



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

2025-26 Edition (Year 2)
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California County Superintendents
Business and Administrative Services Committee (BASC)
Curricular Improvement & Support Committee (CISC)

Table of Contents

Introduction	3
County Office of Education Dual Role	6
COE Role: Support for LCAP Development	7
COE Role: LCAP Review — Four Criteria for Determining LCAP Approval	8
LCAP Review and Approval Process	11
LCFF Budget Overview for Parents	13
Approval of LCFF Budget Overview for Parents	13
Structure of the LCFF Budget Overview for Parents Template	13
Components of an LCAP Review	17
Template Narrative Sections	17
Plan Summary	17
Comprehensive Support and Improvement	19
Engaging Educational Partners	20
Goals and Actions	21
Increased or Improved Services	29
LCAP Action Tables	34
Review of Actions Tables	34
Appendices	43
Appendix A - LCAP Template Compliance Review Checklist	44
Appendix B - Order of LCAP docs for posting	66
Appendix C - LCAP/Budget Approval Process	67
Appendix D - Links to: LCAP Templates; Budget Overview for Parents Template; California Education Code and Code of Regulations	69
Appendix E - LCAP Definitions and Code Requirements	70

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 2024-25 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 their 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 second year of a three-year LCAP cycle. Senate Bill 153 (Committee on Budget and Fiscal Review), Chapter 38, Statutes of 2024 amended CA Education Code (EC) to require revisions of the LCAP and Annual Update template and instructions. Changes in this year's manual include changes in requirements and the LCAP template instituted by new legislation and the California Department of Education.

Changes in the **Plan Summary** section of the LCAP template and instructions include: The 2024 Dashboard presents performance level colors for state indicators except for the new Science Indicator, which will be "for informational purposes only".

- Long-Term English Learners (LTELs) have been added as a second student group in the English Learner Progress Indicator.
- LEAs must identify whether or not they have expended Learning Recovery Emergency Block Grant (LREBG). An LEA with unexpended LREBG funds must provide the goal and action number for each action that will be funded with LREBG funds and an explanation of the rationale for selecting each action funded with LREBG funds.

Changes in the **Goals and Actions** section of the LCAP template and instructions to include:

- **Goal Description:** LEAs must identify the student groups and the performance levels on the Dashboard that the Focus Goal is addressing when creating a single goal for multiple Equity Multiplier schoolsites.
- **Measuring and Reporting Results:** LEAs with unexpended LREBG funds must include at least one metric to monitor the impact of each action funded with LREBG funds included in the goal (EC Section 52064.4). The metrics being used to monitor the impact of each action funded with LREBG funds are not required to be new metrics; they may be metrics that are already being used to measure progress toward goals and actions included in the LCAP.
- **Goal Analysis:** LEAs must complete the 2024-25 Goal Analysis as part of the 2025-26 LCAP within the Goal Analysis section. There is no standalone LCAP Annual Update template for the 2024-25 LCAP.
- **Required Actions:** LEAs with LREBG funds within the 2025-26 LCAP must include one or more actions that meet the following criteria: (1) identify the action as an LREBG action, (2) include an explanation of how research supports the selected action, (3) identify the metric(s) being used to monitor the impact of the action, and (4) identify the amount of the LREBG funds being used to support the action.

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:** For each LEA-wide contributing action, the LEA must identify one or more metrics that are included in the Measuring and Reporting Results table to monitor the effectiveness of the action and its budgeted expenditures.

Changes in the **Action Tables** section of the LCAP template and instructions include:

- The “Total Planned Expenditures Table” must contain information for all LCAP actions, including actions to spend the additional concentration grant add-on funding, the Equity Multiplier funding, the unexpended LREBG and any additional actions needed because an LEA has LCFF carryover from the current LCAP year.

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] Torlakson, T. and Blueprint 2.0 Planning Team. (2015). A blueprint for great schools: Version 2.0. CA Dept. of Education <https://www.cde.ca.gov/be/pn/im/documents/memo-dsib-amard-aug15item01a1.pdf>

The COEs are essential to the important themes of the California Way and have been portioned to play a crucial role in the vision of 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. Although 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 when 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 EC 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 EC Section 52070 by AB 130 in 2021 and Senate Bill (SB) 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, EC Section 42238.07, subdivisions (c), (d), and (e), 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.
- In 2024, Senate Bill (SB) 154 added EC Section 52064.4, requiring ALL unexpended LREBG funds be included in the LCAP for the 2025-26, 2026-27, and 2027-28 LCAP years.

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 EC Section 42238.07 and Title 5, California Code of Regulations (CCR), 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 EC 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 {EC 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/Budget Approval Process

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 EC 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 county superintendent shall withhold approval of the LCAP filed by the governing board of the school district and shall provide technical assistance pursuant to EC Section 52071(b) or EC 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 the 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 — COEs should confirm that total projected general fund revenue, subtotaled 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 Standardized Account Code Structure (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 2025-26 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 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 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 increased or improved services for high-needs students is less than the total amount of LCFF supplemental and concentration grants, including the 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 2024-25

Requirement — The LEA must identify the following:

- The total LCFF funds budgeted for high-needs students reported in the 2024-25 LCAP.
- The total estimated actual LCFF expenditures for high-needs students in 2024-25.

Review Recommendation — COEs should confirm that:

- The total amount of LCFF funds budgeted for high-needs students for 2024-25 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 2024-25 LCAP affected the actions in the LCAP that were identified as contributing to 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 increased or improved services for high-needs students in the current year were affected by not using the

total amount of budgeted expenditures for high-needs students and explains 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.

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 2025-26 LCAP, LEAs must also complete the 2025-26 Budget Overview for Parents which must be included as part of local LCAP adoption and is required 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 of 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 2024 Dashboard presents performance level colors for state indicators except for the new science Indicator which will be a "for informational purposes only" and is represented by a turquoise bar and a greyed out gauge. Long-Term English Learners (LTELs) have been added as a second student group in the English Learner Progress Indicator (ELPI). Note, that "All Students" refers to All English Learner (EL) students.

General Information

Requirement — The LEA should provide a description of its schools, 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. LEAs may also provide information about their strategic plan, vision, etc. 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.

As part of this response, the LEA must identify whether or not the LEA has unexpended Learning Recovery Emergency Block Grant (LREBG) funds. An LEA with unexpended LREBG funds must provide the following:

- The goal and action number for each action that will be funded, either in whole or in part, with LREBG funds; and
- An explanation of the rationale for selecting each action funded with LREBG funds that includes:
 - An explanation of how the action is aligned with the allowable uses of funds identified in EC Section 32526(c)(2); and
 - An explanation of how the action is expected to address the area(s) of need of students and schools identified in the needs assessment required by EC Section 32526(d).
 - Actions may be grouped together for purposes of these explanations.
 - The LEA may provide these explanations as part of the action description rather than as part of the Reflections: Annual Performance.

