# Attachment 3: Proposed Revisions to the Local Control and Accountability Plan and Annual Update Template and Instructions

# DRAFT Local Control and Accountability Plan

**The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.**

| Local Educational Agency (LEA) Name | Contact Name and Title | Email and Phone |
| --- | --- | --- |
| [Insert LEA Name here] | [Insert Contact Name and Title here] | [Insert Email and Phone here] |

## Plan Summary [LCAP Year]

### General Information

A description of the LEA, its schools, and its students in grades transitional kindergarten–12, as applicable to the LEA.

[Respond here]

### Reflections: Annual Performance

A reflection on annual performance based on a review of the California School Dashboard (Dashboard) and local data.

[Respond here]

### Reflections: Technical Assistance

As applicable, a summary of the work underway as part of technical assistance.

[Respond here]

### Comprehensive Support and Improvement

An LEA with a school or schools eligible for comprehensive support and improvement must respond to the following prompts.

#### Schools Identified

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

[Identify the eligible schools here]

#### Support for Identified Schools

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

[Describe support for schools here]

#### Monitoring and Evaluating Effectiveness

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

[Describe monitoring and evaluation here]

## [Engaging](#_Goal) Educational Partners

A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.

[Respond here]

A description of how engagement with educational partners influenced the development of the adopted LCAP.

[Respond here]

## Goals and Actions

### [Goal](#_Goal_2)

| Goal # | Description |
| --- | --- |
| [Goal #] | [A description of what the LEA plans to accomplish.]  |

State Priorities addressed by this goal.

[Respond here]

An explanation of why the LEA has developed this goal.

[Respond here]

### Measuring and Reporting Results

| Metric | Baseline | Year 1 Outcome 2024–25 | Year 2 Outcome 2025–26 | Year 3 Outcome 2026–27 | Desired Outcome for 2026–27 |
| --- | --- | --- | --- | --- | --- |
| [Respond here] | [Respond here] | [Insert outcome here] | [Insert outcome here] | [Insert outcome here] | [Respond here] |
| [Respond here] | [Respond here] | [Insert outcome here] | [Insert outcome here] | [Insert outcome here] | [Respond here] |
| [Respond here] | [Respond here] | [Insert outcome here] | [Insert outcome here] | [Insert outcome here] | [Respond here] |

### Goal Analysis for [LCAP Year]

An analysis of how this goal was carried out in the previous year.

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

[Respond here]

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.

[Respond here]

A description of the effectiveness or ineffectiveness of the specific actions in making progress toward the goal.

[Respond here]

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

[Respond here]

**A report of the Total Estimated Actual Expenditures for last year’s actions may be found in the Annual Update Table. A report of the Estimated Actual Percentages of Improved Services for last year’s actions may be found in the Contributing Actions Annual Update Table.**

### Actions

| Action # | Title  | Description | Total Funds  | Contributing |
| --- | --- | --- | --- | --- |
| [Action #] | [A short title for the action; this will appear in the Action tables] | [A description of what the action is; may include a description of how the action contributes to increasing or improving services] | [$ 0.00] | [Y/N] |
| [Action #] | [A short title for the action; this will appear in the Action tables] | [A description of what the action is; may include a description of how the action contributes to increasing or improving services] | [$ 0.00] | [Y/N] |
| [Action #] | [A short title for the action; this will appear in the Action tables] | [A description of what the action is; may include a description of how the action contributes to increasing or improving services] | [$ 0.00] | [Y/N] |

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students for [LCAP Year]

| Total Projected LCFF Supplemental and/or Concentration Grants | Projected Additional 15 percent LCFF Concentration Grant  |
| --- | --- |
| $[Insert dollar amount here]  | $[Insert dollar amount here] |

**Required Percentage to Increase or Improve Services for the LCAP Year**

| Projected [Percentage to Increase or Improve Services](#Instructions_DII_PercentIncImprServices) for the Coming School Year | LCFF Carryover — Percentage | LCFF Carryover — Dollar | Total Percentage to Increase or Improve Services for the Coming School Year |
| --- | --- | --- | --- |
| [Insert percentage here]% | [Insert percentage here]% | $[Insert dollar amount here] | [Insert percentage here]% |

**The Budgeted Expenditures for Actions identified as Contributing may be found in the Contributing Actions Table.**

### Required Descriptions

For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, including long-term English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.

[Provide description here]

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

[Provide description here]

A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.

[Provide description here]

| **Staff-to-student ratios by type of school and concentration of unduplicated students**  | Schools with a student concentration of 55 percent or less | Schools with a student concentration of greater than 55 percent |
| --- | --- | --- |
| Staff-to-student ratio of classified staff providing direct services to students | [Provide ratio here] | [Provide ratio here] |
| Staff-to-student ratio of certificated staff providing direct services to students | [Provide ratio here] | [Provide ratio here] |

**able 1: [LCAP Year] Total Planned Expenditures Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LCAP Year(Input)** | **1. Projected LCFF Base Grant(Input Dollar Amount)** | **2. Projected LCFF Supplemental and/or Concentration Grants(Input Dollar Amount)** | **3. Projected Percentage to Increase or Improve Services for the Coming School Year(2 divided by 1)** | **LCFF Carryover — Percentage(Input Percentage from Prior Year)** | **Total Percentage to Increase or Improve Services for the Coming School Year(3 + Carryover %)** |
| [Input LCAP Year] | $[Input Projected LCFF Base Grant] | $[Input Projected LCFF Supplemental and/or Concentration Grants]  | [Input Projected Percentage to Increase or Improve Services for the Coming School Year]% | [Input LCFF Carryover — Percentage]% | [Input Total Percentage to Increase or Improve Services for the Coming School Year]% |

**Table 1: [LCAP Year] Total Planned Expenditures Table**

| **Totals:** | **LCFF Funds** | **Other State Funds** | **Local Funds** | **Federal Funds** | **Total Funds** |
| --- | --- | --- | --- | --- | --- |
| Totals: |  $[Total LCFF Funds]  |  $[Total Other State Funds]  |  $[Total Local Funds]  |  $[Total Federal Funds]  |  $Total Funds]  |

**Table 1: [LCAP Year] Total Planned Expenditures Table**

| **Total Personnel** | **Total Non-personnel** |
| --- | --- |
|  $[Total Personnel]  |  $[Total Non-personnel]  |

