districtwide:

- The LEA must identify in the LCAP the contributing services it provides districtwide.
- The LEA must describe in the LCAP how such services are principally directed to its unduplicated student groups.
- The LEA must describe in the LCAP how such services are effective in meeting the district's goals for its unduplicated student groups in the state and/or local priority areas.

LEAs in which the unduplicated student groups are expected to make up less than 55% of the LEA's total enrollment in the fiscal year for which an LCAP is adopted must address four criteria when expending supplemental and concentration grant funds districtwide:

- The LEA must identify in the LCAP the contributing services it provides districtwide.



- The LEA must describe in the LCAP how such services are principally directed to its unduplicated student groups.
- The LEA must describe in the LCAP how such services are effective in meeting the LEA's goals for its unduplicated student groups in the state and/or local priority areas.
- The LEA must describe how these services are the most effective use of the funds to meet the LEA's goals for its unduplicated student groups in the state and any local priority areas. This includes providing the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experience, or educational theory, in accordance with California Code of Regulations Section 15496(b).

**For schoolwide use of funds, the following applies:**

An LEA with a school in which the anticipated enrollment of unduplicated students is 40% or more of the school's total enrollment in the fiscal year for which an LCAP is adopted must address three criteria as follows when expending supplemental and concentration grant funds schoolwide:

- The LEA must identify contributing services in the LCAP that are provided schoolwide.
- The LEA must describe in the LCAP how such services are principally directed to its unduplicated student groups.
- The LEA must describe in the LCAP how such services are effective in meeting the LEA's goals for its unduplicated student groups in the state and/or local priority areas.

LEAs with schools in which the anticipated enrollment of unduplicated students is less than 40% of the school's total enrollment in the fiscal year for which an LCAP is adopted must address four criteria as follows when expending supplemental and concentration grant funds schoolwide:

- The LEA must identify contributing services in the LCAP that are provided schoolwide.
- The LEA must describe in the LCAP how such services are principally directed to its unduplicated student groups.
- The LEA must describe in the LCAP how such services are effective in meeting the LEA's goals for its unduplicated student groups in the state and/or local priority areas.
- The LEA must describe how these services are the most effective use of the funds to meet the LEA's goals for English learners, low-income students and foster youth, in the state and any local priority areas.

Please see LEA-wide or Schoolwide Use of Supplemental and Concentration Funds below for further explanation of these requirements.

# LCAP Action Tables

## Background

The LCAP template includes summary action tables to make it easier for educational partners to see all the LCAP actions, services and expenditures, and increased or improved services, and to reduce the length and complexity of LCAPs by consolidating the presentation of information.

The template includes the following five required summary tables:

**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 2024-25 LCAP, 2024-25 will be the coming LCAP year, 2023-24 will be the current LCAP year and 2022-23 will be the prior LCAP year.

Per the LCAP template instructions, LEAs are to enter information into the Total Planned Expenditures table, the Annual Update table, the Contributing Actions Annual Update table, and the LCFF Carryover table. The Total Planned Expenditures table will auto-populate many of the fields in the other tables. Tables 1 – 5 must be included in the LEA’s adopted LCAP.

# Review of Actions Tables

## Reviewing information across the five summary tables

Certain elements, such as an action’s title, number, and LCFF funds budgeted for the action, etc., are repeated across two or more of the tables. Reviewers may want to check to make sure the information presented for an action is consistent across all the tables in which that action appears, including the actions table in the Goals and Actions section. However, if the auto-population features of the template work as intended and are used properly, inconsistencies across the tables should not occur.

## Table 1: Total Planned Expenditures Table

**Requirement** — The Total Planned Expenditures table contains information for all LCAP actions, including actions to spend the additional concentration grant add-on funding (15%) and any additional actions needed because an LEA has LCFF carryover from the current LCAP year (see LCFF Carryover table below). LEAs must enter the LCAP Year along with Projected LCFF Base Grant (dollar amount) Projected LCFF Supplemental and/or Concentration Grants (dollar amount), and LCFF Carryover Percentage (derived from LCFF Carryover table). Projected Percentage to Increase or Improve Services for the Coming Year (Column D, row 3) and Total Percentage to Increase or Improve Services for the Coming School Year (Column F, row 3) will be calculated and populated automatically in the spreadsheet. The table contains columns of information per action, along with a summary row by funding source, and breaks out

personnel and non-personnel expenditures.

The columns include:

**Goal #:** The LCAP Goal number the action supports should be entered.

**Action #:** Each action for a given goal should be numbered.

**Action Title:** The title field should be completed for each action listed.

**Student Group(s):** The student group(s) targeted by the action should be entered. This could be "All," or a specific student group or groups.

**Contributing to Increased or Improved Services?:** LEAs will type "**Yes**" if the action is included as contributing to meeting the increased or improved services requirement or "**No**" if the action is not included as contributing. If "Yes" is entered, the LEA completes additional columns:

- **Scope:** The scope field should indicate if the action is serving students LEA-wide (i.e., districtwide or charterwide), schoolwide, or on a more limited or targeted basis. If the action is limited or targeted, the field should indicate which unduplicated student group or groups are being targeted by the action.
- **Unduplicated Student Group(s):** The unduplicated student group(s) targeted by the action should be entered. To avoid confusion with the "All" students designation in the Total Planned Expenditures table, LEAs should list the unduplicated student groups served even if all three LCFF groups (low-income, English learners and foster youth) are targeted.
- **Location:** The schools and/or grade spans for which the service is being provided should be indicated for each action. If the action is being provided across all schools and grades, the LEA can enter "All Schools."

**Time Span:** The time span for which the action will be implemented. LEAs can enter "ongoing" if the action will be implemented for an indeterminate period of time.

**Total Personnel:** This field should contain the sum of all budgeted personnel expenditures across all funding sources for the individual actions in the Total Planned Expenditures table.

**Total Non-personnel:** This field should contain the sum of all budgeted non-personnel expenditures across all funding sources for the individual actions in the Total Planned Expenditures table.

**LCFF Funds:** The total LCFF funds, if any, budgeted for expenditures that support the action should be shown for each action listed.

**Other State Funds:** The total other state funds, if any, budgeted for expenditures that support the action should be shown for each action listed.

**Local Funds:** The total local funds, if any, budgeted for expenditures that support the action should be shown for each action listed.

**Federal Funds:** The total federal funds, if any, budgeted for expenditures that support the action should be shown for each action listed.

**Total Funds:** The total budgeted expenditures from all funding sources should be shown for

each action listed.

**Planned Percentage of Improved Services:** For any action identified as contributing and that is being provided on a limited basis to unduplicated students, and that does not have funding associated with the action, this field should contain the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%). A limited action is an action that serves only foster youth, English learners, and/or low-income students.

The totals row includes:

**LCFF Funds:** This field should contain the sum of all budgeted LCFF funds for the individual actions in the Total Planned Expenditures table.

**Other State Funds:** This field should contain the sum of all budgeted other state funds for the individual actions in the Total Planned Expenditures table.

**Local Funds:** This field should contain the sum of all budgeted local funds for individual actions in the Total Planned Expenditures table.

**Federal Funds:** This field should contain the sum of all budgeted federal funds for individual actions in the Total Planned Expenditures table.

**Total Funds:** This field should contain the sum of all budgeted expenditures across all funding sources for individual actions in the Total Planned Expenditures table.

**Total Personnel:** This field should contain the sum of all budgeted personnel expenditures across all funding sources for individual actions in the Total Planned Expenditures table.

**Total Non-personnel:** This field should contain the sum of all budgeted non-personnel expenditures across all funding sources for individual actions in the Total Planned Expenditures table.

**Review Recommendation** — Reviewers should verify that all fields are completed for each action (except that one or more of the categories of funding could be blank for a given action if that funding source is not being used to fund the action or if no funding is associated with an action). To confirm budget sufficiency and consistency, reviewers should verify that:

- Total Funds budgeted for all actions is consistent with the Total Budgeted Expenditures in the LCAP field in the Budget Overview for Parents
- The LEA's adopted budget includes enough personnel expenditures (SACS codes 1000 – 3xxx) to cover the Total Personnel expenditures budgeted for all actions
- The LEA's adopted budget includes enough non-personnel expenditures (total expenditures minus SACS codes 1000 – 3xxx) to cover the total non-personnel expenditures budgeted for all actions.
- LEAs with planned percentages of improved services described the methodology used to determine the action's contribution towards the proportional percentage.

Reviewers may need to seek clarification if:

- Fields are left blank for any row containing an action (see funding source exception above)

- Information presented is internally inconsistent (e.g., Total Funds amount is not equal to the sum of the constituent funding sources; however, if the auto-population and auto-calculation features of the template work as intended and are used properly, such calculation errors should not occur).

