## Instructions for adding additional rows for Actions and Services to the Local Control and Accountability Plan (LCAP) and Annual Update Template

The following instructions will guide you through the process of adding fields for additional actions or services to the State Board of Education (SBE) approved LCAP and Annual Update template. We will begin by addressing the LCAP template followed by the Annual Update.

## The LCAP Template

**Step 1:** Click on the last unused field for actions and services. The black cursor will begin to blink in the field. Position the pointer of your mouse between the blinking cursor and the line marking the left margin of the field as in figure 1. Your mouse pointer should change to black.



**Step 2:** Hold down the left mouse button and drag across the template, being sure to go past the black line that marks the border of the template. Then, without taking your finger off the left mouse button, drag down until all the appropriate fields are selected, as in figure 2. If done correctly you will see the two blue rectangles on the outside of the template. You may now release the left mouse button. Move your mouse pointer over the bottom of the two blue rectangles, as in figure 2, and right-click.



	ALL OR: Low Income pupilsEnglish Learners Foster Youth <u>Redesignated</u> fluent English proficient Other Subgroups:(Specify)	
	ALL OR: Low Income pupilsEnglish Learners Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	5
	LCAP Year 3: xxxx-xx	
Expected Annual Measurable Outcomes:		

## **Step 3:** When you right-click a menu will appear, as in figure 3. Select "Copy" from the menu.

Figure 3.

	Foster Youth <u>Redesignated</u> fluent English proficient Other Subgroups:(Specify)	Arial 10 · A* A* 读 读 B I 要 2 · A · 2 · 3 · 3 · 3
LCAP Year 3: xxxx-xx Expected Annual		Pask Options:

**Step 4:** Select the field immediately below the fields that were just copied. As in step 2, left-click, hold, and drag the mouse pointer across the cell (see figure 4). As before, right-click on the hanging blue rectangle.

Figure 4.

	ALL OR: Low Income pupilsEnglish Learners Foster Youth <u>Redesignated</u> fluent English proficient Other Subgroups:(Specify)	
Expected Annual	LCAP Year 3: xxxx-xx	L.

**Step 5:** In the menu that opens, click on "Insert as New Rows", as in figure 5.

Figure 5.

Actions/Services	Scope of Service	Pupils to be served within identified scope of service	Budgeted Expenditures	🔏 Cu <u>t</u>
		_ALL OR Low Income pupils _English Learners Foster Youth <u>Redesignated</u> fluent English proficient _Other Subgroups.(Specify) _ALL Zen	-	Copy  Paste Options:  Inset as New Rows (R)  Delete Rows Select
		Ucc Low Income pupilsEnglish Learners _Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)		Merge Cells           Distribute Rows Evenly           Distribute Columns Evenly
		_ALL OR: _Low Income pupilsEnglish Learners _Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	-	Borders and Shading           IIA         Text Direction           Cell Alignment         ▶           AutoFit         ▶
octed Appual	LCAP Y	ear 3: xxxx-xx		Table Properties
easurable Dutcomes:				Arial • 12 • A A • • • • • • • • • • • • • • • •

**Step 6:** The LCAP template will now have a field for an additional action or service, as in figure 6. Repeat steps 1-5 as necessary to add additional fields for actions and services to the LCAP template.

Figure 6.

	LCAP Y	ear 2: xxxx-xx	
Expected Annual Measurable Outcomes:			
Actions/Services	Scope of Service	Pupils to be served within identified scope of service	Budgeted Expenditures
		ALL OR: Low Income pupilsEnglish Learners Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	
		Other Subgroups:(Specify)ALL OR:Low Income pupilsEnglish LearnersFoster YouthRedesignated fluent English proficientOther Subgroups:(Specify)	
	LCAP Y	lear 3: xxxx-xx	-
Expected Annual Measurable Outcomes:			

## The Annual Update Template

**Step 1:** Click on the last unused field for actions and services in the Annual Update template. The black cursor will begin to blink in the field. Position the pointer of your mouse between the blinking cursor and the line marking the left margin of the field as in figure 1. Your mouse pointer should change to black.