Review Recommendation — COEs should verify whether this section was completed, whether the information is understandable, and whether:

- The LEA reflected on annual performance based on a review of the California School Dashboard and/or local data.
- Any schools, student groups, or student groups within schools with the lowest performance level on the 2023 Dashboard are identified.
- The LEA identified whether or not they had unexpended LREBG funds.
 - If the LEA had unexpended funds, COEs should verify that required information is included.

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 2024 LCFF Assistance file posted by the CDE at <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 those 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 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 with 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 LCAP's other goals.

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.

Note: A focus goal is more concentrated in scope and focuses on fewer metrics to measure improvement.

Type of Goal- The LEA will identify each of the state priorities that this goal is intended to address.

State Priorities Addressed- The LEA will identify each of 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 one or more focus goals for each school generating Equity Multiplier funding.

Focus goals for Equity Multiplier schoolsites must address the following:

- All student groups that have the lowest performance level on one or more state indicators on the Dashboard, and
- Any underlying issues in credentialing, subject matter preparation, and retention of the school's educators, if applicable.
 - Focus Goals for each and every Equity Multiplier schoolsite must identify specific metrics for each identified group, as applicable.
 - An LEA may create a single goal for multiple Equity Multiplier schoolsites if those schoolsites have the same student groups performing at the lowest performance levels on similar performance indicators on the Dashboard or, experience similar issues in the credentialing, subject matter preparation, and retention of the school's educators.
 - When creating a single goal for multiple Equity Multiplier schoolsites, the goal must identify the student groups and the performance levels on the Dashboard that the Focus Goal is addressing; or,
 - The common issues the schoolsites are experiencing in credentialing, subject matter preparation, and retention of the school's educators, if applicable.

- Note: For the 25-26 LCAP, this includes addressing 23-24 and 24-25 identified Equity Multiplier schools and the identified student groups for each year.

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 schoolsites identified as receiving Equity Multiplier funds are included in a focus goal. Equity multiplier funds must supplement, not supplant, funding by LCFF, Expanded Learning Opportunities Program (ELOP), Literacy Coaches and Reading Specialists (LCRS) Grant Program, and California Community Schools Partnership (CCSPP).

LEAs are encouraged to take a comprehensive approach to their Equity Multiplier goals, looking at how these funds can work alongside other funding sources (like LCFF) to best improve student outcomes. Importantly, Equity Multiplier funds must supplement, not supplant, existing funding. This applies to money that Equity Multiplier schools already receive from:

- LCFF
- ELO-P
- LCRS GrantProgram
- CCSPP

In other words, schools cannot use Equity Multiplier funds to pay for programs or services that would normally be covered by these other funding sources. *The funds must truly provide extra support beyond what's already in place.*

Note: [EC Section 42238.024\(b\)\(1\)](#) requires that Equity Multiplier funds be used to provide evidence-based services and supports for students. Evidence-based services and supports are based on objective evidence that has informed the design of the service or support and/or guides the modification of those services and supports. Evidence-based supports and strategies are most commonly based on educational research and/or metrics of LEA, school, and/or student performance.

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 that address and reduce disparities in outcomes between student groups. The metrics may be quantitative or qualitative; however, at minimum, an LEA's LCAP must include goals that are measured using all of the applicable metrics for the related state priorities, in each LCAP year, as applicable to the type of LEA. To the extent a state priority does not specify one or more metrics (e.g., implementation of state academic content and performance standards), the LEA must identify in the LCAP a metric it will use. For these state priorities, LEAs are encouraged to use metrics based on or reported through the relevant local indicator self-reflection tools in the Dashboard.

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) and uses a standard of measure (e.g. number, percentage) to determine progress toward the goal and/or to measure the effectiveness of one or more actions associated with the goal.

Baseline — 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 — For the 2025–26 LCAP, the most recent data available are entered. LEAs need to indicate the school year to which the data applies.

Note for Charter Schools: Charter schools developing a one-year LCAP may provide the Year 1 Outcome when completing the LCAP for both 2025–26 and 2026–27, or may provide the Year 1

Outcome for 2025–26 and provide the Year 2 Outcome for 2026–27.

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.

Note for Charter Schools: Charter schools developing a one- or two-year LCAP may identify a Target for Year 1 or Target for Year 2, as applicable.

Current Difference from Baseline — regarding the LCAP for 2025–26 and 2026–27, this identifies the difference between the baseline data and the current outcomes associated with each metric.

Note for Charter Schools: Charter schools developing a one- or two-year LCAP will identify the current difference between the baseline and the yearly outcome for Year 1 and/or the current difference between the baseline and the yearly outcome for Year 2, as applicable.

Required Metrics for LEA-wide Actions — The LEA must identify one or more metrics to monitor the effectiveness of this action and budgeted expenditures 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.

These required metrics may be identified in the action description or in the first prompt of the Increased or Improved Services section of the LCAP.

Note: the description must clearly identify the metric(s) being used to monitor the effectiveness of the action and the action(s) that the metric(s) apply to.

Required Metrics for Equity Multiplier goals — For each Equity Multiplier goal, the LEA must identify:

- The specific metrics for each identified student group at each specific schoolsite, as applicable, to measure the progress toward the goal, and/or
- The specific metrics used to measure progress in meeting the goal related to credentialing, subject matter preparation, or educator retention at each specific schoolsite.

Required metrics for actions supported by LREBG funds (NEW):

LEAs with unexpended LREBG funds must include at least one metric to monitor the impact of each action funded with LREBG funds included in the goal (EC Section 52064.4).

- The metrics being used to monitor the impact of each action funded with LREBG funds are not required to be new metrics; they may be metrics that are already being used to measure progress toward goals and actions included in the LCAP.

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 toward 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 LEA-wide actions, student groups within Equity Multiplier focus goals, and metrics for actions supported by LREBG funds. Also, check to make sure the appropriate boxes are left blank (Year 2 Outcome will not be reported in the 2025-26 LCAP).

Goal Analysis

An LEA uses actual annual measurable outcome data, including data from the Dashboard, to analyze whether the planned actions were effective toward achieving the goal. “Effective” means the degree to which the planned actions were successful in producing the target result. Respond to the prompts as instructed.

Note: An LEA completes the 2024-25 Goal Analysis as part of the 2025-26 LCAP in the Goal Analysis section.

Prompt 1: A description of overall implementation, including any substantive differences in planned actions and actual implementation of these actions, and any relevant challenges and successes experienced with implementation.

- An LEA describes the overall implementation of the actions to achieve the articulated goal, including relevant challenges and successes experienced with implementation.
 - Include a discussion of relevant challenges and successes experienced with the implementation process.
 - This discussion must include any instance where the LEA did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.

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.

- A LEA explains material differences between Budgeted Expenditures and Estimated Actual Expenditures and between the Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable. Minor variances in expenditures or percentages do not need to be addressed, and a dollar-for-dollar accounting is not required.

Prompt 3: A description of the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal.