(Continued on the following page)

**Table 1: [LCAP Year] Total Planned Expenditures Table**

| **Goal #** | **Action #** | **Action Title** | **Student Group(s)** | **Contributing to Increased or Improved Services?** | **Scope** | **Unduplicated Student Group(s)** | **Location** | **Time Span** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Insert Goal #] | [Insert Action #] | [Insert Action Title] | [Insert Student Group(s)] | [Insert Yes/No] | [Insert Scope] | [Insert Unduplicated Student Group(s)] | [Insert Location] | [Insert Time Span] |
| [Insert Goal #] | [Insert Action #] | [Insert Action Title] | [Insert Student Group(s)] | [Insert Yes/No] | [Insert Scope] | [Insert Unduplicated Student Group(s)] | [Insert Location] | [Insert Time Span] |

**Table 1: [LCAP Year] Total Planned Expenditures Table**

| **Total Personnel** | **Total Non-personnel** | **LCFF Funds** | **Other State Funds** | **Local Funds** | **Federal Funds** | **Total Funds** | **Planned Percentage of Improved Services** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [Insert Total Personnel] | [Insert Total Non-personnel] | $[Insert LCFF Funds] | $[Insert Other State Funds] | $[Insert Local Funds] | $[Insert Federal Funds] | $[Insert Total Funds] | [Insert Percentage]% |
| [Insert Total Personnel] | [Insert Total Non-personnel] | $[Insert LCFF Funds] | $[Insert Other State Funds] | $[Insert Local Funds] | $[Insert Federal Funds] | $[Insert Total Funds] | [Insert Percentage]% |

 **Proposing to remove this table.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
|  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Table 2: [LCAP Year] Contributing Actions Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Projected LCFF Base Grant** | **2. Projected LCFF Supplemental and/or Concentration Grants** | **3. Projected Percentage to Increase or Improve Services for the Coming School Year****(2 divided by 1)** | **LCFF Carryover — Percentage(Percentage from Prior Year)** | **4. Total Planned Contributing Expenditures****(LCFF Funds)** | **5. Total Planned Percentage of Improved Services****(%)** | **Planned Percentage to Increase or Improve Services for the Coming School Year****(4 divided by 1, plus 5)** |
| $[Estimated LCFF Base Grant Funds] | $[Estimated LCFF Supplemental and/or Concentration Grant Funds] | [Projected Percentage to Increase or Improve Services]% | [LCFF Carryover Percentage]% | [Planned Percentage of Increased Services]% | [Total Planned Percentage of Improved Services]% | [Planned Percentage to Increase or Improve Services]% |

**Table 2: [LCAP Year] Contributing Actions Table**

|  |  |
| --- | --- |
| **Totals by Type** | **Total LCFF Funds** |
| **Total:**  |  $[Total LCFF Funds]  |
| **LEA-wide Total:** |  $[Total LCFF Funds]  |
| **Targeted Total:** |  $[Total LCFF Funds]  |
| **Schoolwide Total:** |  $[Total LCFF Funds]  |

(Continued on the following page)

**Table 2: [LCAP Year] Contributing Actions Table**

| **Goal #** | **Action #** | **Action Title** | **Contributing to Increased or Improved Services?** | **Scope** | **Unduplicated Student Group(s)** | **Location** | **Planned Expenditures for Contributing Actions (LCFF Funds)** | **Planned Percentage of Improved Services (%)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Goal #] | [Action #] | [Action Title] | [Contributing to increased or improved services] | [Scope] | [Unduplicated Student Group(s)] | [Location] |  $[LCFF Funds]  |  [Percentage]%  |
| [Goal #] | [Action #] | [Action Title] | [Contributing to increased or improved services] | [Scope] | [Unduplicated Student Group(s)] | [Location] |  $[LCFF Funds]  | [Percentage]% |

**Table 3: [LCAP Year] Annual Update Table**

|  |  |  |
| --- | --- | --- |
| **Totals:** | **Last Year's Total Planned Expenditures** | **Total Estimated Actual Expenditures** |
| Totals: |  $[Planned Expenditure Total]  |  $[Estimated Actual Total]  |

**Table 3: [LCAP Year] Annual Update Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Year's Goal #** | **Last Year's Action #** | **Prior Action/Service Title** | **Contributed to Increased or Improved Services?** | **Last Year's Planned Expenditures** | **Estimated Actual Expenditures** |
| [Goal #] | [Action #] | [Prior Action/Service Title] | [Yes/No] |  $[Total Planned Expenditures]  |  $[Total Estimated Actual Expenditures]  |
| [Goal #] | [Action #] | [Prior Action/Service Title] | [Yes/No] |  $[Total Planned Expenditures]  |  $[Total Estimated Actual Expenditures]  |

**Table 4: [LCAP Year] Contributing Actions Annual Update Table**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **6. Estimated Actual LCFF Supplemental and/or Concentration Grants** | **4. Total Planned Contributing Expenditures** | **7. Total Estimated Actual Expenditures for Contributing Actions** **(LCFF Funds)** | **Difference Between Planned and Estimated Actual Expenditures for Contributing Actions****(Subtract 4 from 7)** | **5. Total Planned Percentage of Improved Services (%)** | **8. Total Estimated Actual Percentage of Improved Services** **(%)** | **Difference Between Planned and Estimated Actual Percentage of Improved Services****(Subtract 5 from 8)** |
| $[Estimated Actual LCFF Supplemental and/or Concentration Grants] | $[Planned Expenditure Total] | $[Total Estimated Actual Expenditures] | $[ Difference Between Planned and Estimated Actual Expenditures] | [Planned Percentage of Improved Services]% | [Estimated Actual Percentage of Improved Services ]% | $[Difference] |

**Table 4: [LCAP Year] Contributing Actions Annual Update Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Year’s Goal #** | **Last Year’s Action #** | **Prior Action/Service Title** | **Contributed to Increased or Improved Services?** | **Last Year's Planned Expenditures for Contributing Actions** **(LCFF Funds)** | **Estimated Actual Expenditures for Contributing Actions** **(LCFF Funds)**  |
| [Goal #] | [Action #] | [Prior Action/Service Title] | [Yes/No] |  $[Total Planned Expenditures]  |  $[Total Estimated Actual Expenditures]  |
| [Goal #] | [Action #] | [Prior Action/Service Title] | [Yes/No] |  $[Total Planned Expenditures]  |  $[Total Estimated Actual Expenditures]  |