## Table 2: Contributing Actions Table

**Requirement** — The Contributing Actions table contains information only for actions that contribute to increased or improved services, including actions to spend the additional concentration grant add-on funding (15%) and any additional actions needed because an LEA has LCFF carryover from the current LCAP year (see LCFF Carryover table below). The table contains nine columns of information per action, along with a summary row that identifies the projected and planned percentage to increase or improve services for the coming LCAP year and a summary section that subtotals LEA-wide, targeted, and schoolwide budgeted expenditures. LEAs will not enter information into the Contributing Actions Table since details will auto-populate from Table 1.

The nine columns include:

**Goal #:** The LCAP goal number the action supports should be entered.

**Action #:** Each action for a given goal should be numbered.

**Action Title:** The title field should be completed for each action listed.

**Contributing to Increased or Improved Services?:** This field should contain “Yes” for all actions included in this table. Actions that are not contributing to increased or improved services should not be included in this table.

**Scope:** The scope field should indicate if the action is serving students LEA-wide (i.e., districtwide or charterwide), schoolwide, or on a more limited or targeted basis. If the action is limited or targeted, the field should indicate which unduplicated student group or groups are being targeted by the action.

**Unduplicated Student Group(s):** The unduplicated student group(s) targeted by the action should be entered. To avoid confusion with the “All” student designation in the Total Planned Expenditures table, LEAs should list the unduplicated student groups served even if all three LCFF groups (low-income, English learners and foster youth) are targeted.

**Location:** The schools and/or grade spans for which the service is being provided should be indicated for each action. If the action is being provided across all schools and grades, the LEA can enter “All Schools.”

**Planned Expenditures for Contributing Actions (LCFF Funds):** The total LCFF funds budgeted for expenditures supporting the action should be shown for each action listed. If no funding is associated with an action, this field should be empty and the planned quality improvement for the action should be entered in the Planned Percentage of Improved Services field.

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

action is an action that serves only foster youth, English learners, and/or low-income students.

The summary row includes:

**1. Projected LCFF Base Grant:** This is the total amount of LCFF funding the LEA estimates it will receive for the coming LCAP 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.

**2. Projected LCFF Supplemental and/or Concentration Grants:** This is the total amount of LCFF supplemental and concentration grants the LEA estimates it will receive based on the number and concentration of unduplicated students for the coming LCAP year, including the additional concentration grant add-on funding (15%).

**3. Projected Percentage to Increase or Improve Services for the Coming School Year:** This is calculated based on the projected LCFF base grant and the projected LCFF supplemental and/or concentration grants, including the additional 15% concentration grant add-on.

**LCFF Carryover — Percentage:** This is the LCFF carryover — percentage identified in the LCFF Carryover table described below. If a carryover percentage is not identified in the LCFF Carryover table, the percentage specified should be zero (0.00%).

**Total Percentage to Increase or Improve Services for the Coming School Year:** This is the percentage by which the LEA must increase or improve services for unduplicated students compared to the services provided to all students in the coming LCAP year, including the additional 15% concentration grant add-on and the LCFF carryover percentage.

**4. Total Planned Contributing Expenditures (LCFF Funds):** This amount is the total of the Planned Expenditures for Contributing Actions (LCFF Funds) column.

**5. Total Planned Percentage of Improved Services (%):** This percentage is the total of the Planned Percentage of Improved Services column.

**Planned Percentage to Increase or Improve Services for the Coming School Year:** This percentage is calculated by dividing the Total Planned Contributing Expenditures (4) by the Projected LCFF Base Grant (1), converting the quotient to a percentage, and adding it to the Total Planned Percentage of Improved Services (5).

**Review Recommendation** — Reviewers should verify that all fields are completed for each action (except possibly the Planned Expenditures for Contributing Actions or the Planned Percentage of Improved Services fields). In addition, reviewers should verify that:

- The Projected LCFF Base Grant, Projected LCFF Supplemental and/or Concentration Grants, and Projected Percentage to Increase or Improve Services for the Coming School Year correlate with the amounts and percentages identified in the LCFF calculator.
- The Total Planned Contributing Expenditures in the summary row is consistent with the Total Budgeted Expenditures for High Needs Students in the LCAP field for the coming LCAP year in the Budget Overview for Parents.
- A description of the method used to determine the planned percentage of improved services is

included in the Increased or Improved Services for Foster Youth, English learners, and Low-Income Students section of the LCAP for each contributing action for which the Planned Percentage of Improved Services is greater than 0%.

- The Planned Percentage to Increase or Improve Services for the Coming School Year is greater than or equal to the Total Percentage to Increase or Improve Services for the Coming School Year (see the COE Role: LCAP Review — Four Criteria for Determining LCAP Approval Section above).

Reviewers may need to seek clarification if:

- Fields are left blank for any row that contains an action (see expenditures and percentage of improved services exceptions above)
- Information presented is internally inconsistent, or inconsistent with information presented in the Total Planned Expenditures table or the Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students section of the LCAP.

### Table 3: Annual Update Table

**Requirement** — The Annual Update table will contain information about estimated actual expenditures for LCAP actions compared to the originally budgeted expenditures for the actions. This table should include all actions included in the current year’s adopted LCAP, plus any additional actions implemented during the current year. The Annual Update table contains six columns plus an additional summary row.

The six columns include:

**Last Year’s Goal #:** The LCAP goal number the action supported should appear in this field.

**Last Year’s Action #:** The action number should appear in this field.

**Prior Action/Service Title:** The title of the action should appear in this field.

**Contributed to Increased or Improved Services?:** This field should contain “Yes” if the action was included as contributing to increased or improved services in the prior year’s LCAP, or “No” if the action was not included.

**Last Year’s Planned Expenditures (Total Funds):** The total budgeted expenditures from all funding sources for the action, as entered in the prior year’s LCAP, should appear in this field.

**Estimated Actual Expenditures (Input Total Funds):** The total estimated actual expenditures from all funding sources for the action should be entered in this field.

The summary row includes:

**Last Year’s Total Planned Expenditures (Total Funds):** This field should contain the sum of all current year planned expenditures for all actions.

**Total Estimated Actual Expenditures (Total Funds):** This field should contain the sum of all estimated actual expenditures for all actions.

**Review Recommendation** — Reviewers should verify that all fields are completed for each action (except that Last Year’s Planned Expenditures and Estimated Actual Expenditures could be blank for a given action

if there was no funding associated with the action or if it was not included in the current year's LCAP).

Reviewers may need to seek clarification if:

- Fields are left blank for any row containing an action (see funding exception above)
- Differences between the Planned Expenditures and the Estimated Actual Expenditures for the actions contributing to any goal appear to be inconsistent with the explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures sections of the Goal Analysis in the 2023-2024 Annual Update for that goal.
- Information presented is internally inconsistent, or inconsistent with the current year's LCAP.

#### **Table 4: Contributing Actions Annual Update Table**

Requirement — The Contributing Actions Annual Update table contains information only for actions that contribute to increased or improved services in the current year. This table should include all contributing actions included in the current year's adopted LCAP plus any additional actions implemented during the current year. The table contains eight columns of information per action, along with a summary row that identifies the planned contributing expenditures, planned percentage of improved services, estimated actual contributing expenditures, and actual percentage of improved services.

The eight columns include:

**Last Year's Goal #:** The LCAP goal number the action supports should be entered.

**Last Year's Action #:** Each action for a given goal should be numbered.

**Prior Action/Service Title:** The title field should be completed for each action listed.

**Contributed to Increased or Improved Services?:** This field should contain "Yes" for all actions included in this table. Actions that were not contributing to Increased or Improved Services should not be included in this table.

**Last Year's Planned Expenditures for Contributing Actions (LCFF Funds):** The total LCFF funds budgeted for expenditures that support the action should be shown for each action listed. If no funding is associated with an action, this field should be empty and the planned quality improvement for the action should be entered in the Planned Percentage of Improved Services field.

**Estimated Actual Expenditures for Contributing Actions (Input LCFF Funds):** The total estimated actual expenditure of LCFF funds used to implement this action, if any, should be entered. If no funding is associated with an action, this field should be empty and the estimated actual quality improvement for the action should be entered in the Estimated Actual Percentage of Improved Services field.

**Planned Percentage of Improved Services:** For any action identified as contributing and that is being provided on a limited basis to unduplicated students, and that does not have funding associated with the action, this field should contain the planned quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%). A limited action is an action that serves only foster youth, English learners, and/or low-income students.



**Estimated Actual Percentage of Improved Services (Input Percentage):** For any action identified as contributing and that is being provided on a limited basis only to unduplicated students, and that does not have funding associated with the action, this field should contain the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%). An estimated actual percentage may be identified for all contributing actions that meet these criteria, including actions for which an LEA did not identify a percentage in the Planned Percentage of Improved Services field.