- LEAs describe the effectiveness or ineffectiveness of the specific actions to date in making progress toward the goal. “Effectiveness” means the degree to which the actions were successful in producing the target result and “ineffectiveness” means that the actions did not produce any significant or targeted result.
 - In some cases, not all actions in a goal will be intended to improve performance on all of the metrics associated with the goal.
 - When LEAs respond to this prompt, LEAs may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics is working and will increase transparency for educational partners. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.
 - Beginning with the development of the 2024–25 LCAP, the LEA must change actions that have not proven effective over a three-year period.

Prompt 4: A description of any changes made to the planned goal, metrics, target outcomes, or actions for the coming year that resulted from reflections on prior practice.

- LEAs describe any changes made to this goal, expected outcomes, metrics, or actions to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.
 - As noted above, beginning with the development of the 2024–25 LCAP, an LEA must change actions that have not proven effective over a three-year period. For actions that have been identified as ineffective, the LEA must identify the ineffective action and must include a description of the following:
 - The reasons for the ineffectiveness, and
 - How changes to the action will result in a new or strengthened approach.

Review Recommendation — COEs will need to verify that all prompts in Goal Analysis address substantive differences in planned actions and or metrics, budgeted Expenditures and Estimated Actual Expenditures and/or Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, which actions were effective and or ineffective, and changes in actions and or metrics in the 2025-26 LCAP.

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 EL students or more and/or 15 or more long-term EL (LTEL) students) must include specific actions in the LCAP related to, at a minimum, the language acquisition programs as defined in EC 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, then specific actions are required for ELs and additional separate actions are required for LTELs.

Required Actions for LEAs eligible for technical assistance: LEAs eligible for technical assistance must include specific actions in 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 within the LEA, and/or (3) a student group in any school in the LEA, must include one or more specific actions in 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.

Required Actions for LEAs that have received LREBG funds (NEW): LEAs with LREBG funds in the 2025- 26 LCAP must include one or more actions: (1) identify the action as an LREBG action, (2) include an explanation of how research supports the selected action, (3) identify the metric(s) being used to monitor the impact of the action, and (4) identify the amount of LREBG funds being used to support the action.

Review Recommendation — COEs will need to verify that an LEA has included all required actions described above including required actions for ELs/LTEs, required actions for LEAs eligible for technical assistance, required actions for LEAs with the lowest performance level on the Dashboard (based on the student groups identified in the 2023 and 2024 CA Dashboards), and Required Actions for LEAs that have received LREBG funds. 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 brief 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 requirement and being provided on an LEA-wide basis, the LEA must identify one or more metrics to monitor the effectiveness of the action. These required metrics may be identified in 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 - Contributing — “**Y**” if that action is contributing to increased or improved services for unduplicated student groups; “**N**” if it is not.

Increased or Improved Services

Pursuant to CCR 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. CCR 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 schoolsite, 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 CCR 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 charter wide 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 CCR 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 CCR Section 15497 and EC Section 52071.

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 CCR 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 EC 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 CCR 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 CCR Section 15496(a)(7). Pursuant to CCR 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. CCR Section 15496(b) identifies the conditions under which a LEA may use funds apportioned on the basis of the number of concentration of

unduplicated students to update the entire educational program of a schoolsite, 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 CCR 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 limited 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 CCR 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 CCR Section 15497 and EC Section 52071. 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 LCFF-funded 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). For each LEA-wide contributing action, the LEA must identify one or more metrics that are included in the Measuring and Reporting Results table to monitor the effectiveness of the action and its budgeted expenditures.
- 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 need to seek clarification if:

- Any description is missing or does not include the required components.
- The description uses conclusory statements. 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.
- The description only states that the LEA has a high enrollment percentage of a specific student group.

Required Descriptions for Limited Actions: — For each contributing action being provided solely to one or more unduplicated student group(s), LEAs must use a 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 provided for each contributing action on a limited basis by checking to ensure 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 — An 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 unduplicated student groups. 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 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 the 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, by goal and action number, the actions 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 a 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.

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 2025-26 LCAP, 2025-26 will be the coming LCAP year, 2024-25 will be the current LCAP year and 2023-24 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 Action 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%), the Equity Multiplier funding and the unexpended Learning Recovery Emergency Block Grant funding, as well as 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 (SACS codes 1000 – 3xxx) 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, including the Equity Multiplier funding and the unexpended LREBG funding, 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 have described the methodology used to determine each action's contribution toward the proportional percentage.

Reviewers may consider requesting additional documentation from the LEA identifying the amount of unexpended LREBG funding, the actions funded with LREBG funds and the amount of LREBG funds included the other state funds column if these cannot be verified from the action descriptions in the Goals and Actions section and the Total Planned Expenditures Table.

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 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 because 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 unduplicated student 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 actions 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 learner, and/or low-income students.

The summary row includes:

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.

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%).

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 15% concentration grant add-on and the LCFF carryover percentage.

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

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 in the Goal Analysis 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:

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 concentration grant add-on funding (15%).

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

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).

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

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 the Planned Expenditures for Contributing Actions and Estimated Actual Expenditures for Contributing Actions fields, 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, 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:

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.

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 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.

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 a 15% concentration grant add-on and the LCFF carryover percentage from the prior year’s LCAP.

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

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

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).

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 of 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).

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

[Budget Overview for Parents](#)

[2025-26 LCAP Review Criteria](#)

[LCAP Annual Update](#)

[2025-26 Action Tables](#)

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}	

2025-26 LCFF BUDGET OVERVIEW FOR PARENTS 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 LCFF budget Overview for Parents. 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 is met (or not met) in the document.

(1) General Information

Yes	Page Ref#	Approval Criteria
		(a) Budget Overview adheres to the template adopted by the SBE.
		(b) (Row 2) Local Educational Agency (LEA) name provided.
		(c) (Row 3) CDS code: LEA-provided; enter 14-digit district CDS code.
		(d) (Row 4) LEA contact information: LEA provided contact name, phone number and email address.
		(e) (Row 5) Coming School Year: Correct year (2025-26) is provided.
		(f) (Row 6) Current School Year: Correct year (2024-25) is provided.

Comments/Follow-up Required:

(2) Projected General Fund Revenue for the 2025-26 School Year

Yes	Page Ref#	Approval Criteria
		(Row 9) Total LCFF Funds, including supplemental and concentration grant, is equal to the amount listed on SACS Form 01, Column F, Row A.1 (LCFF Sources).
		(Row 10) Supplemental/Concentration Grant Funds for LEA agree with the amount in the FCMAT LCFF Calculator.
		(Row 12) All other state funds for LEA is equal to the amount listed in SACS Form 01, Column F, Row A.3 (Other State Revenue).
		(Row 13) All local Funds for LEA is equal to the amount listed in SACS Form 01, Column F, Row A.4 (Other Local Revenue).
		(Row 14) All federal Funds for LEA is equal to the amount listed in SACS Form 01, Column F, Row A.2 (Federal Revenue).
		(Row 15) The total of the Projected General Fund Revenue should equal the amount indicated on SACS Form 01, Column F, Row A.5 (Total Revenues).