Figure 1.

Scope of	Scope of
service:	service:
ALL	ALL
OR:	OR:
Low Income pupilsEnglish Learners	Low Income pupilsEnglish Learners
Foster YouthRedesignated fluent English proficient	Foster YouthRedesignated fluent English proficient
Other Subgroups:(Specify)	Other Subgroups:(Specify)
Scope of	Scope of
service:	service:
ALL	ALL
OR:	OR:
Low Income pupilsEnglish Learners	Low Income pupilsEnglish Learners
Foster YouthRedesignated fluent English proficient	Foster YouthRedesignated fluent English proficient
Other Subgroups:(Specify)	Other Subgroups:(Specify)
What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?	

**Step 2:** Hold down the left mouse button and drag across the template, being sure to go past the black line that marks the border of the template. Then, without taking your finger off the left mouse button, drag down until all the appropriate fields are selected, as in figure 2. If done correctly you will see the four blue rectangles on the outside of the template. You may now release the left mouse button. Move your mouse pointer over the bottom of the blue rectangles, as in figure 2, and right-click.

Figure 2

Scope of service:	Scope of service:	
OR: Low Income pupilsEnglish Learners Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	OR: _Low Income pupils _English Learners _Foster Youth _ <u>Redesignated</u> fluent English proficient _Other Subgroups:(Specify)	t

**Step 3:** When you right-click a menu will appear, as in figure 3. Select "Copy" from the menu.

Figure 3.

Scope of service: _ALL OR:	Scope of service: ALL OR:	Arial × A`A`诺谅 B I 蔷 ♥2 × A × 沙 × H × ダ
Low Income pupils _English Learners Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)	_Low Income pupilsEnglish Learners Foster Youth <u>Redesignated</u> fluent English proficient Other Subgroups:(Specify)	A Cut Corv Pag Sptions:
and expenditures will be made as a result of reviewing past progress and/or changes to goals?		insert > Delete Rows

**Step 4:** Select the field immediately below the fields that were just copied. As in step 2, left-click, hold, and drag the mouse pointer across the cell (see figure 4). As before, right-click on the hanging blue rectangle.

Figure 4.

_Other Subgroups:(Specify)	Other Subgroups:(Specify)	
What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?		4

**Step 5:** In the menu that opens, click on "Insert as New Rows", as in figure 5.

Figure 5.	OR:	
Foster Youth <u>Redesignated</u> fluent English proficient Other Subgroups:(Specify)	Covincome pupilsCnginsh Learners Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	Arial * 12 * A* A* 詳 詳 B I 要 ♥ * <u>A</u> * 逊 * Ⅱ * ♂
What changes in actions, services, and expenditures will be made as a result of reviewing past progress		or cut ↓ Cut ↓ Copy
and/or changes to goals? Complete a copy of this table for each of the LEA's of	roals in the prior year LCAP. Duplicate and expand the fields as	Paste Options:
necessary.		Inset as New Rows (R)

**Step 6:** The LCAP template will now have a field for an additional action or service, as in figure 6. Repeat steps 1-5 as necessary to add additional fields for actions and services to the LCAP template.

Figure 6.

Scope of service: ALL OR: Low Income pupilsEnglish Learners Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	Scope of service: ALL OR: Low Income pupilsEnglish Learners Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	
Scope of service:         _ALL         OR:         _Low Income pupilsEnglish Learners Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	Scope of service: ALL OR: Low Income pupilsEnglish Learners Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	
Scope of service:        ALL         OR:        Low Income pupilsEnglish Learners        Foster YouthRedesignated fluent English proficient         _Other Subgroups:(Specify)	Scope of service: ALL OR: Low Income pupilsEnglish Learners Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	ſ