(Continued on the following page)

**Table 4: [LCAP Year] Contributing Actions Annual Update Table**

| **Planned Percentage of Improved Services** | **Estimated Actual Percentage of Improved Services** |
| --- | --- |
| [Planned Percentage Percentage]%  | [Estimated Actual Percentage]%  |
| [Planned Percentage Percentage]%  | [Estimated Actual Percentage]%  |

**Table 5: [LCAP Year] LCFF Carryover Table**

| **9. Estimated Actual LCFF Base Grant** | **6. Estimated Actual LCFF Supplemental and/or Concentration Grants** | **LCFF Carryover — Percentage(Percentage from Prior Year)** | **10. Estimated Actual Percentage to Increase or Improve Services for the Current School Year****(6 divided by 9)** | **7. Total Estimated Actual Expenditures for Contributing Actions** **(LCFF Funds)** | **8. Total Estimated Actual Percentage of Improved Services** **(%)** | **11. Estimated Actual Percentage of Increased or Improved Services****(7 divided by 9, plus 8)** | **12. LCFF Carryover — Dollar (Subtract 11 from 10 and multiply by 9)** | **13. LCFF Carryover — Percentage** **(12 divided by 9)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| $[Estimated Actual LCFF Base Grant] | $[Estimated Actual LCFF Supplemental and/or Concentration Grants] | [LCFF Carryover — Percentagefrom Prior Year]% | [Estimated Actual Percentage to Increase or Improve Services]% | $[Total Estimated Actual Expenditures for Contributing Actions ] |  [Total Estimated Actual Percentage of Improved Services]  |  [Estimated Actual Percentage of Increased or Improved Services]%  |  $[LCFF Carryover]  |  [Proportional LCFF Carryover Percentage]%  |

## DRAFT Instructions

[Plan Summary](#_Plan_Summary)

Engaging Educational Partners

[Goals and Actions](#_Goals_and_Actions)

[Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students](#_Increased_or_Improved)

*For additional questions or technical assistance related to the completion of the Local Control and Accountability Plan (LCAP) template, please contact the local county office of education (COE), or the California Department of Education’s (CDE’s) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at* *lcff@cde.ca.gov**.*

## Introduction and Instructions

The Local Control Funding Formula (LCFF) requires local educational agencies (LEAs) to engage their local educational partners in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have 10 state priorities). LEAs document the results of this planning process in the LCAP using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

* **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning*,* particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the California School Dashboard (California *Education Code* [*EC*] Section 52064[e][1]). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.
* **Meaningful Engagement of Educational Partners:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful engagement (*EC* Section 52064[e][1]). Local educational partners possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.
* **Accountability and Compliance:** The LCAP serves an important accountability function because aspects of the LCAP template require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:
	+ Demonstrating that LEAs are increasing or improving services for foster youth, English learners, including long-term English learners, and low-income students in proportion to the amount of additional funding those students generate under LCFF (*EC* Section 52064[b][4-6]).
	+ Establishing goals, supported by actions and related expenditures, that address the statutory priority areas and statutory metrics (*EC* sections 52064[b][1] and [2]). **NOTE:** As specified in *EC* Section 62064(b)(1) the LCAP must provide a description of the annual goals, for all pupils and each subgroup of pupils identified pursuant to Section 52052, to be achieved for each of the state priorities. Beginning in 2023–24, *EC* Section 52052 identifies long term English learners as a separate and distinct pupil subgroup with a numerical significance at 15 students.
	+ Annually reviewing and updating the LCAP to reflect progress toward the goals (*EC* Section 52064[b][7]).
	+ Ensuring that all increases attributable to supplemental and concentration grant calculations, including concentration grant add-on funding and/or LCFF carryover, are reflected in the LCAP (*EC* sections 52064[b][6], [8], and [11]).

The LCAP template, like each LEA’s final adopted LCAP, is a document, not a process. LEAs must use the template to memorialize the outcome of their LCAP development process, which must: (a) reflect comprehensive strategic planning*,* particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the California School Dashboard (Dashboard), (b) through meaningful engagement with educational partners that (c) meets legal requirements, as reflected in the final adopted LCAP. The sections included within the LCAP template do not and cannot reflect the full development process, just as the LCAP template itself is not intended as a tool for engaging educational partners.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in *EC* sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity’s budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

The revised LCAP template for the 2024–25, 2025–26, and 2026–27 school years reflects statutory changes made through Senate Bill 114 (Committee on Budget and Fiscal Review), Chapter 48, Statutes of 2023.

At its most basic, the adopted LCAP should attempt to distill not just what the LEA is doing for students in transitional kindergarten through grade twelve (TK–12), but also allow educational partners to understand why, and whether those strategies are leading to improved opportunities and outcomes for students. LEAs are strongly encouraged to use language and a level of detail in their adopted LCAPs intended to be meaningful and accessible for the LEA’s diverse educational partners and the broader public.

In developing and finalizing the LCAP for adoption, LEAs are encouraged to keep the following overarching frame at the forefront of the strategic planning and educational partner engagement functions:

Given present performance across the state priorities and on indicators in the Dashboard, how is the LEA using its budgetary resources to respond to TK–12 student and community needs, and address any performance gaps, including by meeting its obligation to increase or improve services for foster youth, English learners, and low-income students?

LEAs are encouraged to focus on a set of metrics and actions that the LEA believes, based on input gathered from educational partners, research, and experience, will have the biggest impact on behalf of its TK–12 students.

These instructions address the requirements for each section of the LCAP, but may include information about effective practices when developing the LCAP and completing the LCAP itself. Additionally, information is included at the beginning of each section emphasizing the purpose that each section serves.

## Plan Summary

### Purpose

A well-developed Plan Summary section provides a meaningful context for the LCAP. This section provides information about an LEA’s community as well as relevant information about student needs and performance. In order to provide a meaningful context for the rest of the LCAP, the content of this section should be clearly and meaningfully related to the content included in the subsequent sections of the LCAP.

### Requirements and Instructions

***General Information***–Briefly describe 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 as an LEA wishes to include can enable a reader to more fully understand an LEA’s LCAP.