The summary row includes:

**6. Estimated Actual LCFF Supplemental and Concentration Grants (Input Dollar Amount):** This is 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 current LCAP year, including the additional concentration grant add-on funding (15%).

**4. Total Planned Contributing Expenditures (LCFF Funds):** This amount is the total of the current year's planned expenditures for contributing actions.

**7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds):** This amount is the total of the estimated actual expenditures for contributing actions.

**Difference Between Planned and Estimated Actual Expenditures for Contributing Actions:** This amount is the Total Planned Contributing Expenditures (4) subtracted from the Total Estimated Actual Expenditures for Contributing Actions (7).

**5. Total Planned Percentage of Improved Services (%):** This amount is the total of the Planned Percentage of Improved Services column.

**8. Total Estimated Actual Percentage of Improved Services (%):** This amount is the total of the Estimated Actual Percentage of Improved Services column.

**Difference Between Planned and Estimated Actual Percentage of Improved Services:** This amount is the Total Planned Percentage of Improved Services (5) subtracted from the Total Estimated Actual Percentage of Improved Services (8).

**Review Recommendation** — Reviewers should verify that all fields are completed for each action (except possibly Planned Expenditures for Contributing Actions and Estimated Actual Expenditures for Contributing Actions or the Planned Percentage of Improved Services and Estimated Actual Percentage of Improved Services fields). Reviewers should also verify that:

- The estimated actual LCFF supplemental and concentration grants in the summary row correlate with the amounts identified for the current year in the adopted budget LCFF calculator.
- The total planned contributing expenditures and the total estimated actual expenditures for contributing actions in the summary row are consistent with the Total Budgeted Expenditures for High Needs Students in the LCAP and the Actual Expenditures for High Needs Students in the LCAP fields for the current year in the Budget Overview for Parents.

Reviewers may need to seek clarification if:

- Fields are left blank for any row that contains an action (see expenditures and percentage of improved services exceptions above)
- Information presented is internally inconsistent, or inconsistent with the information presented in the Annual Update table or the current year's LCAP.

## Table 5: LCFF Carryover Table

**Requirement** — The LCFF Carryover table calculates and displays the unmet portion of the Percentage to Increase or Improve Services and the equivalent dollar amount, if any, that the LEA must carry over into the coming LCAP year. The method for calculating the carryover obligation differs from carryover calculations for categorical programs, for example, because it is the carryover percentage that is applied to the following year, not the dollar amount. LEAs and COE reviewers should be mindful of this unique calculation when completing or reviewing this table. The LCFF Carryover table consists only of a summary row.

The summary row includes:

**9. Estimated Actual LCFF Base Grant (Input Dollar Amount):** This is the total amount of LCFF funding the LEA estimates it will receive for the current LCAP 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.

**6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** This is the total amount of LCFF supplemental and concentration grants the LEA estimates it will actually receive based on the number and concentration of unduplicated students in the current LCAP year, including the additional concentration grant add-on funding (15%).

**LCFF Carryover — Percentage:** This is the LCFF carryover — percentage identified in the LCFF Carryover table from the prior year's LCAP.

**10. Total Percentage to Increase or Improve Services for the Current School Year:** This is the percentage by which services for unduplicated students must be increased or improved compared to the services provided to all students in the current LCAP year, including the additional 15% concentration grant add-on and the LCFF carryover percentage from the prior year's LCAP.

**7. Total Estimated Actual Expenditures for Contributing Actions (LCFF Funds):** This amount is the total of the estimated actual expenditures for contributing actions.

**8. Total Estimated Actual Percentage of Improved Services (%):** This amount is the total of the Estimated Actual Percentage of Improved Services.

**11. Estimated Actual Percentage of Increased or Improved Services:** This percentage is the Total Estimated Actual Expenditures for Contributing Actions (7) divided by the LCFF Base Grant (9), then converting the quotient to a percentage and adding the Total Estimated Actual Percentage of Improved Services (8).

**12. LCFF Carryover — Dollar Amount:** If the Estimated Actual Percentage of Increased or Improved Services (11) is less than the Total Percentage to Increase or Improve Services for the Current School Year (10), the LEA will have LCFF carryover, and that carryover is expressed as a

dollar amount here. This amount is calculated by subtracting the Estimated Actual Percentage of Increased or Improved Services (11) from the Total Percentage to Increase or Improve Services for the Current School Year (10) and then multiplying by the Estimated Actual LCFF Base Grant (9).

**13. LCFF Carryover — Percentage:** This percentage is the unmet portion of the percentage to increase or improve services that the LEA must carry over into the coming LCAP year. The percentage is calculated by dividing the LCFF Carryover (12) by the Estimated Actual LCFF Base Grant (9).

**Review Recommendation** — Reviewers should verify that the estimated actual LCFF base grant and the estimated actual LCFF supplemental and/or concentration grants correlate with the amounts identified for the current year in the adopted budget LCFF calculator and ensure that the LCFF Carryover Percentage from the prior year matches the prior year's LCAP. Reviewers may need to seek clarification if the information presented is internally inconsistent, or inconsistent with the summary information presented in the other tables.

## Appendices

- [Appendix A - LCAP Template Compliance Review Checklist](#)
- [Appendix B - Order of LCAP docs for posting](#)
- [Appendix C - LCAP/Budget Approval Process](#)
- [Appendix D - Links to: LCAP Templates; Budget Overview for Parents Template; California Education Code and Code of Regulations](#)
- [Appendix E - LCAP Definitions and Code Requirements](#)

# Appendix A - LCAP Template Compliance Review Checklist

[Appendix A\\_1\\_Budget\\_Overview.docx](#)

[Appendix A\\_2\\_2024-25 LCAP Template and Instructions](#)

[Appendix A\\_3\\_ActionTables](#)

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

### 2024-25 LOCAL CONTROL AND ACCOUNTABILITY PLAN REVIEW CRITERIA

**Instructions to reviewer:** Mark the Yes box next to each criterion to indicate whether the criteria are met based on the review of the LCAP and related documents. If criteria are not met and follow-up is required, use the space provided after each section. The Page Reference box may be used to help track where the criteria are met (or not met) in the document. Note: Unless otherwise indicated, all criteria fall under COE Approval Criteria EC 52070(d)(1) – Adherence to the template adopted by the state board.

#### (1) Use of Template

Yes	Page Ref#	Approval Criteria
<input type="checkbox"/>		(a) The LCAP adheres to the template adopted by SBE and includes instructions.
Comments/Follow Up Required:		

#### (2) Plan Summary

Yes	Page Ref#	Approval Criteria
<input type="checkbox"/>		(2a) LEA name, contact name, title, email address, and phone number are provided.
<input type="checkbox"/>		(2b) LCAP Year: Correct year (2024-25) is listed.
<input type="checkbox"/>		(2c) <b>General Information:</b> Includes brief description of the LEA, its schools, and its students in grades TK-12, as applicable to the LEA. For example, information about an LEA in terms of geography, enrollment or employment, the number and size of specific schools, recent community challenges, and other such information as an LEA wishes to include to enable a reader to more fully understand an LEA's LCAP.
<input type="checkbox"/>		(2d) The LEA identifies all schools receiving Equity Multiplier funding.

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

		(2e) <b>Reflections: Annual Performance:</b> A reflection on annual performance based on a review of the California School Dashboard and local data.
		<p>(2e.1) An LEA must identify the following, which will remain unchanged for the three-year LCAP cycle:</p> <ul style="list-style-type: none"> <li>- Any school with lowest performance level on one or more indicator on the 2023 Dashboard</li> <li>- Any student group with the lowest performance level on one or more indicator on the 2023 Dashboard</li> <li>- Any student group within a school with the lowest performance level on one or more indicator on the 2023 Dashboard</li> </ul>
		(2e.2) LEA may include a reflection on successes and challenges identified by the LEA
		(2e.3) LEA is encouraged to highlight how they are addressing identified needs of student groups, and/or schools as part of this response.
		(2f) <b>Reflections: Technical Assistance:</b> A summary of the work underway as part of technical assistance.
		(2f.1) LEA annually identifies the reason(s) the LEA is eligible for technical assistance.
		<p>(2f.2) LEA provides a summary of the work underway as part of receiving technical assistance.</p> <ul style="list-style-type: none"> <li>- If the LEA is not eligible for or receiving technical assistance, the LEA may respond to this prompt as "Not Applicable."</li> </ul>

Comments/Follow Up Required:

### (3) Comprehensive Support and Improvement

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

Yes	Page Ref#	Approval Criteria
		(3a) <b>Comprehensive Support and Improvement:</b> Identifies schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act (ESSA) and describes LEA plans to address needs of school sites.
		(3a.1) Schools Identified: LEA has identified schools identified for CSI.
		(3a.2) Support for Identified Schools: Describes how the LEA supported identified schools in developing CSI plans that included a school-level needs assessment, selection of evidence-based interventions, and identification of any resource inequities to be addressed.
		(3a.3) Monitoring and Evaluating Effectiveness: Describes how the LEA will monitor and evaluate the implementation and effectiveness of CSI plans.
Comments/Follow Up Required:		