Local Control and Accountability Plan (LCAP) Compliance Review Template

Comments/Follow-up Required:

(3) Total Budgeted Expenditures for the 2025-26 School Year

Yes	Page Ref#	Approval Criteria
		(Row 17) Total Budgeted General Fund Expenditures for LEA is equal to the amount listed in SACS Form 01, Column F, Row B.9 (Total Expenditures).
		(Row 18) Total Budgeted Expenditures in LCAP is equal to the amount listed in the Total Funds field of the 2025-26 Total Planned Expenditures Table of the submitted LCAP.
		(Row 19) Total Budgeted Expenditures for High Needs Students in the LCAP is equal to the amount listed in the Total Planned Contributing Expenditures field of the 2025-26 Contributing Actions Table of the submitted LCAP.
		(Prompt 1 Narrative Response, if applicable) If Total Budgeted Expenditures for High Needs Students in the LCAP is less than Supplemental / Concentration Grant Funds for LEA, LEA provides a brief description of additional actions it is taking to meet its requirement to increase or improve services for high needs students.
		(Row 20) Total expenditures not included in the LCAP is equal to the difference between Total Budgeted General Fund Expenditures and Total Budgeted Expenditures in LCAP.
		(Prompt 2 Narrative Response, if applicable) LEA provides a brief description of any General Fund Expenditures for the coming school year that are not included in the LCAP.

Comments/Follow-up Required:

(4) Expenditures for High Needs Students in the 2024-25 School Year

Yes	Page Ref#	Approval Criteria
		(Row 22) Total Budgeted Expenditures for High Needs Students in the 2024-25 LCAP is equal to the amount listed in the Total Planned Contributing Expenditures field of the Contributing Actions Annual Update Table of the submitted LCAP.
		(Row 23) Total Estimated Actual Expenditures for High Needs Students in the 2024-25 LCAP is equal to the amount listed in the Total Estimated Actual Expenditures for Contributing Actions field of the Contributing Actions Annual Update Table of the submitted LCAP.
		(Prompt 3 Narrative Response, if applicable) If Total Estimated Actual Expenditures for High Needs Students is less than Total Budgeted Expenditures for High Needs Students in the 2024-25 LCAP, LEA provides a brief description of how the difference in actual spending impacted the actions and services and overall increased or improved services in the current school year and explains that the carryover obligation has been included in the expenditures for the coming LCAP year.

Comments/Follow-up Required:

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}	

2025-26 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"/>		(1a) 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) Provides LEA name, contact name, title, email address, and phone number.
<input type="checkbox"/>		(2b) LCAP Year: Lists correct year (2025-26).
<input type="checkbox"/>		(2c) General Information: 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 an LEA wishes to include to enable a reader to more fully understand an LEA's LCAP. LEAs may provide information about their strategic plan, vision, etc.
<input type="checkbox"/>		(2d) Identifies all schools receiving Equity Multiplier funding.

Local Control and Accountability Plan (LCAP) Compliance Review Template

		(2e) Reflections: Annual Performance: Provides reflections on annual performance based on a review of the California School Dashboard and local data.
		(2e.1) LEA may include a reflection on successes and challenges identified by the LEA.
		(2e.2) LEA is encouraged to highlight how they are addressing identified needs of student groups, and/or schools as part of this response.
		(2e.3) An LEA must identify the following, which will remain unchanged for the three-year LCAP cycle: <ul style="list-style-type: none"> - Any school with 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 in the LEA that received the lowest performance level on one or more state indicators on the 2023 Dashboard.
		(2e.4) An LEA must identify whether or not it has unexpended LREBG funds for the applicable LCAP year. <ul style="list-style-type: none"> o If the LEA has unexpended LREBG funds, the LEA must provide: <ul style="list-style-type: none"> ▪ The goal and action number for each action that will be funded, either in whole or in part, with LREBG funds; and ▪ An explanation of the rationale for selecting each action funded with LREBG funds. This explanation must include: <ul style="list-style-type: none"> • An explanation of how the action is aligned with the allowable uses of funds. • An explanation of how the action is expected to address the area(s) of need of students and schools identified in the needs assessment. • Actions may be grouped together for purposes of these explanations. • The LEA may provide these explanations as part of the action description rather than as part of the Reflections: Annual Performance.
		(2f) Reflections: Technical Assistance: Provides a summary of the work underway as part of technical assistance, if applicable. If the LEA is not eligible for or receiving technical assistance, the LEA may respond to this prompt as "Not Applicable."
		(2f.1) LEA annually identifies the reason(s) the LEA is eligible for technical assistance.
		(2f.2) LEA provides a summary of the work underway as part of receiving technical assistance.
Comments/Follow-up Required:		

Local Control and Accountability Plan (LCAP) Compliance Review Template

(3) Comprehensive Support and Improvement

Yes	Page Ref#	Approval Criteria
		(3a) Comprehensive Support and Improvement: Lists schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act (ESSA) and describes LEA plans to support eligible schools and to monitor and evaluate the CSI plan(s) to support improvement.
		(3a.1) Schools Identified: Lists schools identified for CSI.
		(3a.2) Support for Identified Schools: Describes how the LEA is supporting identified schools in developing CSI plans that include 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 plan(s).

Comments/Follow-up Required:

(4) Engaging Educational Partners

Yes	Page Ref#	Approval Criteria
		(4a) Complete the table – Educational Partners: Identifies applicable educational partner(s) or group(s) that must be consulted when developing the LCAP. Note: Before adopting the LCAP, school districts and COEs must share it with the applicable committees, such as Parent Advisory Committee (PAC), (D)ELAC, Student Advisory Committees (as applicable), so consultation with these partners is encouraged. School districts and COEs serving middle or high school students must either include two student members on the parent advisory committee or must operate a student advisory committee. For charter schools there should be consultation with schoolsite-level advisory groups, such as school site councils, ELAC, student advisory groups, etc.
		(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)
		(4a.7) Special Education Local Plan Area Administrator (not required for Charters)
		(4a.8) Educational partners at schools generating Equity Multiplier funds (as applicable)
		(4b) Complete the table – Process for Engagement: 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.

Local Control and Accountability Plan (LCAP) Compliance Review Template

		(4b.1) A sufficient response must include general information about the timeline of the process and meetings or other engagement strategies with partners. A response may include information about an LEA's philosophical approach to educational partner engagement.
		(4.b.2) An LEA receiving Equity Multiplier funds must also include a summary of how it consulted with educational partners at schools generating Equity Multiplier funds, specifically in the development of the required focus goal for each applicable school.
		(4c) Influence of Educational Partner Engagement on Development of LCAP: Describes how the adopted LCAP was influenced by the feedback provided by educational partners. The LEA describes any goals, goal analyses, metrics, actions, or budgeted expenditures in the LCAP that were influenced by or developed in response to educational partner feedback.
		(4c.1) A sufficient response will provide clear, specific information about how the engagement process influenced the LCAP. A response may include a description of how the LEA prioritized requests of partners in the context of budgetary resources or prioritized areas of focus within the LCAP.
		(4c.2) 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.
		(5b) 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.
		(5b.1) Focus Goal Explanation: Explain why the LEA has chosen to prioritize this goal. Explanation must: <ul style="list-style-type: none"> - Be based on Dashboard data or other locally collected data. - Describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners.
		(5b.2) Focus Goal: 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 schoolsites if those schoolsites have similar student groups performing at the lowest levels on similar performance indicators and similar issues with educators.

