

Announcing the Release of the CDE's LCAP Electronic Template (eTemplate) System

To: District Superintendents and LCAP Directors

From: Dawn River, Ed.D., SCCOE Coordinator of State and Federal Programs

Date: February 13, 2018

Dear District Superintendents and LCAP Directors,

The California Department of Education (CDE) has announced the release of the Local Control and Accountability Plan (LCAP) electronic template (eTemplate) system. The eTemplate system has been developed to support county offices of education (COEs), school districts, and charter schools (LEAs) in the development of their LCAPs. Use of the eTemplate system to complete the LCAP is voluntary.

The eTemplate utilizes an easy to use web form and will debut with functionality for user management and drafting an LCAP. The eTemplate complies with state and federal accessibility standards for individuals with disabilities and includes a direct link from the template to an LEA's Dashboard reports.

A school district interested in using the eTemplate must first identify an eTemplate coordinator who will be responsible for managing eTemplate users within the school district level. If interested, please identify a Coordinator for the school district and e-mail the following information to me at

dawn_river@sccoe.org:

- First and last name
- Title
- Work Phone and email
- LEA name and CDS code

The Coordinator will be notified via email once they are activated in the eTemplate system and will be provided with documentation explaining user management and the functionality currently available in the eTemplate system.

If you have any questions regarding this subject, please contact Dawn River, Ed.D.

dawn_river@sccoe.org or the CDE eTemplate Support Team by email at eTemplate@cde.ca.gov.

Sincerely,

Dawn River, Ed.D.

Coordinator of State and Federal Programs, SCCOE
County eTemplate Coordinator