### (4) Engaging Educational Partners

Yes	Page Ref#	Approval Criteria
		(4a) Complete the table – Educational Partners: LEA identifies applicable educational partner(s) or group(s) engaged in developing the LCAP. Partners 4a.7, 4a.8, and 4a.9 are encouraged but not required for LEAs.
		(4a.1) Parents
		(4a.2) Students
		(4a.3) Teachers
		(4a.4) Principals and Administrators
		(4a.5) Other School Personnel
		(4a.6) Local Collective Bargaining Units, as applicable (not required for Charters)



## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:		Hearing Date:	
Submission Date:		Adoption Date:	
LCAP Version:		{COE Use}	
Reviewer(s):		{COE Use}	
Review Date(s):		{COE Use}	

		(4a.7) Parent Advisory Committee, as applicable (not required for Charters)
		(4a.8) English Language Parent Advisory Committee, as applicable (not required for Charters)
		(4a.9) Special Education Local Plan Area Administrator, as applicable (not required for Charters)
		(4b) Complete the table – <b>Process for Engagement:</b> The LEA describes the engagement process used to involve the identified educational partner(s) in the development of the LCAP. At a minimum, the LEA must describe how it met its obligation to consult with all statutorily required educational partners, as applicable to the type of LEA.
		(4b.1) A sufficient response will provide clear, specific information about how the engagement process influenced the development of the LCAP. This may include a description of how the LEA prioritized requests of educational partners within the context of the budgetary resources available or otherwise prioritized areas of focus within the LCAP.
		(4c) A description of how the adopted LCAP was influenced by the feedback provided by educational partners. The LEA describes any goals, metrics, actions, or budgeted expenditures in the LCAP that were influenced by or developed in response to educational partner feedback.
		(4c.1) An LEA receiving Equity Multiplier funds must include a description of how the consultation with educational partners at schools generating Equity Multiplier funds influenced the development of the LCAP.

Comments/Follow Up Required:

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### (5) Goals and Actions – Goal Types and Requirements

Yes	Page Ref#	Approval Criteria
		(5a) Goals are numbered and all required fields have been completed.

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

		<p>(5b) <b>Focus Goal:</b> *LEAs receiving Equity Multiplier funding must include one or more Equity Multiplier focus goals for each school generating Equity Multiplier funding. An LEA may create a single goal for multiple Equity Multiplier school sites if those school sites have similar student groups performing at the lowest levels on similar performance indicators and similar issues with educators.</p>
		<p>(5b.1) Focus Goal Description: The description for a Focus goal must be specific, measurable, and time bound. The Focus Goal can explicitly reference the metric(s) by which achievement of the goal will be measured and the time frame according to which the LEA expects to achieve the goal.</p>
		<p>(5b.2) Focus Goal Explanation: Explain why the LEA has chosen to prioritize this goal. Explanation must</p> <ul style="list-style-type: none"> <li>- Be based on Dashboard data or other locally collected data.</li> <li>- Describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners.</li> </ul>
		<p>(5b.3) Required Focus Goal(s) for LEAs Receiving Equity Multiplier Funding Description: In addition to addressing the focus goal requirements described above (line 5b.1), LEAs must address the following:</p> <ul style="list-style-type: none"> <li>- All student groups that have the lowest performance level on one or more state indicators on the Dashboard, and</li> <li>- Any underlying issues in the credentialing, subject matter preparation, and retention of the school</li> <li>- Identify specific metrics for each identified student group, as applicable</li> </ul>
		<p>(5b.4) Equity Multiplier Focus Goal Explanation: LEA explains why it has chosen to prioritize this goal. Explanation must</p> <ul style="list-style-type: none"> <li>- Be based on Dashboard data or other locally collected data.</li> <li>- Describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners</li> </ul>

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

		<ul style="list-style-type: none"> <li>- Identify the school or schools to which the goal applies</li> </ul>
		<b>(5c) Broad Goal:</b>
		<p>(5c.1) Broad Goal Description: Each Broad Goal includes a description of what the LEA plans to achieve through the actions included in the goals. The description</p> <ul style="list-style-type: none"> <li>- Must be clearly aligned with the expected measurable outcomes included for the goal.</li> <li>- Organizes the actions and expected outcomes in a cohesive and consistent manner.</li> <li>- Is specific enough to be measurable in either quantitative or qualitative terms. While it is specific enough to be measurable, there are many different metrics for measuring progress toward the goal.</li> </ul>
		(5c.2) Broad Goal Explanation: For each Broad Goal, the LEA explains why the LEA developed the goal and how the actions and metrics grouped together will help achieve the goal.
		<b>(5d) Maintenance of Progress Goal:</b>
		(5d.1) Maintenance of Progress Goal Description: Each Maintenance Goal includes a description of how the LEA intends to maintain the progress made in the LCFF State Priorities not addressed by the other goals in the LCAP.
		(5d.2) Maintenance of Progress Goal Explanation: For each Maintenance Goal, the LEA describes how the actions will sustain the progress exemplified by the related metrics.
Comments/Follow Up Required:		
<b>(6) Goals and Actions - Measuring and Reporting Results</b>		
Yes	Page Ref#	Approval Criteria

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

		(6a) LEA has completed the Measuring and Reporting Results section under each Goal in the LCAP.
		(6b) <b>Metric #:</b> LEA identifies the metric number.
		(6c) <b>Metric:</b> LEA identifies 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.
		(6d) <b>Baseline:</b> LEA provides baseline data for 2024-25.
		(6e) <b>Year 1 Outcome:</b> Should be left blank. To be completed for the 2025-26 LCAP.
		(6f) <b>Year 2 Outcome:</b> Should be left blank. To be completed for the 2026-27 LCAP.
		(6g) <b>Target for Year 3 Outcome:</b> LEA enters the target outcome for the relevant metric the LEA expects to achieve by the end of the three-year LCAP cycle.
		(6h) <b>Current Difference from Baseline:</b> Should be left blank. To be completed for the 2025-26 LCAP.

Comments/Follow Up Required:

### (7) Goal Analysis

Yes	Page Ref#	Approval Criteria
		<i>When completing the 2024-25 LCAP, use the 2023-24 LCAP Annual Update template to complete the Goal Analysis and identify the Goal Analysis prompts in the 2024-25 LCAP as "Not Applicable."</i>

Comments/Follow Up Required:

### (8) Goals and Actions - Actions

Yes	Page Ref#	Approval Criteria
		(8a) Complete the table - For each Action, the LEA provides the following:

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

		(8a.1) <b>Action #:</b> LEA provides an action number.
		(8a.2) <b>Title:</b> LEA provides a short title for each action.
		<p>(8a.3) <b>Description:</b> LEA provides a brief description for each action.</p> <ul style="list-style-type: none"> <li>- For actions that contributed to meeting the increased or improved services requirement, the LEA may include an explanation of how each action is principally directed towards and effective in meeting the LEA's goal for unduplicated students.</li> <li>- For each action identified as 1) contributing towards the requirement to increase or improve services for foster youth, English learners, including long-term English learners, and low-income students, and 2) being provided on an LEA-wide basis, the LEA must identify one or more metrics to monitor the effectiveness of the action and its budgeted expenditures.</li> <li>- These required metrics may be identified within the action description or the first prompt in the increased or improved services section; however, the description must clearly identify the metric(s) being used to monitor effectiveness of the action and the action(s) that the metric(s) apply to.</li> </ul>
		(8a.4) <b>Total Funds:</b> LEA provide the total amount of expenditures associated with each action.
		<p>(8a.5) <b>Contributing:</b> LEA indicates whether each action contributes toward meeting the increased or improved services requirement as described in the Increased or Improved Services section (Y or N).</p>
		<p>(8b) Actions for Foster Youth: LEA has included specific actions in the LCAP designed to meet the needs specific to Foster Youth students. ENCOURAGED for LEAs whose Foster Youth subgroup is numerically significant.</p>
		<b>(8c) Required Actions</b>

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

		<p>(8c.1) For LEAs with 30 or more English learners and/or 15 or more long-term English learners must include specific actions in the LCAP related to, at a minimum:</p> <ul style="list-style-type: none"> <li>- Language acquisition programs provided to students, and</li> <li>- Professional development for teachers</li> </ul>
		<p>(8c.2) For LEAs that have both 30 or more English learners and 15 or more long-term English learners, the LEA must include actions for both English learners and long-term English learners.</p>
		<p>(8c.3) LEAs eligible for technical assistance must include specific actions related to the implementation of the work underway as part of technical assistance.</p>
		<p>(8c.4) LEAs that have Red Dashboard indicators for (1) a school within the LEA, (2) a student group within the LEA, and/or (3) a student group within any school within the LEA must include one or more specific actions.</p> <ul style="list-style-type: none"> <li>- The specific action(s) must be directed towards the identified student group(s) and/or school(s) and must address the identified state indicator(s) for which the student group or school received the lowest performance level on the 2023 Dashboard.</li> <li>- Each student group and/or school that received the lowest performance level on the 2023 Dashboard must be addressed by one or more actions.</li> </ul>