Local Control and Accountability Plan (LCAP) Compliance Review Template

		<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:</p> <ul style="list-style-type: none"> - address all student groups that have the lowest performance level on one or more state indicators on the Dashboard, and - address any underlying issues in the credentialing, subject matter preparation, and retention of the school, if applicable and - Identify specific metrics for each identified student group, as applicable. <p>If an LEA created a single goal for multiple Equity Multiplier schoolsites, the goal must:</p> <ul style="list-style-type: none"> - identify the student groups and the performance levels on the Dashboard that the Focus Goal is addressing, or - the common issues the schoolsites are experiencing in credentialing, subject matter preparation, and retention of the school's educators, if applicable.
		<p>(5b.4) Equity Multiplier Focus Goal Explanation: LEA explains why it has chosen to prioritize this goal.</p> <p>Explanation <u>must</u>:</p> <ul style="list-style-type: none"> - be based on Dashboard data or other locally collected data, - describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners, and - identify the school or schools to which the goal applies.
		<p>(5c) Broad Goal:</p>
		<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"> - must be clearly aligned with the expected measurable outcomes included for the goal, - organizes the actions and expected outcomes in a cohesive and consistent manner, and - 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.
		<p>(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.</p>
		<p>(5d) Maintenance of Progress Goal:</p>
		<p>(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.</p>
		<p>(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.</p>

Local Control and Accountability Plan (LCAP) Compliance Review Template

Comments/Follow-up Required:

(6) Goals and Actions – Measuring and Reporting Results

Yes	Page Ref#	Approval Criteria
		(6a) LEA has completed the Measuring and Reporting Results section under each Goal in the LCAP.
		(6b) Metric #: LEA identifies the metric number.
		(6c) Metric: 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) Baseline: LEA provides baseline data for 2024-25.
		(6e) Year 1 Outcome: Provided for the 2025-26 LCAP.
		(6f) Year 2 Outcome: Should be left blank. To be completed for the 2026-27 LCAP.
		(6g) Target for Year 3 Outcome: LEA enters the target outcome for the relevant metric the LEA expects to achieve by the end of the three-year LCAP cycle.
		(6h) Current Difference from Baseline: Provided for the 2025-26 and the 2026-27 LCAPs.
		(6i) Required Metrics
		<p>(6i.1) Required metrics for LEA-wide contributing actions: For each action identified as 1) contributing toward 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.</p> <ul style="list-style-type: none"> - These required metrics may be identified in 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 the effectiveness of the action and the action(s) that the metric(s) apply to.
		<p>(6i.2) Required metrics for Equity Multiplier goals: For each Equity Multiplier goal, the LEA must identify:</p> <ul style="list-style-type: none"> - The specific metrics for each identified student group at each specific schoolsite, as applicable, to measure the progress toward the goal, and/or - The specific metrics used to measure progress in meeting the goal related to credentialing, subject matter preparation, or educator retention at each specific schoolsite.

Local Control and Accountability Plan (LCAP) Compliance Review Template

(6i.3) Required metrics for actions supported by LREBG funds: To implement the requirements of EC Section 52064.4, LEAs with unexpended LREBG funds must include at least one metric to monitor the impact of each action funded with LREBG funds included in the goal.

- The metrics being used to monitor the impact of each action funded with LREB funds are not required to be new metrics; they may be metrics that are already being used to measure progress towards goals and actions included in the LCAP.

Comments/Follow-up Required:

(7) Goal Analysis

Yes	Page Ref#	Approval Criteria
		<i>(7a) LEA describes the overall implementation of the actions to achieve the articulated goal, including relevant challenges and successes experienced with the implementation process, and any instance where it did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.</i>
		<i>(7b) LEA provides an explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures and/or between Planned Percentages of Improved Services and Estimated Actual Percentages of Improved Services, as applicable.</i>
		<i>(7c) LEA describes the effectiveness or ineffectiveness of the specific actions in making progress toward the goal during the three-year LCAP cycle.</i>
		<i>(7d) 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.</i>
		<i>(7d.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.</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:
		(8a.1) Action #: LEA provides an action number.
		(8a.2) Title: LEA provides a short title for each action.

Local Control and Accountability Plan (LCAP) Compliance Review Template

		<p>(8a.3) Description: LEA provides a brief description for each action.</p> <p>Note:</p> <ul style="list-style-type: none"> - 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 toward and effective in meeting the LEA’s goal for unduplicated students. - For each action identified as 1) contributing toward 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. - These required metrics may be identified in 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.
		<p>(8a.4) Total Funds: LEA provides the total amount of expenditures associated with each action.</p>
		<p>(8a.5) Contributing: 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 includes 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>
		<p>(8c) Required Actions</p>
		<p>(8c.1) 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"> - Language acquisition programs provided to students, and - Professional development for teachers.
		<p>(8c.2) LEAs that have both 30 or more English learners and 15 or more long-term English learners must include specific actions for ELs and additional separate actions for LTELs.</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>

Local Control and Accountability Plan (LCAP) Compliance Review Template

		<p>(8c.4) LEAs that have Red indicators on the 2023 Dashboard for (1) a school in the LEA, (2) a student group in the LEA, and/or (3) a student group in any school in the LEA must include one or more specific actions.</p> <ul style="list-style-type: none"> - 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. - Each student group and/or school that received the lowest performance level on the 2023 Dashboard must be addressed by one or more actions.
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		<p>(8c.5) LEAs with unexpended LREBG funds must include one or more actions supported with LREBG funds within the 2025–26, 2026–27, and 2027–28 LCAPs, as applicable to the LEA. Actions funded with LREBG funds must remain in the LCAP until the LEA has expended the remainder of its LREBG funds, after which time the actions may be removed from the LCAP.</p> <ul style="list-style-type: none"> - LREBG funds must be used to implement one or more of the purposes articulated in EC Section 32526(c)(2). - LEAs with unexpended LREBG funds must include one or more actions supported by LREBG funds within the LCAP. For each action supported by LREBG funding the action description must: <ul style="list-style-type: none"> ▪ Identify the action as an LREBG action; ▪ Include an explanation of how research supports the selected action; ▪ Identify the metric(s) being used to monitor the impact of the action; and ▪ Identify the amount of LREBG funds being used to support the action.
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Comments/Follow-up Required:

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

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:

Local Control and Accountability Plan (LCAP) Compliance Review Template

		(9b.1) Implementation of the academic content and performance standards adopted by the SBE.
		(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 schoolsite.
		(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 University of California (UC) or California State University (CSU) systems.
		(9d.3) Percent of pupils who have successfully completed courses that satisfy requirements for career technical education (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 systems 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.