As part of this response, identify any schools within the LEA receiving LCFF Equity Multiplier funding.

***Reflections: Annual Performance***– Reflect on the LEAs annual performance on the Dashboard and local data. This may include both successes and challenges identified by the LEA.

As part of this response the LEA must identify the following:

* 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; and/or
* 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.

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.

***Reflections: Technical Assistance***– As applicable, a summary of the work underway as part of technical assistance.

Identify the reason(s) the LEA is eligible for or has requested technical assistance consistent with *EC* sections 47607.3, 52071, 52071.5, 52072, or 52072.5 and provide a summary of the work underway as part of receiving technical assistance. The most common form of this technical assistance is frequently referred to as Differentiated Assistance.

* If the LEA is not eligible for or receiving technical assistance the LEA may respond to this prompt as “Not Applicable.”

***Comprehensive Support and Improvement*** –An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts:

* **Schools Identified**: Identify the schools within the LEA that have been identified for CSI.
* **Support for Identified Schools**:Describe how the LEA has or will support the identified schools in developing CSI plans that included 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.
* **Monitoring and Evaluating Effectiveness**:Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

## Engaging Educational Partners

### Purpose

Significant and purposeful engagement of parents, students, educators, and other educational partners, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. Consistent with statute, such engagement should support comprehensive strategic planning*,* particularly to address and reduce disparities in opportunities and outcomes between student groups indicated by the Dashboard, accountability, and improvement across the state priorities and locally identified priorities (*EC* Section 52064[e][1]). Engagement of educational partners is an ongoing, annual process.

This section is designed to reflect how the engagement of educational partners influenced the decisions reflected in the adopted LCAP. The goal is to allow educational partners that participated in the LCAP development process and the broader public to understand how the LEA engaged educational partners and the impact of that engagement. LEAs are encouraged to keep this goal in the forefront when completing this section.

**School districts and COEs:** Statute and regulations specify the educational partners that must be consulted when developing the LCAP:

* teachers,
* principals,
* administrators,
* other school personnel,
* local bargaining units of the LEA,
* parents, and
* students

A school district or COE receiving LCFF Equity Multiplier funds must also consult with educational partners at schools generating LCFF Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

Before adopting the LCAP, school districts and COEs must share it with the applicable committees, as identified below under Requirements and Instructions. The superintendent is required by statute to respond in writing to the comments received from these committees. School districts and COEs must also consult with the special education local plan area administrator(s) when developing the LCAP.

**Charter schools:** Statute requires that the following educational partners be consulted with when developing the LCAP:

* teachers,
* principals,
* administrators,
* other school personnel,
* parents, and
* students

A charter school receiving LCFF Equity Multiplier funds must also consult with educational partners at the school generating LCFF Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for the school.

The LCAP should also be shared with, and LEAs should request input from, schoolsite-level advisory groups, as applicable (e.g., schoolsite councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between schoolsite and district-level goals Information and resources that support effective engagement, define student consultation, and provide the requirements for advisory group composition, can be found under Resources on the following web page of the CDE’s website: <https://www.cde.ca.gov/re/lc/>.

### Requirements and Instructions

Before the governing board/body of an LEA considers the adoption of the LCAP, the LEA must meet the following legal requirements for engagement of educational partners in the LCAP development process:

* For school districts see *[Education Code](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=52062.)* [Section 52062](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=52062.);
* For county offices of education see *[Education Code](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=52068.)* [Section 52068](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=52068.); and
* For charter schools see *[Education Code](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=47606.5.&lawCode=EDC)* [Section 47606.5](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=47606.5.&lawCode=EDC).

**Prompt 1**: “A summary of the process used to engage educational partners and how this engagement was considered before finalizing the LCAP.”

Describe the engagement process used by the LEA to involve educational partners in the development of the LCAP, including, at a minimum, describing how the LEA met its obligation to consult with all statutorily required educational partners as applicable to the type of LEA.

* A sufficient response to this prompt must include general information about the timeline of the process and meetings or other engagement strategies with educational partners. A response may also include information about an LEA’s philosophical approach to engaging its educational partners.
* An LEA receiving LCFF Equity Multiplier funds must include a summary of how it consulted with educational partners at schools generating LCFF Equity Multiplier funds in the development of the LCAP, specifically, in the development of the required focus goal for each applicable school.

**Prompt 2**: “A description of how engagement with educational partners influenced the development of the adopted LCAP.”

Describe any goals, metrics, actions, or budgeted expenditures in the LCAP that were influenced by or developed in response to the educational partner feedback described in response to Prompt 2.

* A sufficient response to this prompt will provide educational partners and the public with clear, specific information about how the engagement process influenced the development of the LCAP. This may include a description of how the LEA prioritized requests of educational partners within the context of the budgetary resources available or otherwise prioritized areas of focus within the LCAP.
* An LEA receiving LCFF Equity Multiplier funds must include a description of how the consultation with educational partners at schools generating LCFF Equity Multiplier funds influenced the development of the LCAP.

For the purposes of this prompt this may also include, but is not necessarily limited to:

* Inclusion of a goal or decision to pursue a Focus Goal (as described below)
* Inclusion of metrics other than the statutorily required metrics
* Determination of the desired 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 a 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 students
* 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 the implementation of actions

## Goals and Actions

### Purpose

Well-developed goals will clearly communicate to educational partners what the LEA plans to accomplish, what the LEA plans to do in order to accomplish the goal, and how the LEA will know when it has accomplished the goal. A goal statement, associated metrics and expected outcomes, and the actions included in the goal must be in alignment. The explanation for why the LEA included a goal is an opportunity for LEAs to clearly communicate to educational partners and the public why, among the various strengths and areas for improvement highlighted by performance data and strategies and actions that could be pursued, the LEA decided to pursue this goal, and the related metrics, expected outcomes, actions, and expenditures.

A well-developed goal can be focused on the performance relative to a metric or metrics for all students, a specific student group(s), narrowing performance gaps, or implementing programs or strategies expected to impact outcomes. LEAs should assess the performance of their student groups when developing goals and the related actions to achieve such goals.