Comments/Follow Up Required:

### (9) Goals and Actions – State Priorities and Required Metrics

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

Yes	Page Ref#	Approval Criteria
		(9a) State Priority 1: Basic: LEA addresses this priority, whether through actions or metrics outlined in the LCAP, specifically addressing the following:
		(9a.1) Teachers are appropriately assigned and fully credentialed in the subject areas and for the pupils they are teaching.
		(9a.2) Every pupil has sufficient access to standards-aligned instructional materials.
		(9a.3) School facilities are maintained in good repair.
		(9b) State Priority 2: Implementation of State Standards: LEA addresses this priority, whether through actions or metrics outlined in the LCAP, specifically addressing the following:
		(9b.1) Implementation of the academic content and performance standards adopted by the state board.
		(9b.2) How the programs and services will enable English learners to access the CCSS and the ELD standards for purposes of gaining academic content knowledge and English language proficiency.
		(9c) State Priority 3: Parent Involvement and Family Engagement: LEA addresses this priority, whether through actions or metrics outlined in the LCAP, specifically addressing the following:
		(9c.1) Efforts the LEA makes to seek parent input in making decisions for the LEA and each individual school site.
		(9c.2) How the LEA will promote parental participation in programs for unduplicated pupils.
		(9c.3) How the LEA will promote parental participation in programs for individuals with exceptional needs.
		(9d) State Priority 4: Pupil Achievement: LEA addresses this priority, whether through actions or metrics outlined in the LCAP, specifically addressing the following:
		(9d.1) Performance on Statewide assessments.
		(9d.2) Percentage of pupils who have successfully completed courses that satisfy the requirements for entrance to the UC or CSU.

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

		(9d.3) Percent of pupils who have successfully completed courses that satisfy requirements for CTE sequences or programs of study that align with state board approved CTE standards and frameworks.
		(9d.4) Percentage of pupils who have successfully completed courses that satisfy the requirements for entrance to the UC or CSU and career technical education sequences or programs of study.
		(9d.5) Percentage of English learner pupils who make progress toward English proficiency; or any subsequent assessment of English proficiency, as certified by the state board.
		(9d.6) English learner reclassification rate.
		(9d.7) Percentage of pupils who have passed an advanced placement examination with a score of 3 or higher.
		(9d.8) Percentage of pupils who participate in, and demonstrate college preparedness pursuant to, the Early Assessment Program, or any subsequent assessment of college preparedness.
		(9e) State Priority 5: Pupil Engagement: LEA addresses this priority, whether through actions or metrics outlined in the LCAP, specifically addressing the following:
		(9e.1) School attendance rates
		(9e.2) Chronic absenteeism rates
		(9e.3) Middle school dropout rates
		(9e.4) High school dropout rates
		(9e.5) High school graduation rates
		(9f) State Priority 6: School Climate: LEA addresses this priority, whether through actions or metrics outlined in the LCAP, specifically addressing the following:
		(9f.1) Pupil suspension rates
		(9f.2) Pupil expulsion rates
		(9f.3) Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness



## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

		(9g) State Priority 7: Course Access: LEA addresses this priority, whether through actions or metrics outlined in the LCAP, specifically addressing the following:
		(9g.1) Extent to which pupils have access to and are enrolled in a broad course of study that includes all of the subject areas described in Section 51210 and Section 51220(a) to (i), as applicable.
		(9g.2) Programs and services developed and provided to unduplicated pupils
		(9g.3) Programs and services developed and provided to individuals with exceptional needs
		(9h) State Priority 8: Other Pupil Outcomes: LEA addresses this priority, whether through actions or metrics outlined in the LCAP, specifically addressing the following:
		(9h.1) Pupil outcomes, if available, in the subject areas described in Section 51210 and subdivisions (a) to (i), inclusive of Section 51220, as applicable.

Comments/Follow Up Required:

### (10) Increased or Improved Services for Foster Youth (FY), English Learners (EL), and Low-Income (LI) Students

Yes	Page Ref#	Approval Criteria
		(10a) <b>Total Projected LCFF Supplemental and/or Concentration Grants:</b> LEA specifies the amount of LCFF supplemental and concentration grant funds the LEA estimates it will receive in the coming year based on the number and concentration of foster youth, English learner, and low-income students.  This amount includes the Additional 15% LCFF Concentration Grant.
		(10a.1) Amount agrees with the FCMAT LCFF Calculator.
		(10b) <b>Projected Additional 15 Percent LCFF Concentration Grant:</b> LEA specifies the amount of additional LCFF concentration grant add-on funding (EC 42238.02) that the LEA estimates it will receive in the coming year.

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:		Hearing Date:	
Submission Date:		Adoption Date:	
LCAP Version:		{COE Use}	
Reviewer(s):		{COE Use}	
Review Date(s):		{COE Use}	

		(10c) <b>Projected Percentage to Increase or Improve Services for the Coming School Year:</b> LEA specifies the estimated percentage by which services for unduplicated pupils must be increased or improved as compared to services provided to all pupils in the LCAP year as calculated pursuant to 5 CCR 15496(a)(7).
		(10c.1) Percentage to increase or improve services agrees with FCMAT LCFF Calculator.
		(10d) <b>LCFF Carryover – Percentage:</b> LEA specifies the LCFF Carryover Percentage identified in the LCFF Carryover Table or specifies 0.00% if no carryover is identified.
		(10e) <b>LCFF Carryover – Dollar:</b> LEA provides the LCFF Carryover Dollar amount identified in the LCFF Carryover Table or specifies \$0 if no carryover is identified.
		(10f) <b>Total Percentage to Increase or Improve Services for the Coming School Year:</b> LEA provides a total percentage to increase or improve services which is equal to the sum of the Projected Percentage to Increase or Improve Services for the Coming School Year and the Proportional LCFF Required Carryover Percentage, pursuant to 5 CCR Section 15496(a)(7).

Comments/Follow Up Required:

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### (11) Increased or Improved Services for FY, EL, and LI Students – Required Descriptions

Yes	Page Ref#	Approval Criteria
		<p>(11a) <b>LEA-wide and Schoolwide Contributing Actions:</b> For <u>each action</u> in the Goals and Actions section identified as contributing to the increased or improved services requirement being provided to an entire LEA or school, the LEA provides an explanation of (1) the unique identified need(s) of the unduplicated student group(s) for whom the action is principally directed, (2) how the action is designed to address the identified need(s) and why it is being provided on an LEA or schoolwide basis, and (3) the metric(s) used to measure the effectiveness of the action in improving outcomes for the unduplicated student group(s).</p> <ul style="list-style-type: none"> <li>- If the LEA has provided this required description in the Action Descriptions, state as such within the table. If stated, review the components in the Action Descriptions.</li> </ul>

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:		Hearing Date:	
Submission Date:		Adoption Date:	
LCAP Version:		{COE Use}	
Reviewer(s):		{COE Use}	
Review Date(s):		{COE Use}	

		(11a.1) <b>Goals and Action #(s):</b> LEA identifies the goal and action number of each LEA-wide and schoolwide contributing action.
		(11a.2) <b>Identified Need(s):</b> LEA provides an explanation of the unique identified need(s) of the LEA's unduplicated student group(s) for whom the action is principally directed. The LEA explains the need(s), condition(s), or circumstance(s) of its unduplicated student group(s) identified through a needs assessment.
		(11a.3) <b>How the Action(s) are Designed to address Need(s) and Why it is Provided on an LEA-wide or Schoolwide Basis:</b> LEA provides an explanation of how the action as designed will address the unique identified need(s) of the LEA's unduplicated student group(s) for whom the action is principally directed and the rationale for why the action is being provided on an LEA-wide or schoolwide basis
		(11a.4) <b>Metric(s) to Monitor Effectiveness:</b> LEA identifies the metric(s) being used to measure the progress and effectiveness of the action(s).
		(11b) <b>Limited Actions:</b> For each action being solely provided to one or more unduplicated student group(s), the LEA provides an explanation of (1) the unique identified need(s) of the unduplicated student group(s) being served, (2) how the action is designed to address the identified need(s), and (3) how the effectiveness of the action in improving outcomes for the unduplicated student group(s) will be measured.  <ul style="list-style-type: none"> <li>- If the LEA has provided the required descriptions in the Action Descriptions, state as such. If stated, review the components in the Action Descriptions.</li> </ul>
		(11b.1) <b>Goal and Action #:</b> LEA identifies the goal and action number of each limited action.
		(11b.2) <b>Identified Need(s):</b> LEA explains the unique identified need(s) of the unduplicated student group(s) being served identified through the LEA's needs assessment.
		(11b.3) <b>How the Action(s) are Designed to address Need(s):</b> LEA provides an explanation of how the action as designed will address the unique identified need(s) of the unduplicated student group(s) being served.
		(11b.4) <b>Metric(s) to Monitor Effectiveness:</b> LEA identifies the metric(s) being used to measure the progress and effectiveness of the action(s).
		(11c) <b>Planned Percentage of Improved Services:</b> For any limited action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