Local Control and Accountability Plan (LCAP) Compliance Review Template

	(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.
	(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 EC Section 51210 and EC 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 EC Section 51210 and subdivisions (a) to (i), inclusive of EC 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) Total Projected LCFF Supplemental and/or Concentration Grants: 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) Projected Additional 15 Percent LCFF Concentration Grant: LEA specifies the amount of LCFF concentration grant add-on funding (EC 42238.02) that the LEA estimates it will receive in the coming year.
		(10c) Projected Percentage to Increase or Improve Services for the Coming School Year: LEA specifies the estimated percentage by which services for unduplicated pupils must be increased or improved compared to services provided to all pupils in the LCAP year as calculated pursuant to 5 CCR 15496(a)(7).

Local Control and Accountability Plan (LCAP) Compliance Review Template

	(10c.1) Percentage to increase or improve services agrees with FCMAT LCFF Calculator.
	(10d) LCFF Carryover – Percentage: LEA specifies the LCFF carryover percentage identified in the LCFF Carryover Table or specifies 0.00% if no carryover is identified.
	(10e) LCFF Carryover – Dollar: LEA provides the LCFF carryover dollar amount identified in the LCFF Carryover Table or specifies \$0 if no carryover is identified.
	(10f) Total Percentage to Increase or Improve Services for the Coming School Year: LEA provides a total percentage to increase or improve services that 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:

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

Yes	Page Ref#	Approval Criteria
		<p>(11a) LEA-wide and Schoolwide Contributing Actions: 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-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).</p> <ul style="list-style-type: none"> - If the LEA has provided this required description in the Action Descriptions, state this in the table. If stated, review the components in the Action Descriptions.
		(11a.1) Goals and Action #(s): LEA identifies the goal and action number of each LEA-wide and school wide contributing action.
		(11a.2) Identified Need(s): 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) How the Actions(s) are Designed to address Need(s) and Why it is Provided on an LEA-wide or Schoolwide Basis: 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 providing the action LEA-wide or schoolwide.

Local Control and Accountability Plan (LCAP) Compliance Review Template

		(11a.4) Metric(s) to Monitor Effectiveness: LEA identifies the metric(s) being used to measure the progress and effectiveness of the action(s).
		(11b) Limited Actions: For each action being provided solely 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"> - If the LEA has provided the required descriptions in the Action Descriptions, state this. If stated, review the components in the Action Descriptions.
		(11b.1) Goal and Action #: LEA identifies the goal and action number of each limited action.
		(11b.2) Identified Need(s): LEA explains the unique identified need(s) of the unduplicated student group(s) being served as identified through the LEA's needs assessment.
		(11b.3) How the Action(s) are Designed to Address Need(s): 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) Metric(s) to Monitor Effectiveness: LEA identifies the metric(s) being used to measure the progress and effectiveness of the action(s).
		(11c) Planned Percentage of Improved Services: For any limited action contributing to meeting the increased or improved services requirement that is associated with a Planned Percentage of 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 action's contribution toward 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 used.
		(11c.2) When identifying a Planned Percentage of Improved Services, the LEA must describe the methodology it used to determine the action's contribution toward 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) Additional Concentration Grant Funding: An LEA that receives the 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 at which the enrollment of unduplicated students is greater than 55% compared to the number of staff who provide direct services to students at schools which the enrollment of unduplicated students is equal to or less than 55%. <ul style="list-style-type: none"> - 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.
		(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.

Local Control and Accountability Plan (LCAP) Compliance Review Template

		(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 where the enrollment of unduplicated students is greater than 55%.
		(11d.3) An LEA that does not have comparison schools that allow it 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 unduplicated student enrollment 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) If a concentration grant add-on is not sufficient to increase staff providing direct services to students at a school where the enrollment of unduplicated students is greater than 55%, the LEA must describe how it is using the funds to retain staff providing direct services to students at that school.
		(11e) Staff-to-Student Ratios by Type of School and Concentration of Unduplicated Students: LEAs that do not have comparison schools, such as a single-school LEA or an LEA that only has schools which the enrollment of unduplicated students 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 ratio 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"> - The LEA may group its schools by grade span (elementary, middle/junior high, and high school), 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.
		<p>(11e.2) Staff-to-Student Ratio – Certificated: LEA provides staff-to-student ratio of certificated staff providing services to students where the concentration of unduplicated students 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"> - The LEA may group its schools by grade span (elementary, middle/junior high, and high school), as applicable to the LEA. - 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.

Local Control and Accountability Plan (LCAP) Compliance Review Template

Comments/Follow-up Required:

(12) Additional County Superintendent Approval Criteria

Yes	Page Ref#	Approval Criteria
		(12a) Sufficient Expenditures in Budget to Implement LCAP: 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) Adherence to SBE Expenditure Regulations: 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) Calculation and Implementation of Carryover: 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 satisfies the requirements for contributing to increased or improved services.

Comments/Follow-up Required:

Local Control and Accountability Plan (LCAP) Compliance Review Template

2025-26 LOCAL CONTROL AND ACCOUNTABILITY PLAN ACTION TABLE 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 2024-25 LCAP Action Tables. 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 is met (or not met) in the document.

(1) Use of Template and Required Tables

Yes	Page Ref#	Approval Criteria
		(1a) Action tables submitted with LCAP adhere to the template adopted by SBE.
		(1b) LEA provides the following tables, at a minimum:
		(1b.1) 2025-26 Total Planned Expenditures Table.
		(1b.2) 2025-26 Contributing Actions Table.
		(1b.3) 2024-25 Annual Update Table.
		(1b.4) 2024-25 Contributing Actions Annual Update Table.
		(1b.5) 2024-25 LCFF Carryover Table.

Comments/Follow-up Required:

(2) 2025-26 Total Planned Expenditures Table

Yes	Page Ref#	Approval Criteria
		(2a) Correct year (2025-26) is provided.
		(2b) The summary fields at the top of the table are populated. <i>(Recommendation: Test one or more totals for accuracy).</i>
		(2b.1) Total for LCFF Funds does not exceed total LCFF Sources on SACS Form 01, Column F, Row A.1.
		(2b.2) Total for All Other State funds does not exceed total Other State Revenue on SACS Form 01, Column F, Row A.3.
		(2b.3) Total for Local Funds does not exceed total Other Local Revenue on SACS Form 01, Column F, Row A.4.
		(2b.4) Total for Federal Funds does not exceed total Federal Revenue on SACS Form 01, Column F, Row A.2.
		(2b.5) Total Personnel does not exceed total of Certificated Salaries plus Classified Salaries plus Employee Benefits on SACS Form 01, Column F, Rows B.1, B.2, and B.3.
		(2b.6) Total Non-Personnel does not exceed Total Expenditures on SACS Form 01, Column F, Row B.9 minus Total Personnel (the total of Rows B.1, B.2, and B.3 calculated above).
		(2c) Goal # and Action # are included for each item in the table and are aligned with the Goals and Actions section.