### Requirements and Instructions

LEAs should prioritize the goals, specific actions, and related expenditures included within the LCAP within one or more state priorities. LEAs must consider performance on the state and local indicators, including their locally collected and reported data for the local indicators that are included in the Dashboard, in determining whether and how to prioritize its goals within the LCAP. As previously stated, strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. LEAs should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students, and to address and reduce disparities in opportunities and outcomes between student groups indicated by the Dashboard.

In order to support prioritization of goals, the LCAP template provides LEAs with the option of developing three different kinds of goals:

* Focus Goal: A Focus Goal is relatively more concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.
* Broad Goal: A Broad Goal is relatively less concentrated 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 other goals of the LCAP.

At a minimum, the LCAP must address all LCFF priorities and associated metrics articulated in *EC* sections 52060(d) and 52066(d), as applicable to the LEA. The *[LCFF State Priorities Summary](https://www.cde.ca.gov/re/lc/documents/lcffprioritiessummary.docx)* provides a summary of *EC* sections 52060(d) and 52066(d) to aid in the development of the LCAP.

#### Focus Goal(s)

**Goal Description:** The description provided for a Focus Goal must be specific, measurable, and time bound.

* An 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 according to which the LEA expects to achieve the goal.

**State Priorities addressed by this goal:** Identify the state priorities that this goal is intended to address.

**Explanation of why the LEA has developed this goal:** Explain why the LEA has chosen to prioritize this goal.

* An explanation must be based on Dashboard data or other locally collected data.
* LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with educational partners.
* LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.

**Required Focus Goal(s) for LEAs receiving LCFF Equity Multiplier funding:** LEAs receiving LCFF Equity Multiplier funding must include one or more focus goals for each school generating LCFF Equity Multiplier funding. These focus goals must address both of the following:

(A) All student groups that have the lowest performance level on one or more state indicators on the Dashboard, and

(B) Any underlying issues in the credentialing, subject matter preparation, and retention of the school’s educators, if applicable.

#### Broad Goal

**Goal Description:** Describe what the LEA plans to achieve through the actions included in the goal.

* The description of a broad goal will be clearly aligned with the expected measurable outcomes included for the goal.
* The goal description organizes the actions and expected outcomes in a cohesive and consistent manner.
* A goal description is specific enough to be measurable in either quantitative or qualitative terms. A broad goal is not as specific as a focus goal. While it is specific enough to be measurable, there are many different metrics for measuring progress toward the goal.

**State Priorities addressed by this goal:** Identify the state priorities that this goal is intended to address.

**Explanation of why the LEA has developed this goal:** Explain why the LEA developed this goal and how the actions and metrics grouped together will help achieve the goal.

#### Maintenance of Progress Goal

**Goal Description:** Describe how the LEA intends to maintain the progress made in the LCFF State Priorities not addressed by the other goals in the LCAP.

* Use this type of goal to address the state priorities and applicable metrics not addressed within the other goals in the LCAP.
* The state priorities and metrics to be addressed in this section are those for which the LEA, in consultation with educational partners, has determined to maintain actions and monitor progress while focusing implementation efforts on the actions covered by other goals in the LCAP.

**State Priorities addressed by this goal:** Identify the state priorities that this goal is intended to address.

**Explanation of why the LEA has developed this goal:** Explain how the actions will sustain the progress exemplified by the related metrics.

#### Measuring and Reporting Results:

For each LCAP year, identify the metric(s) that the LEA will use to track progress toward the expected outcomes.

* LEAs are encouraged to identify metrics for specific student groups, as appropriate, including expected outcomes that address and reduce disparities in outcomes between student groups.

**Required metrics for LEA-wide actions:** 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, 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 within the action description, the metric 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.

Include in the baseline column the most recent data associated with this metric available at the time of adoption of the LCAP for the first year of the three-year plan. LEAs may use data as reported on the 2023 Dashboard for the baseline of a metric only if that data represents the most recent available (e.g., high school graduation rate).

Using the most recent data available may involve reviewing data the LEA is preparing for submission to the California Longitudinal Pupil Achievement Data System (CALPADS) or data that the LEA has recently submitted to CALPADS.

The baseline data shall remain unchanged throughout the three-year LCAP.

Complete the table as follows:

* **Metric**: Identify 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.
* **Baseline**: Enter the baseline when completing the LCAP for 2024–25. As described above, the baseline is the most recent data associated with a metric. Indicate the school year to which the data applies, consistent with the instructions above.
* **Year 1 Outcome**: When completing the LCAP for 2025–26, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
* **Year 2 Outcome**: When completing the LCAP for 2026–27, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
* **Year 3 Outcome**: When completing the LCAP for 2027–28, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above. The 2027–28 LCAP will be the first year in the next three-year cycle. Completing this column will be part of the Annual Update for that year.
* **Desired Outcome for 2026**–**27**: When completing the first year of the LCAP, enter the desired outcome for the relevant metric the LEA expects to achieve by the end of the 2026–27 LCAP year.

Timeline for completing the “**Measuring and Reporting Results**” part of the Goal.

| Metric | Baseline | Year 1 Outcome 2024–25 | Year 2 Outcome 2025–26 | Year 3 Outcome 2026–27 | Desired Outcome for Year 3(2026–27) |
| --- | --- | --- | --- | --- | --- |
| Enter information in this box when completing the LCAP for **2024–25**. | Enter information in this box when completing the LCAP for **2024–25**. | Enter information in this box when completing the LCAP for **2025–26**. Leave blank until then. | Enter information in this box when completing the LCAP for **2026–27**. Leave blank until then. | Enter information in this box when completing the LCAP for **2027–28**. Leave blank until then. | Enter information in this box when completing the LCAP for **2024–25** or when adding a new metric. |

The metrics may be quantitative or qualitative; but 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 a metric to use within the LCAP. For these state priorities, LEAs are encouraged to use metrics based on or reported through the relevant local indicator self-reflection tools for within the Dashboard.

#### Goal Analysis:

Enter the LCAP Year.

Using actual annual measurable outcome data, including data from the Dashboard, analyze whether the planned actions were effective towards achieving the goal. “Effective” means that the planned actions were successful in producing the desired result. Respond to the prompts as instructed.

* Describe 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.
* Explain 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.
* Describe the effectiveness or ineffectiveness of the specific actions in making progress toward the goal. “Effectiveness” means the degree to which the actions were successful in producing the desired result and “ineffectiveness” means that the actions did not produce any significant or desired 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 responding 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 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. This description must include a description of
		- the reasons for the ineffectiveness, and
		- how any changes to the action will result in a new or strengthened approach.
* 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.