		Improved Services in the Contributing Summary Table rather than an expenditure of LCFF funds, the LEA describes the methodology that was used to determine the contribution of the action towards the proportional percentage, as applicable.
		(11c.1) For each action with an identified Planned Percentage of Improved Services, the LEA identifies the goal and action number and describes the methodology that was used.
		(11c.2) When identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards the proportional percentage. The percentage of improved services for an action corresponds to the amount of LCFF funding that the LEA estimates it would expend to implement the action if it were funded.
		(11d) <b>Additional Concentration Grant Funding:</b> An LEA that receives the additional concentration grant add-on described in EC Section 42238.02 is required to demonstrate how it is using these funds to increase the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55% as compared to the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is equal to or less than 55%. <ul style="list-style-type: none"> <li>- The staff who provide direct services to students must be certificated staff and/or classified staff employed by the LEA.</li> <li>- Classified staff includes custodial staff.</li> </ul>
		(11d.1) An LEA that does not receive the concentration grant add-on funding must indicate that a response to this prompt is not applicable.
		(11d.2) The LEA identifies goal and action numbers of the actions in the LCAP that the LEA is implementing to meet the requirement to increase the number of staff providing direct services to students at schools with an enrollment of unduplicated students that is greater than 55%.

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

		(11d.3) LEAs that do not have comparison schools from which to describe how it is using the concentration grant add-on funds, such as a single school LEA or an LEA that only has schools with an enrollment of unduplicated students that is greater than 55%, must describe how it is using the funds to increase the number or credentialed staff, classified staff, or both, including custodial staff, who provide direct services to students at selected schools and the criteria used to determine which schools require additional staffing support.
		(11d.4) In the event that an additional concentration grant add-on is not sufficient to increase staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55%, the LEA must describe how it is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55%.
		(11e) <b>Staff to Student Ratios by Type of School and Concentration of Unduplicated Students</b> - LEAs that do not have comparison schools such as a single school LEA or an LEA that only has schools with an enrollment of unduplicated students that is greater than 55% should indicate N/A. Complete the table as follows:
		<p>(11e.1) Staff-to-Student Ratio – Classified: LEA provides staff-to-student ratio of classified staff providing services to students with a concentration of unduplicated students that is 55% or less and the staff-to-student ration of classified staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55%, as applicable to the LEA.</p> <ul style="list-style-type: none"> <li>- The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High School), as applicable to the LEA.</li> <li>- The staff-to-student ratio must be based on the number of full-time equivalent (FTE) staff and the number of enrolled students as counted on the first Wednesday in October of each year.</li> </ul>
		<p>(11e.2) Staff-to-Student Ratio – Certificated: LEA provides staff-to-student ratio of certificated staff providing services to students with a concentration of unduplicated students that is 55% or less and the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is greater than 55%, as applicable to the LEA.</p> <ul style="list-style-type: none"> <li>- The LEA may group its schools by grade span (Elementary, Middle/Junior High, and High School), as applicable to the LEA.</li> </ul>

## Local Control and Accountability Plan (LCAP) Compliance Review Template

LEA Name:			Hearing Date:	
Submission Date:			Adoption Date:	
LCAP Version:			{COE Use}	
Reviewer(s):			{COE Use}	
Review Date(s):			{COE Use}	

- The staff-to-student ratio must be based on the number of FTE staff and the number of enrolled students counted on the first Wednesday in October of each year.

**Comments/Follow Up Required:**

**(12) Additional County Superintendent Approval Criteria**

Yes	Page Ref#	Approval Criteria
		(12a) <b>Sufficient Expenditures in Budget to Implement LCAP:</b> LEA's adopted budget for the coming school year (2024-25) includes expenditures sufficient to implement the specific actions and strategies included in LCAP (EC Section 52070(d)(2)).
		(12b) <b>Adherence to SBE Expenditure Regulations:</b> LEA's LCAP adheres to the expenditure requirements pursuant to 5 CCR 15497, and the descriptions provided by LEA for all LEA-wide or schoolwide services fully demonstrate that it will increase and/or improve services for unduplicated pupils by the Total Percentage to Increase or Improve Services for the Coming School Year. LEA's descriptions address instructions for Limited Actions contributing to the Total Percentage to increase or improve services for the Coming School Year as applicable.
		(12c) <b>Calculation and Implementation of Carryover:</b> LEA's LCAP includes calculations pursuant to EC 42238.07(c), indicates the total planned and estimated actual percentage of improved services, identifies the required carry-over percentage and dollar amount as applicable, and describes how the use of these funds satisfy the requirements for contributing to increased or improved services.

**Comments/Follow Up Required:**

LCAP 2023-24 Annual Update Compliance Review Template

LEA Name:

Submission Date:

LCAP Version:

Reviewer(s):

Review Date(s):

Hearing Date:

Adoption Date:

{COE Use}

{COE Use}

{COE Use}

2023-24 ANNUAL UPDATE REVIEW CRITERIA

*Instructions to reviewer: Mark the Yes box next to each criterion to indicate whether the criteria are met based on the review of the LCAP Annual Update. If criteria are not met and follow-up is required, use the space provided after each section. The Page Reference box may be used to help track where the criteria are met (or not met) in the document. Note: Unless otherwise indicated, all criteria fall under COE Approval Criteria EC 52070(d)(1) – Adherence to the template adopted by the state board.*

(1) Use of Template

Yes	Page Ref#	Approval Criteria
		(1a) The LCAP 2023-24 Annual Update adheres to the template adopted by SBE and includes instructions.

Comments/Follow Up Required:

(2) LEA Information

Yes	Page Ref#	Approval Criteria
		(2a) LEA name, contact name, title, email address, and phone number are provided.

Comments/Follow Up Required:

(3) Goals and Actions - Goal

Yes	Page Ref#	Approval Criteria
		(3a) Goal #: Copy and paste verbatim from the 2023-24 LCAP.
		(3b) Goal Description: Copy and paste verbatim from the 2023-24 LCAP.

Comments/Follow Up Required:

LCAP 2023-24 Annual Update Compliance Review Template

LEA Name:		Hearing Date:	
Submission Date:		Adoption Date:	
LCAP Version:		{COE Use}	
Reviewer(s):		{COE Use}	
Review Date(s):		{COE Use}	

(4) Measuring and Reporting Results

	(4a) Metric: Copy and paste verbatim from the 2023-24 LCAP.
	(4b) Baseline: Copy and paste verbatim from the 2023-24 LCAP.
	(4c) Year 1 Outcome: Copy and paste verbatim from the 2023-24 LCAP.
	(4d) Year 2 Outcome: Copy and paste verbatim from the 2023-24 LCAP.
	(4e) Year 3 Outcome: LEA enters the most recent data available and indicates the school year to which the data applies.
	(4f) Desired Outcome for 2023-24: Copy and paste verbatim from the 2023-24 LCAP.

Comments/Follow Up Required:

(5) Goal Analysis

	(5a) LEA describes the overall implementation of the actions to achieve the articulated goal, including relevant challenges and successes experienced with the implementation process.
	(5a.1) LEA describes any instance where it did not implement a planned action or implemented a planned action that differs substantively from how it was described in the adopted LCAP.
	(5b) An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable.
	(5c) LEA describes the effectiveness or ineffectiveness of the specific actions in making progress toward the goal during the three-year LCAP cycle.
	(5d) LEA describes any changes made to the goal, expected outcomes, metrics, desired outcomes, or actions as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.