Local Control and Accountability Plan (LCAP) Compliance Review Template

	(2d) Action Title has been provided for each item in the table and is aligned with the Goals and Actions section.
	(2e) Student Group(s) has been provided for each item, either listed as "All" or as one or more specific student groups, and is in alignment with the Goals and Actions section.
	(2f) Funding source(s) is (are) provided.
	(2g) Total funds equal the sum of all funds listed.
	(2h) Total funds match the total funds for the Action listed in the Goals and Actions section.

Comments/Follow-up Required:

(3) 2025-26 Contributing Actions Table

Yes	Page Ref#	Approval Criteria
		(3a) Correct year (2025-26) is provided.
		(3b) The summary fields at the top of the table are populated and include correct projected funds. <i>(Recommendation: Test one or more totals for accuracy.)</i>
		(3b.1) Projected LCFF Base Grant matches the LEAs LCFF Calculator.
		(3b.2) Projected Supplemental and/or Concentration Grants matches the LEAs LCFF Calculator.
		(3b.3) Projected Percentage to Increase or Improve Services for the Coming School Year matches the LEA's LCFF Calculator.
		(3b.4) LCFF Carryover – Percentage (Percentage from the Prior Year) matches the LCFF Carryover – Percentage calculated on the 2024-25 LCFF Carryover Table.
		(3c) Goal #, Action #, and Action Title are included for each item in the table and are aligned with the Total Planned Expenditure Table (and Goals and Actions section).
		(3d) Contributing to Increased or Improved Services: All actions in the table are marked "Yes."
		(3e) Scope: LEA provides a scope for each action that is LEA-wide (i.e., Districtwide or Charter-wide), Schoolwide, or Limited.
		(3f) Unduplicated Student Group(s): LEA identifies one or more unduplicated student groups to be served by each action in the table. "All" in this field indicates that Foster Youth, English Learner, and Low-Income students are being served by the action.
		(3g) Location: LEA identifies the location for each action, which may include All Schools, Specific Schools, or Specific Grade Spans.
		(3g.1) If specific schools or grade spans are listed, LEA provides the individual schools, grade spans, or school types.
		(3h) LEA has provided one of the following for each action in table:
		(3h.1) Planned Expenditures for Contributing Actions (LCFF Funds): LEA specifies the amount of LCFF funds for each action.

Local Control and Accountability Plan (LCAP) Compliance Review Template

		(3h.2) Planned Percentage of Improved Services (%): LEA specifies the percentage of planned quality improvement anticipated for each action where no LCFF funds are specified.
		(3h.2.1) Actions which include a Planned Percentage of Improved Services have a scope of "Limited" (Required).
		(3i) LCFF Carryover — Percentage: LEA provides the LCFF Carryover — Percentage identified in the 2024-25 LCFF Carryover Table. If a carryover percentage is not identified in the LCFF Carryover Table, the percentage specified should be zero (0.00%).

Comments/Follow-up Required:

(4) 2024-25 Annual Update Table

Yes	Page Ref#	Approval Criteria
		(4a) Correct year (2024-25) is provided.
		(4b) The summary fields at the top of the table are populated (<i>Recommendation: Test one or more totals for accuracy.</i>)
		(4c) The following columns are populated, and match information provided in the 2024-25 LCAP (note that actions that were not in the original LCAP and that have been added are allowed):
		(4c.1) Goal # and Action #.
		(4c.2) Prior Action/Service Title.
		(4c.3) Contributing to Increased or Improved Services.
		(4c.4) Last Year's Planned Expenditures (Total Funds).
		(4d) Estimated Actual Expenditures (Input Total Funds): LEA must provide estimated actual amounts for each item.

Comments/Follow-up Required:

(5) 2024-25 Contributing Actions Annual Update Table

Yes	Page Ref#	Approval Criteria
		(5a) Correct year (2024-25) is provided.
		(5a.1) Goal # and Action #.
		(5a.2) Prior Action/Service Title.
		(5a.3) Contributing to Increased or Improved Services.
		(5a.4) Last Year's Planned Expenditures (LCFF Funds).
		(5b) The summary fields at the top of the table are populated (<i>Recommendation: Test one or more totals for accuracy.</i>)
		(5c) Estimated Actual LCFF Supplemental and/or Concentration Grants: LEA provides the total amount of LCFF supplemental and concentration grants it estimates it will actually receive in the current school year.

Local Control and Accountability Plan (LCAP) Compliance Review Template

	(5c.1) Amount agrees with FCMAT LCFF Calculator.
	(5d) Contributed to Increased or Improved Services: All actions in the table are marked "Yes."
	(5e) Estimated Actual Expenditures for Contributing Actions (Input LCFF Funds): LEA provides amounts for each action item in table, if applicable.
	(5f) Estimated Actual Percentage of Improved Services (Input Percentage): LEA provides percentages for any action identified as contributing, being provided on a Limited basis to unduplicated students, and which does not have funding associated with the action.

Comments/Follow-up Required:

(6) 2024-25 LCFF Carryover Table

Yes	Page Ref#	Approval Criteria
		(6a) Correct year (2024-2025) is provided.
		(6b) Table fields are populated. <i>(Recommendation: Test one or more totals for accuracy.)</i>
		(6c) Estimated Actual LCFF Base Grant: LEA provides the total amount of LCFF funding it estimates it will receive for the current school year, excluding the supplemental and concentration grants and add-ons for Targeted Instructional Improvement Grant and Home to School Transportation programs.
		(6c.1) Amount agrees with the FCMAT LCFF calculator.
		(6d) Estimated Actual LCFF Supplemental and/or Concentration Grants: LEA provides the amount of LCFF Supplemental and Concentration grant funding it estimates it will receive for the current school year.
		(6d.1) Amount agrees with the FCMAT LCFF calculator.
		(6e) LCFF Carryover — Percentage (Percentage from the Prior Year): LEA provides the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior year's LCAP.

Comments/Follow-up Required:

