

## 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.

Figure 1.

		_ALL OR: _Low Income pupils _English Learners _Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)_____	
		_ALL OR: _Low Income pupils _English Learners _Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)_____	
LCAP Year 3: XXXX-XX			

**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.

Figure 2.

		_ALL OR: _Low Income pupils _English Learners _Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)_____	
		_ALL OR: _Low Income pupils _English Learners _Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)_____	
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 _Redesignated fluent English proficient _Other Subgroups:(Specify)_____	
		_ALL OR: _Low Income pupils _English Learners _Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)_____	
LCAP Year 3: xxxx-xx			
Expected Annual			
Measurable			

**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 pupils _English Learners _Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)_____	
LCAP Year 3: xxxx-xx			
Expected Annual			

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

Figure 5.

Outcomes:			
Actions/Services	Scope of Service	Pupils to be served within identified scope of service	Budgeted Expenditures
		_ALL OR: _Low Income pupils _English Learners _Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)_____	
		_ALL OR: _Low Income pupils _English Learners _Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)_____	
		_ALL OR: _Low Income pupils _English Learners _Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)_____	
LCAP Year 3: xxxx-xx			
Expected Annual			
Measurable			
Outcomes:			
Actions/Services	Scope of	Pupils to be served within identified scope of	Budgeted

**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 Year 2: <u>XXXX-XX</u>			
Expected Annual Measurable Outcomes:			
Actions/Services	Scope of Service	Pupils to be served within identified scope of service	Budgeted Expenditures
		<input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> <u>Redesignated</u> fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____	
		<input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> <u>Redesignated</u> fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____	
		<input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> <u>Redesignated</u> fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____	
		<input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> <u>Redesignated</u> fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____	
LCAP Year 3: <u>XXXX-XX</u>			
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 service:			Scope of service:		
<input type="checkbox"/> ALL			<input type="checkbox"/> ALL		
OR:			OR:		
<input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners			<input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners		
<input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient			<input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient		
<input type="checkbox"/> Other Subgroups:(Specify) _____			<input type="checkbox"/> Other Subgroups:(Specify) _____		
Scope of service:			Scope of service:		
<input type="checkbox"/> ALL			<input type="checkbox"/> ALL		
OR:			OR:		
<input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners			<input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners		
<input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient			<input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient		
<input type="checkbox"/> Other Subgroups:(Specify) _____			<input type="checkbox"/> 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:		
<input type="checkbox"/> ALL			<input type="checkbox"/> ALL		
OR:			OR:		
<input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners			<input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners		
<input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient			<input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient		
<input type="checkbox"/> Other Subgroups:(Specify) _____			<input type="checkbox"/> 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 3:** When you right-click a menu will appear, as in figure 3. Select “Copy” from the menu.

Figure 3.

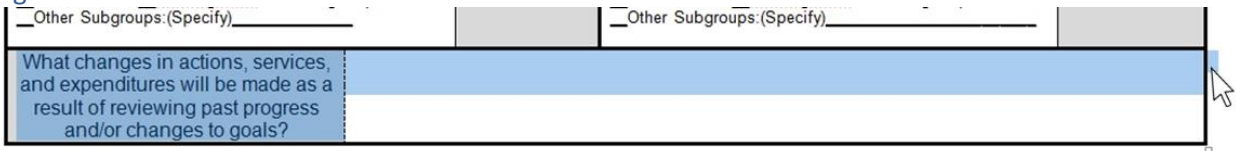
Scope of service:		Scope of service:	
ALL		ALL	
OR:		OR:	
Low Income pupils English Learners		Low Income pupils English Learners	
Foster Youth Redesignated fluent English proficient		Foster Youth Redesignated fluent English proficient	
Other Subgroups:(Specify)		Other Subgroups:(Specify)	
What changes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



**Step 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?			




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

Figure 5.

OR:		OR:	
Low Income pupils English Learners		Low Income pupils English Learners	
Foster Youth Redesignated fluent English proficient		Foster Youth Redesignated 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?			

Complete a copy of this table for each of the LEA's goals in the prior year LCAP. Duplicate and expand the fields as necessary.



**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: <input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____		Scope of service: <input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____	
Scope of service: <input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____		Scope of service: <input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____	
Scope of service: <input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____		Scope of service: <input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> 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?			