**LCAP 2023-24 Annual Update Compliance Review Template**

LEA Name:	
Submission Date:	
LCAP Version:	
Reviewer(s):	
Review Date(s):	

Hearing Date:	
Adoption Date:	
{COE Use}	
{COE Use}	
{COE Use}	

	(5d.1) For actions that have been identified as ineffective, LEA identifies the ineffective action and includes a description of the reason(s) for the ineffectiveness and how changes to the action will result in a new or strengthened approach.
Comments/Follow Up Required:	

## Appendix B - Order of LCAP docs for posting

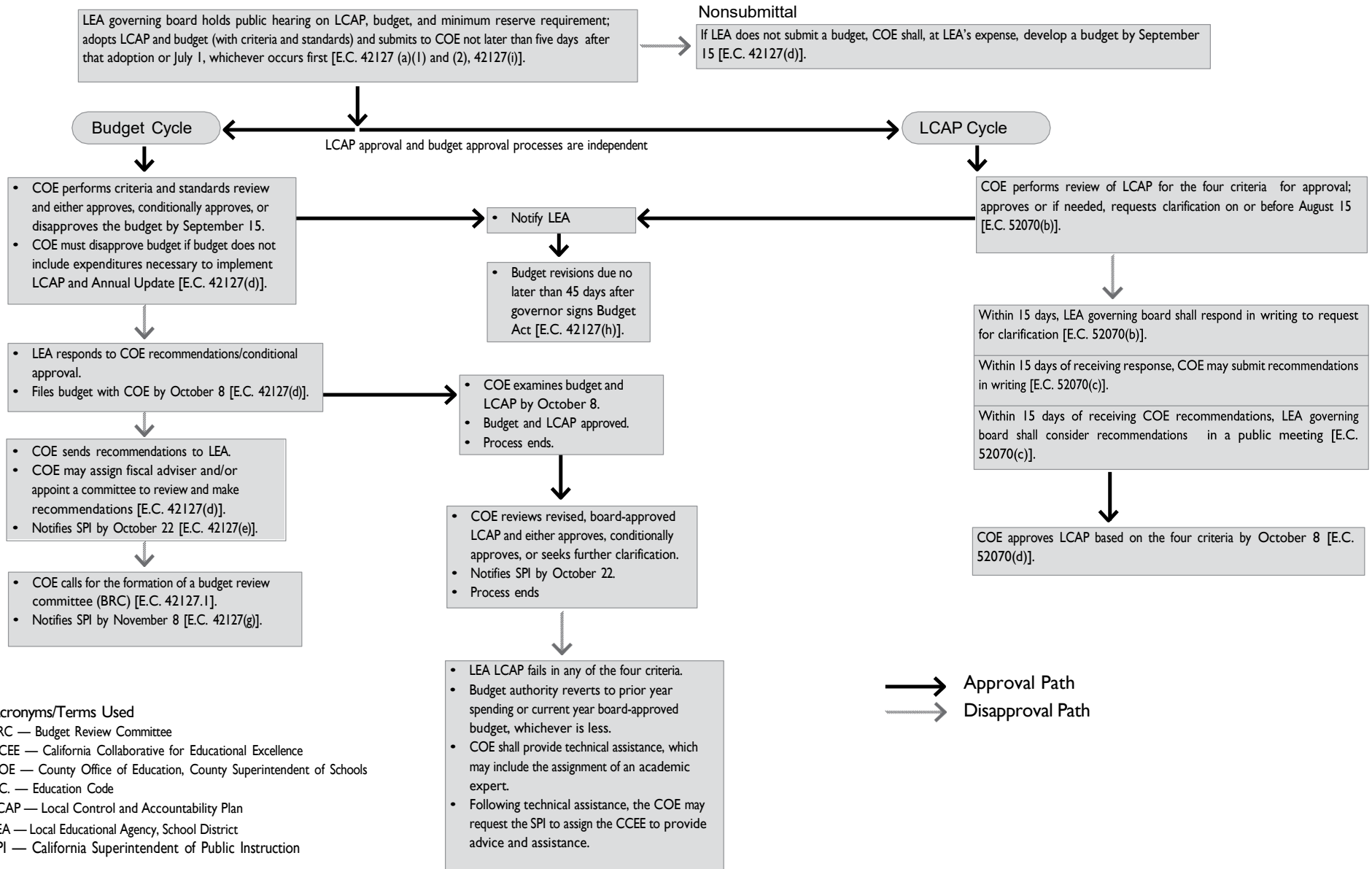
The components of the LCAP for the 2024–2025 LCAP year must be posted as one document assembled in the following order:

- LCFF Budget Overview for Parents
- Plan Summary
- Engaging Educational Partners
- Goals and Actions
- Increased or Improved Services for Foster Youth, English Learners, and Low-income students
- Action Tables
- Instructions

[More Information on can be found at CDE at by clicking here](#)

## Appendix C - LCAP/Budget Approval Process

## Budget/LCAP Adoption Process



**Acronyms/Terms Used**

- BRC — Budget Review Committee
- CCEE — California Collaborative for Educational Excellence
- COE — County Office of Education, County Superintendent of Schools
- E.C. — Education Code
- LCAP — Local Control and Accountability Plan
- LEA — Local Educational Agency, School District
- SPI — California Superintendent of Public Instruction

# Appendix D - Links to: LCAP Templates; Budget Overview for Parents Template; California Education Code and Code of Regulations

## LCAP Template Links

- [LCFF Budget Overview for Parents](#)
- [2024-25 LCAP Template & Instructions](#)
- [2024-25 LCAP Action Tables](#)

## CA Code of Regulations and Education Code Links

- [California Code of Regulations pertaining to LCFF](#) (§15494-15497)
- [California Education Code pertaining to LCAP](#) (§52059.5-52077)

# Appendix E - LCAP Definitions and Code Requirements

- [Comprehensive Support and Improvement](#)
- [Consult](#)
- [English Learner Parent Advisory Committee \(ELPAC\)](#)
- [Parent Advisory Committee \(PAC\)](#)
- [LCAP Requirements - Actions and Eight State Priorities](#)
- [LCAP Template](#)
- [Statewide System of Support](#)

## Comprehensive Support and Improvement

In accordance with the Every Student Succeeds Act (ESSA), schools are eligible for CSI when they are identified in one of the following two categories:

- The “CSI-Low Graduation Rate Schools” category for 2022 consists of schools that have a three-year average high school graduation rate below 68%. This graduation rate criterion applies to both Title I-funded schools and schools that did not receive Title I funds. In addition, schools must have graduation rate data for both 2020 and 2021 to be eligible for identification in this category.

Please note that Dashboard Alternative School Status (DASS) schools qualifying under this criteria will not be identified by the CDE as “CSI Schools”, but rather as “DAAS Community of Practice” schools to allow for clear distinction of the uniqueness of the DASS schools and the services that they provide to their students.

- The “CSI-Lowest Performing Schools” category, for 2022, consists of schools that received Title I funding for the 2021-22 school year and are the lowest performing schools based on the 2022 California School Dashboard data. At least five percent of the Title I-funded schools must be identified in this category.

School identification categories are hierarchical. Schools can only be identified in one category for any given school year. The first identification group is CSI-Low Graduation Rate Schools (including DASS Community of Practice Schools). Schools identified for CSI based on graduation rate that happened to also be Title I-funded are removed from the pool before identifying Title I-funded schools in the CSI-Lowest Performing Schools category.

After schools are determined eligible for CSI – Low Graduation Rate, school eligibility for CSI – Low Performing is determined from the pool of remaining Title I schools. The criteria outlined below will only apply for 2022–23 CSI – Low Performing eligibility determinations. California will identify not less than five percent of Title I schools for CSI – Low Performing using the following hierarchical criteria:

- Schools with all indicators at the lowest status level
- Schools with all indicators at the lowest status level except one, which may be any other

status level;

- Schools with five or more indicators where the majority are at the lowest status level

LEAs with schools in CSI must answer three prompts in the Plan Summary of the LCAP. LEAs with no schools in CSI should indicate “N/A” for these prompts. COEs are not responsible for reviewing or approving the CSI plan, and school districts are not to include the plan with the LCAP.

## **Consult**

### **School Districts**

Education Code Section 52060(g) requires a district to consult with teachers, principals, administrators, other school personnel, local bargaining units of the district, parents and pupils in developing a local control and accountability plan. The provision does not require the superintendent to respond in writing to comments received during the consultation(s). Consultation with pupils, as used in Education Code Sections 52060 and 42238.02, requires a process to enable pupils, including unduplicated students and other student groups large enough to receive a performance level on the Dashboard, to review and comment on the development of the LCAP. Education Code 48985 specifies translation requirements for notices, reports, statements or records sent to a parent or guardian.

Education Code Section 52062(a)(5) requires a district to consult with its special education local plan area administrator or administrators to ensure that specific actions for individuals with exceptional needs are included in the LCAP or annual update to the LCAP, and are consistent with strategies included in the annual assurances support plan for the education of individuals with exceptional needs.

### **County Offices of Education**

Education Code Section 52066(g) requires the county superintendent of schools to consult with teachers, principals, administrators, other school personnel, local bargaining units of the county office of education, parents and pupils in developing an LCAP. The provision does not require the county superintendent to respond in writing to comments received during the consultation(s).