Appendix B - Order of LCAP docs for posting

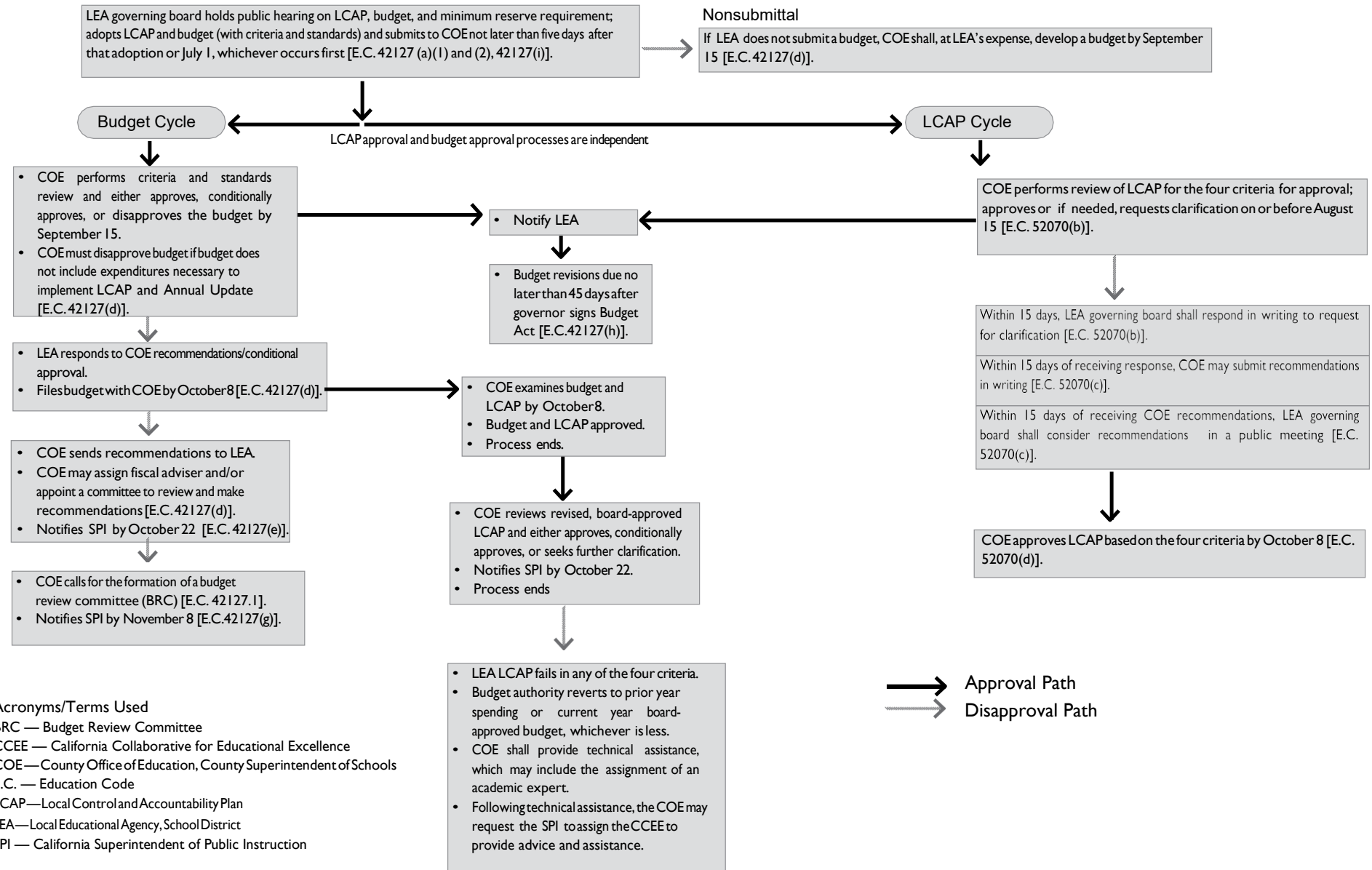
The components of the LCAP for the 2025–2026 LCAP year must be posted as one document assembled in the following order:

- 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 can be found at the CDE website by clicking here.](#)

Appendix C - LCAP/Budget Approval Process

Budget/LCAP Approval Process



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](#)
- [2025-26 LCAP Template and Instructions](#)
- [2025-26 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 - Eight State Priorities and Actions](#)
- [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 (EC) 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 students, as used in EC Sections 52060 and 42238.02, requires a process to enable students, 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. EC 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 ELPAC if the enrollment of the school district includes at least 15% English learners and the school district enrolls at least 50 students 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 ELPAC if the governing board has already established a committee that meets the requirements of this subdivision. EC Section 52062(a)(2) requires the superintendent to present the LCAP to the ELPAC 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 ELPAC if student enrollment 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 students who are English learners.

Education Code Section 52069(b)(2) does not require the county superintendent of schools to establish a new ELPAC if the county superintendent of schools has already 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 ELPAC 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 PAC that includes parents of students as defined in EC Section 42238.01 (English learner, low income, and foster youth) to provide advice to the governing board and superintendent regarding LCAPs. School districts and COEs serving middle or high school students must either include two student members on the PAC or must operate a student advisory committee. 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 PAC if it has already established a PAC 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 PAC 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 PAC 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. School districts and COEs serving middle or high school students must either include two student members on the PAC or must operate a student advisory committee. 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 PAC if it has already established a PAC 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 PAC for review and comment. The county superintendent of schools shall respond in writing to comments received from the committee.

LCAP Requirements – Eight State Priorities and Actions

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

Eight State Priorities

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 schoolsite, 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 SBE-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 certified by the SBE.
- English learner reclassification rate.

- The percentage of students who have passed an advanced placement test with a score of 3 or higher.
- The percentage of students 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 EC 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 EC 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 EC Section 51210 and EC Section 51220.

Required Actions

For English Learners and Long-Term English Learners

Local educational agencies 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:

- Language acquisition programs, as defined in EC Section 306, provided to students, and
- Professional development for teachers.
- If an LEA has 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.

For Technical Assistance

Local educational agencies eligible for technical assistance pursuant to EC sections 47607.3, 52071, 52071.5, 52072, or 52072.5, must include specific actions in the LCAP related to its implementation of the work underway as part of technical assistance. The most common form of this technical assistance is frequently referred to as Differentiated Assistance.

For Lowest Performing Dashboard Indicators

Local education agencies 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 in the LCAP:

- 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. Each student group and/or school that receives the lowest performance level on the 2023 Dashboard must be addressed by one or more actions.
- These required actions will be effective for the three-year LCAP cycle.

For LEAs With Unexpended LREBG Funds

To implement the requirements of EC Section 52064.4, LEAs with unexpended LREBG funds must include one or more actions supported with LREBG funds in the 2025–26, 2026–27, and 2027–28 LCAPs, as applicable to the LEA. Actions funded with LREBG funds must remain in the LCAP until the LEA has expended the remainder of its LREBG funds, after which time the actions may be removed from the LCAP.

- Before identifying the actions included in the LCAP the LEA is required to conduct a needs assessment pursuant to [EC Section 32526\(d\)](#). For information related to the required needs assessment please see the Program Information tab on the [LREBG Program Information](#) web page. Additional information about the needs assessment and evidence-based resources for the LREBG may be found on the [California Statewide System of Support LREBG Resources](#) web page. The required LREBG needs assessment may be part of the LEAs regular needs assessment for the LCAP if it meets the requirements of EC Section 32526(d).
- School districts receiving technical assistance and COEs providing technical assistance are encouraged to use the technical assistance process to support the school district in conducting the required needs assessment, selecting the of actions funded by the LREBG, and/or evaluating implementation of the actions required as part of the LCAP annual update process.
- As a reminder, LREBG funds must be used to implement one or more of the purposes articulated in [EC Section 32526\(c\)\(2\)](#).
- LEAs with unexpended LREBG funds must include in the LCAP one or more actions supported by LREBG funds. For each action supported by LREBG funding the action description must:
 - Identify the action as an LREBG action;
 - Include an explanation of how research supports the selected action;
 - Identify the metric(s) being used to monitor the impact of the action; and
 - Identify the amount of LREBG funds being used to support the action.

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 EC 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 EC 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 from 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 EC 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 EC 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.