#### Actions:

Complete each action as follows:

* Enter the action number.
* Provide a short title for the action. This title will also appear in the action tables.
* Provide a description of the action.
	+ For actions that contribute to meeting the increased or improved services requirement, the LEA may include an explanation of how each action is principally directed towards and effective in meeting the LEA's goals for unduplicated students, as described in the instructions for the Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students section.
	+ As previously noted, 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, 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 within the action description, the metric 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.
* Enter the total amount of expenditures associated with this action. Budgeted expenditures from specific fund sources will be provided in the summary tables.
* Indicate whether the action contributes to meeting the increase or improved services requirement as described in the Increased or Improved Services section using a “Y” for Yes or an “N” for No. (**Note:** for each such action offered on an LEA-wide or schoolwide basis, the LEA will need to provide additional information in the Increased or Improved Summary Section to address the requirements in *California Code of Regulations*, Title 5 [5 *CCR*] Section 15496(b) in the Increased or Improved Services Section of the LCAP).

#### Required Actions

* 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:
	+ 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.
* LEAs eligible for technical assistance pursuant to *EC* sections 47607.3, 52071, 52071.5, 52072, or 52072.5, commonly referred to as Differentiated Assistance, must include specific actions within the LCAP to implement the work underway as part of technical assistance.
* LEAs 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 within 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.

## Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

### Purpose

A well-written Increased or Improved Services section provides educational partners with a comprehensive description, within a single dedicated section, of how an LEA plans to increase or improve services for its unduplicated students as defined in Education Code Section 42238.02 in grades TK–12 as compared to all students in grades TK–12, as applicable, and how LEA-wide or schoolwide actions identified for this purpose meet regulatory requirements. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of educational partners to facilitate their ability to provide input. An LEA’s description in this section must align with the actions included in the Goals and Actions section as contributing.

Please Note: For the purpose of meeting the Increased or Improved Services requirement and consistent with EC Section 42238.02, long term English learners are included in the English learner student group.

### Requirements and Instructions

***Total Projected LCFF Supplemental and/or Concentration Grants***:Specify 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 low income, foster youth, and English learner students. This amount includes the Additional 15 percent LCFF Concentration Grant.

***Projected Additional 15 percent LCFF Concentration Grant:*** Specify the amount of additional LCFF concentration grant add-on funding, as described in *EC* Section 42238.02, that the LEA estimates it will receive in the coming year.

***Projected Percentage to Increase or Improve Services for the Coming School Year*:** Specify the estimated percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 *CCR* Section 15496(a)(7).

***LCFF Carryover — Percentage:*** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).

***LCFF Carryover — Dollar:*** Specify the LCFF Carryover — Dollar amount identified in the LCFF Carryover Table. If a carryover amount is not identified in the LCFF Carryover Table, specify an amount of zero ($0).

***Total Percentage to Increase or Improve Services for the Coming School Year:*** Add the Projected Percentage to Increase or Improve Services for the Coming School Year and the Proportional LCFF Required Carryover Percentage and specify the percentage. This is the LEAs percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year, as calculated pursuant to 5 *CCR* Section 15496(a)(7).

***Required Descriptions:***

**For each action being provided to an entire school, or across the entire school district or COE, an explanation of (1) how the needs** **of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.**

For each action included in the Goals and Actions section as contributing to the increased or improved services requirement for unduplicated pupils and provided on an LEA-wide or schoolwide basis, the LEA must include an explanation consistent with 5 *CCR* Section 15496(b). For any such actions continued into the 2021–24 LCAP from the 2017–2020 LCAP, the LEA must determine whether or not the action was effective as expected, and this determination must reflect evidence of outcome data or actual implementation to date.

* As previously noted, 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, 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 within the action description, the metric 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.

If the LEA has provided this required description in the Action Descriptions, state as such.

**Principally Directed and Effective:** An LEA demonstrates how an action is principally directed towards and effective in meeting the LEA’s goals for unduplicated students when the LEA explains how:

* It considers the needs, conditions, or circumstances of its unduplicated pupils;
* The action, or aspect(s) of the action (including, for example, its design, content, methods, or location), is based on these considerations; and
* The action is intended to help achieve an expected measurable outcome of the associated goal.

As such, the response provided in this section may rely on a needs assessment of unduplicated students.

Conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient. Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increase or improve services standard because enrolling students is not the same as serving students.

For example, if an LEA determines that low-income students have a significantly lower attendance rate than the attendance rate for all students, it might justify LEA-wide or schoolwide actions to address this area of need in the following way:

After assessing the needs, conditions, and circumstances of our low-income students, we learned that the attendance rate of our low-income students is 7 percent lower than the attendance rate for all students. (Needs, Conditions, Circumstances [Principally Directed])

In order to address this condition of our low-income students, we will develop and implement a new attendance program that is designed to address some of the major causes of absenteeism, including lack of reliable transportation and food, as well as a school climate that does not emphasize the importance of attendance. Goal N, Actions X, Y, and Z provide additional transportation and nutritional resources as well as a districtwide educational campaign on the benefits of high attendance rates. (Contributing Action[s])

These actions are being provided on an LEA-wide basis and we expect/hope that all students with less than a 100 percent attendance rate will benefit. However, because of the significantly lower attendance rate of low-income students, and because the actions meet needs most associated with the chronic stresses and experiences of a socio-economically disadvantaged status, we expect that the attendance rate for our low-income students will increase significantly more than the average attendance rate of all other students. (Measurable Outcomes [Effective In])

**COEs and Charter Schools**: Describe how actions included as contributing to meeting the increased or improved services requirement on an LEA-wide basis are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above. In the case of COEs and charter schools, schoolwide and LEA-wide are considered to be synonymous.

**For School Districts Only:**

**Actions Provided on an LEA-Wide Basis:**

***Unduplicated Percentage > 55 percent:*** For school districts with an unduplicated pupil percentage of 55 percent or more, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above.

***Unduplicated Percentage < 55 percent:*** For school districts with an unduplicated pupil percentage of less than 55 percent, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities. Also describe how the actions **are the most effective use of the funds** to meet these goals for its unduplicated pupils. Provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

**Actions Provided on a Schoolwide Basis:**

School Districts must identify in the description those actions being funded and provided on a schoolwide basis, and include the required description supporting the use of the funds on a schoolwide basis.