Education Code Section 52068(a)(5) requires the county superintendent of schools to consult with its special education local plan area administrator or administrators to ensure that specific actions for individuals with exceptional needs are included in the LCAP or annual update to the LCAP, and are consistent with strategies included in the annual assurances support plan for the education of individuals with exceptional needs.

### **Charter Schools**

Education Code Section 47606.5(d) requires a charter school to consult with teachers, principals, administrators, other school personnel, parents and pupils in developing an LCAP. The provision does not require the charter school to respond in writing to comments received during the consultation(s).

## **English Learner Parent Advisory Committee (ELPAC)**

### **School Districts**

Education Code Section 52063(b)(1) states that the governing board of a school district shall establish an English learner parent advisory committee if the enrollment of the school district includes at least 15% English learners and the school district enrolls at least 50 pupils who are English learners. A majority of committee members must be parents of English learners.

Education Code Section 52063(b)(2) does not require the governing board of the school district to establish a new English learner parent advisory committee if the governing board already has established a committee that meets the requirements of this subdivision. Education Code Section 52062(a)(2) requires the superintendent to present the LCAP to the English learner parent advisory committee for review and comment. The superintendent shall respond in writing to comments received from the committee.

### **County Offices of Education**

Education Code Section 52069(b)(1) states that the county superintendent of schools shall establish an English learner parent advisory committee if the enrollment of the pupils in the schools and programs operated by the county superintendent of schools includes at least 15% English learners and the schools and programs operated by the county superintendent of schools enroll at least 50 pupils who are English learners.

Education Code Section 52069(b)(2) does not require the county superintendent of schools to establish a new English learner parent advisory committee if the county superintendent of schools already has established a committee that meets the requirements of this subdivision.

Education Code Section 52068(a)(2) requires the county superintendent of schools to present the LCAP to the English learner parent advisory committee for review and comment. The county superintendent of schools shall respond in writing to comments received from the committee.

### **Parent Advisory Committee (PAC)**

#### **School Districts**

Education Code Section 52063(a)(1) requires districts to establish a parent advisory committee that includes parents of students as defined in Education Code Section 42238.01 (English learner, low income, and foster youth) to provide advice to the governing board and superintendent regarding LCAPs. A majority of the members must be parents.

Education Code Section 52063(a)(3) does not require the governing board of the school district to establish a new parent advisory committee if it has already established a parent advisory committee that meets the requirements of this subdivision, including any committee established to meet the requirements of the federal Elementary and Secondary Education Act, as amended by the federal Every Student Succeeds Act (Public Law 114-95), pursuant to Section 1116 of Subpart 1 of Part A of Title I of that act.

Education Code Section 52062(a)(1) requires the superintendent to present the LCAP to the parent advisory committee for review and comment. The superintendent shall respond in writing to comments received from the committee.

#### **County Offices of Education**

Education Code Section 52069(a)(1) requires the county superintendent of schools to establish a parent advisory committee that includes parents of students as defined in Education Code Section 42238.01 (English learner, low income, and foster youth) to provide advice to the governing board and superintendent regarding LCAPs. A majority of the members must be parents.

Education Code Section 52069(a)(3) does not require the county superintendent of schools to establish a new parent advisory committee if it has already established a parent advisory committee that meets the requirements of this subdivision, including any committee established to meet the requirements of the federal Elementary and Secondary Education Act, as amended by the federal Every Student Succeeds Act (Public Law 114-95), pursuant



to Section 1116 of Subpart 1 of Part A of Title I of that act.

Education Code Section 52068(a)(1) requires the county superintendent of schools to present the LCAP to the parent advisory committee for review and comment. The county superintendent of schools shall respond in writing to comments received from the committee.

## **LCAP Requirements – Actions and Eight State Priorities**

Education Code Section 52060(d) identifies eight state priorities that shall be addressed annually in the LEA's goals.

### **Basic**

Education Code Section 52060(d)(1) — Teachers are appropriately assigned and fully credentialed in the subject area for the pupils they teach, every pupil has sufficient access to standards-aligned instructional materials, and school facilities are maintained in good repair.

### **Implementation of State Standards**

Education Code Section 52060(d)(2) — Implementation of academic content and performance standards and English language development standards, including how the programs and services will enable English learners to access the common core academic content standards and the English language development (ELD) standards to gain academic content knowledge and English language proficiency.

### **Parental Involvement**

Education Code Section 52060(d)(3) — Efforts to seek parent input in decision making at the district and each school site, including how the school district will promote parental participation in programs for unduplicated students and individuals with exceptional needs.

### **Pupil Achievement**

Education Code Section 52060(d)(4) — Pupil achievement, as measured by all of the following, as applicable:

- Statewide assessments as certified by the SBE.
- The percentage of students who have successfully completed courses that satisfy University of California (UC) and California State University (CSU) entrance requirements (also known as A-G coursework).
- The percentage of students who have successfully completed career technical education sequences or programs of study that align with state board-approved career technical educational standards and frameworks.
- The percentage of students who have successfully completed both A-G coursework and career technical programs of study.
- The percentage of English learners who made progress on the English Language Proficiency Assessments for California (ELPAC) or any other subsequent assessment as certified by the SBE.
- English learner reclassification rate.
- The percentage of pupils who have passed an advanced placement test with a score of 3 or higher.

- The percentage of pupils who participate in and demonstrate college preparedness as assessed in the Early Assessment Program or any subsequent assessment of college preparedness.

### **Pupil Engagement**

Education Code Section 52060(d)(5) — Pupil engagement, as measured by all of the following, as applicable: school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates.

### **School Climate**

Education Code Section 52060(d)(6) — School climate, as measured by all of the following as applicable: pupil suspension rates, pupil expulsion rates, other local measures of pupils, parents and teachers on the sense of safety and school connectedness.

### **Course Access**

Education Code Section 52060(d)(7) — The extent to which pupils have access to, and are enrolled in, a broad course of study that includes all the subject areas listed for grades 1 to 6 in Education Code Section 51210 (English, mathematics, social science, science, visual and

performing arts, health, physical education, and other studies as prescribed by the local governing board), and all the subject areas for grades 7 to 12 listed in Education Code Section 51220 (English, social science, world language, physical education, science, mathematics, visual and performing arts, applied arts, career technical education, automobile driver education, and other studies as prescribed by the local governing board).

### **Other Pupil Outcomes**

Education Code Section 52060(d)(8) — Pupil outcomes in the subject areas listed in Education Code Section 51210 and Education Code Section 51220.

### **LCAP Template**

Education Code Section 52060 states that the governing board of each LEA shall, by July 1, 2014, adopt a local control and accountability plan using the template approved by the SBE, and that the plan shall be updated on or before July 1 of each year.

### **Plan Alignment**

To the extent practicable, per Education Code Section 52060(f), data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard maintained by the CDE, pursuant to Education Code Section 52064.5.

### **Public Hearing**

After the educational partners engagement activities and consultations to gather input to develop the LCAP and goals, the governing board shall hold at least one public hearing to solicit recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP or the annual update. The agenda for the public hearing shall be posted at least 72 hours before the public hearing and shall include the location of the hearing and where the proposed LCAP will be available for public inspection. The LCAP public hearing shall be held at the same meeting as the budget public hearing, as required by Education Code Section 42127(a)(1).

## Public Notification

Education Code Section 52062(a)(3) requires the superintendent to notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures, using the most efficient method of notification possible. A school district is not required to produce printed notices or to send notices by mail; however, all written notifications related to the LCAP are to be provided in compliance with the translation requirements in Education Code Section 48985.

## Qualitative Information (per Education Code Section 52060(d))

The term “qualitative information” is used to refer to descriptive information (as opposed to numerical data) gathered to evaluate the effectiveness of an LEA’s goals and actions related to the state’s priorities. These may include, but are not limited to, findings that result from school quality reviews or any other reviews. Qualitative data may also include information gathered from interviews or focus groups.

## Services

Services include, but are not limited to, those associated with the delivery of instruction, administration, facilities, pupil support, technology, and other general infrastructure needed to operate and deliver instruction and related services. To “improve services” means to increase the quality of services. To “increase services” means to increase the quantity of services.

## Statewide System of Support

California’s statewide system of support is one of the central components of California’s accountability and continuous improvement system. The overarching goal is to help LEAs and their schools meet the needs of each student they serve, with a focus on building local capacity

to sustain improvement and to effectively address disparities in opportunities and outcomes. California’s system of support includes three levels of supports to LEAs and schools:

**Level 1:** Support for all LEAs and schools

**Level 2:** Differentiated assistance

**Level 3:** Intensive interventions

County offices of education play a vital role in the statewide system of support by providing level 1 and level 2 support to LEAs. County offices of education also collaborate with the CDE, the SBE, the California Collaborative for Educational Excellence (CCEE), and designated lead agencies to ensure coherent and consistent implementation of support and assistance for continuous improvement across the state.