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.

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

ALL OR:Low Income pupilsEnglish Learners	Arial v 10 v A` A` 详 详 B I 要 थ∕ v A v 20 v ⊞ v 3/
Low Income pupilsEnglish Learners Foster YouthRedesignated fluent English proficient Other Subgroups:(Specify)	A Cut Conv 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 YouthRedesignated fluent English proficient Other Subgroups:(Specify)	
	LCAP Year 3: xxxx-xx	
Expected Annual		- 43

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	🔏 Cut
		_ALL GR: _Low Income pupils _English Learners _Foster Youth _ <u>Redesignated</u> fluent English proficient _Other Subgroups (Specify)	-	Copy Paste Options: Inset as New Rows (R) Delete Rows
		_ALL `OR: _Low Income pupils _English Learners _Foster Youth _ <u>Redesignated</u> fluent English proficient _Other Subgroups (Specify)	-	Select Merge Cells Distribute Rows Evenly Distribute Columns Evenly
		_ALL OR: _Low Income pupils _English Learners _Foster Youth _ <u>Redesignated</u> fluent English proficient _Other Subgroups (Specify)	-	Borders and Shading III: Test Direction Cell Alignment ▶ AutoFit ▶
	LCAP Y	ear 3: xxxx-xx		Table Properties
ected Annual easurable jutcomes:				Arial • 12 • A A A B I = * 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 Youth <u>Redesignated</u> fluent English proficient _Other Subgroups:(Specify)	
<u>.</u>	S	_ALL	15
		OR: _Low Income pupilsEnglish Learners _Foster Youth <u>Redesignated</u> 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 pupilsEnglish Learners _Foster YouthRedesignated fluent English proficient _Other Subgroups:(Specify)	
	LCAP Y	/ear 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 Youth <u>Redesignated</u> fluent English proficient	Foster Youth <u>Redesignated</u> fluent English proficient
Other Subgroups:(Specify)	Other Subgroups:(Specify)
Scope of	Scope of
service:	service:
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: ALL OR: Low Income pupilsEnglish Learners	Scope of service: ALL OR: Low Income pupilsEnglish Learners	
Low Income pupilsEnglish Learners Foster YouthRedesignated fluent English proficient Other Subgroups (Specify)	Low Income pupilsEnglish Learners Foster Youth <u>Redesignated</u> fluent English proficient Other Subgroups:(Specify)	0

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

Figure 3.

Scope of	Scope of	
service:	service:	Arial · A A 证明
_ALL OR:	ALL	B I ≣ 💇 × 🛓 × 🖄 × ⊞ × 🥥
	OR: _Low Income pupilsEnglish Learners	X Cut
Low Income pupilsEnglish Learners _Foster Youth <u>Redesignated</u> fluent English proficient _Other Subgroups:(Specify)	Low Income pupilsEnglish Learners Foster Youth _ <u>Redesignated</u> fluent English proficient Other Subgroups:(Specify)	Ο ΔΟ ΔΟΡΧ
		Pas Ptions:
What changes in actions, services, and expenditures will be made as a		B v
result of reviewing past progress		Insert >
and/or changes to goals?		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?		73

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

OR: Low Income pupilsEnglish Learners _Foster Youth <u>Redesignated</u> fluent English proficient _Other Subgroups:(Specify)	OR: _Low Income pupils _English Learners _Foster Youth <u>Redesignated</u> fluent English proficient _Other Subgroups:(Specify)	Arial \cdot 12 \cdot A \cdot \cdot \cdot B $I \equiv \overset{\circ}{2} \cdot \underline{A} \cdot \overset{\circ}{2} \cdot \underline{A}$
What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?		Cut Cut Copy Paste Options:
Complete a copy of this table for each of the LEA's p necessary.	pals in the prior year LCAP. Duplicate and expand the fields as	Inset 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 pupils _English Learners _Foster Youth _Redesignated fluent English proficient _Other Subgroups:(Specify)	Scope of service: ALL OR: Low Income pupilsEnglish Learners Foster Youth <u>Redesignated</u> 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: 	
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)	
What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?		[