**For schools with 40 percent or more enrollment of unduplicated pupils:** Describe how these actions are principally directed to and effective in meeting its goals for its unduplicated pupils in the state and any local priorities.

**For school districts expending funds on a schoolwide basis at a school with less than 40 percent enrollment of unduplicated pupils:** Describe how these actions are principally directed to and how the actions are the most effective use of the funds to meet its goals for foster youth, English learners, and low-income students in the state and any local priorities.

**A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.**

Consistent with the requirements of 5 *CCR* Section 15496, describe how services provided for unduplicated pupils are increased or improved by at least the percentage calculated as compared to the services provided for all students in the LCAP year.

* To improve services means to grow services in quality and to increase services means to grow services in quantity.
* Services are increased or improved by those 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 students.
* A limited action is an action that only serves foster youth, English learners, and/or low-income students.

This description must address how any LEA-wide and schoolwide actions described in the prompt above and any limited action(s) are expected to result in the required proportional increase or improvement in services for unduplicated pupils as compared to the services the LEA provides to all students for the relevant LCAP year.

For any 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, describe the methodology that was used to determine the contribution of the action towards the proportional percentage.

* See the instructions for determining the Planned Percentage of Improved Services for information on calculating the Percentage of Improved Services.

**A description of the plan for how the additional concentration grant add-on funding identified above will be used to increase the number of staff providing direct services to students at schools that have a high concentration (above 55 percent) of foster youth, English learners, and low-income students, as applicable.**

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 with an enrollment of unduplicated students that is greater than 55 percent as compared to the number of staff who provide direct services to students at schools with an enrollment of unduplicated students that is equal to or less than 55 percent. 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.

Provide the following descriptions, as applicable to the LEA:

* An LEA that does not receive a concentration grant or the concentration grant add-on must indicate that a response to this prompt is not applicable.
* Identify the 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 who provide direct services to students at schools with an enrollment of unduplicated students that is greater than 55 percent.
* An LEA that does not have comparison schools from which to describe how it is using the concentration grant add-on funds, such as an LEA that only has schools with an enrollment of unduplicated students that is greater than 55 percent, must describe how it is using the funds to increase the number of 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.
* In the event that an additional concentration grant add-on is not sufficient to increase staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, the LEA must describe how it is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

Complete the table as follows:

* Provide the staff-to-student ratio of classified staff providing direct services to students with a concentration of unduplicated students that is 55 percent 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 percent, as applicable to the LEA.
	+ 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.
* Provide the staff-to-student ratio of certificated staff providing direct services to students at schools with a concentration of unduplicated students that is 55 percent 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 percent, as applicable to the LEA.
	+ 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 FTE staff and the number of enrolled students as counted on the first Wednesday in October of each year.

## Action Tables

Complete the Total Planned Expenditures Table for each action in the LCAP. The information entered into this table will automatically populate the other Action Tables. Information is only entered into the Total Planned Expenditures Table, the Annual Update Table, the Contributing Actions Annual Update Table, and the LCFF Carryover Table. The word “input” has been added to column headers to aid in identifying the column(s) where information will be entered. Information is not entered on the remaining Action tables.

The following tables are required to be included as part of the LCAP adopted by the local governing board or governing body:

* 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 2024–25 LCAP, 2024–25 will be the coming LCAP Year and 2023–24 will be the current LCAP Year.

### Total Planned Expenditures Table

In the Total Planned Expenditures Table, input the following information for each action in the LCAP for that applicable LCAP year:

* **LCAP Year**: Identify the applicable LCAP Year.
* **1.** **Projected LCFF Base Grant**: Provide the total amount of LCFF funding the LEA estimates it will receive for the coming school 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, pursuant to 5 *CCR* Section 15496(a)(8).

See *EC* sections 2574 (for COEs) and 42238.02 (for school districts and charter schools), as applicable, for LCFF apportionment calculations.

* **2.** **Projected LCFF Supplemental and/or Concentration Grants:** Provide the total amount of LCFF supplemental and concentration grants the LEA estimates it will receive on the basis of the number and concentration of unduplicated students for the coming school year.
* **3. Projected Percentage to Increase or Improve Services for the Coming School Year:** This percentage will not be entered; it is calculated based on the Projected LCFF Base Grant and the Projected LCFF Supplemental and/or Concentration Grants, pursuant to 5 *CCR* Section 15496(a)(8). This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the coming LCAP year.
* **LCFF Carryover — Percentage:** Specify the LCFF Carryover — Percentage identified in the LCFF Carryover Table from the prior LCAP year. If a carryover percentage is not identified in the LCFF Carryover Table, specify a percentage of zero (0.00%).
* **Total Percentage to Increase or Improve Services for the Coming School Year:**This percentage will not be entered; it is calculated based on the Projected Percentage to Increase or Improve Services for the Coming School Year and the LCFF Carryover — Percentage. ***This is the percentage by which the LEA must increase or improve services for unduplicated pupils as compared to the services provided to all students in the coming LCAP year.***
* **Goal #**: Enter the LCAP Goal number for the action.
* **Action #**: Enter the action’s number as indicated in the LCAP Goal.
* **Action Title**: Provide a title of the action.
* **Student Group(s)**: Indicate the student group or groups who will be the primary beneficiary of the action by entering “All,” or by entering a specific student group or groups.
* **Contributing to Increased or Improved Services?:** Type “Yes” if the action **is** included as contributing to meeting the increased or improved services; OR, type “No” if the action is **not** included as contributing to meeting the increased or improved services.
* If “Yes” is entered into the Contributing column, then complete the following columns:
	+ **Scope**: The scope of an action may be LEA-wide (i.e., districtwide, countywide, or charterwide), schoolwide, or limited. An action that is LEA-wide in scope upgrades the entire educational program of the LEA. An action that is schoolwide in scope upgrades the entire educational program of a single school. An action that is limited in its scope is an action that serves only one or more unduplicated student groups.
	+ **Unduplicated Student Group(s)**: Regardless of scope, contributing actions serve one or more unduplicated student groups. Indicate one or more unduplicated student groups for whom services are being increased or improved as compared to what all students receive.
	+ **Location**: Identify the location where the action will be provided. If the action is provided to all schools within the LEA, the LEA must indicate “All Schools.” If the action is provided to specific schools within the LEA or specific grade spans only, the LEA must enter “Specific Schools” or “Specific Grade Spans.” Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades transitional kindergarten through grade five), as appropriate.
* **Time Span**: Enter “ongoing” if the action will be implemented for an indeterminate period of time. Otherwise, indicate the span of time for which the action will be implemented. For example, an LEA might enter “1 Year,” or “2 Years,” or “6 Months.”
* **Total Personnel**: Enter the total amount of personnel expenditures utilized to implement this action.
* **Total Non-Personnel**: This amount will be automatically calculated based on information provided in the Total Personnel column and the Total Funds column.
* **LCFF Funds**: Enter the total amount of LCFF funds utilized to implement this action, if any. LCFF funds include all funds that make up an LEA’s total LCFF target (i.e., base grant, grade span adjustment, supplemental grant, concentration grant, Targeted Instructional Improvement Block Grant, and Home-To-School Transportation).
	+ **Note:** For an action to contribute towards meeting the increased or improved services requirement it must include some measure of LCFF funding. The action may also include funding from other sources, however the extent to which an action contributes to meeting the increased or improved services requirement is based on the LCFF funding being used to implement the action.
* **Other State Funds**: Enter the total amount of Other State Funds utilized to implement this action, if any.
	+ **Note:** LCFF Equity Multiplier Funds must be identified as “Other State Funds” rather than “LCFF Funds.”
* **Local Funds**: Enter the total amount of Local Funds utilized to implement this action, if any.
* **Federal Funds**: Enter the total amount of Federal Funds utilized to implement this action, if any.
* **Total Funds**: This amount is automatically calculated based on amounts entered in the previous four columns.
* **Planned Percentage of Improved Services**: For any action identified as contributing, being provided on a Limited basis to unduplicated students, and that does not have funding associated with the action, enter 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 only serves foster youth, English learners, and/or low-income students.
	+ As noted in the instructions for the Increased or Improved Services section, when identifying a Planned Percentage of Improved Services, the LEA must describe the methodology that it used to determine the contribution of the action towards 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.

For example, an LEA determines that there is a need to analyze data to ensure that instructional aides and expanded learning providers know what targeted supports to provide to students who are foster youth. The LEA could implement this action by hiring additional staff to collect and analyze data and to coordinate supports for students, which the LEA estimates would cost $165,000. Instead, the LEA chooses to utilize a portion of existing staff time to analyze data relating to students who are foster youth. This analysis will then be shared with site principals who will use the data to coordinate services provided by instructional assistants and expanded learning providers to target support to students. In this example, the LEA would divide the estimated cost of $165,000 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Planned Percentage of Improved Service for the action.

### Contributing Actions Table

As noted above, information will not be entered in the Contributing Actions Table; however, the ‘Contributing to Increased or Improved Services?’ column will need to be checked to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses.

### Annual Update Table

In the Annual Update Table, provide the following information for each action in the LCAP for the relevant LCAP year:

* **Estimated Actual Expenditures**: Enter the total estimated actual expenditures to implement this action, if any.

### Contributing Actions Annual Update Table

In the Contributing Actions Annual Update Table, check the ‘Contributing to Increased or Improved Services?’ column to ensure that only actions with a “Yes” are displaying. If actions with a “No” are displayed or if actions that are contributing are not displaying in the column, use the drop-down menu in the column header to filter only the “Yes” responses. Provide the following information for each contributing action in the LCAP for the relevant LCAP year:

* **6. Estimated Actual LCFF Supplemental and/or Concentration Grants:** Provide 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 school year.
* **Estimated Actual Expenditures for Contributing Actions**: Enter the total estimated actual expenditure of LCFF funds used to implement this action, if any.
* **Estimated Actual Percentage of Improved Services:** For any action identified as contributing, being provided on a Limited basis only to unduplicated students, and that does not have funding associated with the action, enter the total estimated actual quality improvement anticipated for the action as a percentage rounded to the nearest hundredth (0.00%).
	+ Building on the example provided above for calculating the Planned Percentage of Improved Services, the LEA in the example implements the action. As part of the annual update process, the LEA reviews implementation and student outcome data and determines that the action was implemented with fidelity and that outcomes for foster youth students improved. The LEA reviews the original estimated cost for the action and determines that had it hired additional staff to collect and analyze data and to coordinate supports for students that estimated actual cost would have been $169,500 due to a cost of living adjustment. The LEA would divide the estimated actual cost of $169,500 by the amount of LCFF Funding identified in the Data Entry Table and then convert the quotient to a percentage. This percentage is the Estimated Actual Percentage of Improved Services for the action.

### LCFF Carryover Table

* **9. Estimated Actual LCFF Base Grant**: Provide the total amount of LCFF funding the LEA estimates it will receive for the current school 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, pursuant to 5 *CCR* Section 15496(a)(8).
* **10. Total Percentage to Increase or Improve Services for the Current School Year:** This percentage will not be entered. The percentage is calculated based on the amounts of the Estimated Actual LCFF Base Grant (9) and the Estimated Actual LCFF Supplemental and/or Concentration Grants (6), pursuant to 5 *CCR* Section 15496(a)(8), plus the LCFF Carryover – Percentage from the prior year. This is the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the current LCAP year.

### Calculations in the Action Tables

To reduce the duplication of effort of LEAs, the Action Tables include functionality such as pre-population of fields and cells based on the information provided in the Data Entry Table, the Annual Update Summary Table, and the Contributing Actions Table. For transparency, the functionality and calculations used are provided below.

#### Contributing Actions Table

* 4. Total Planned Contributing Expenditures (LCFF Funds)
	+ This amount is the total of the Planned Expenditures for Contributing Actions (LCFF Funds) column
* 5. 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 (4 divided by 1, plus 5)
	+ 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).

#### Contributing Actions Annual Update Table

Pursuant to *EC* Section 42238.07(c)(2), if the Total Planned Contributing Expenditures (4) is less than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the LEA is required to calculate the difference between the Total Planned Percentage of Improved Services (5) and the Total Estimated Actual Percentage of Improved Services (7). If the Total Planned Contributing Expenditures (4) is equal to or greater than the Estimated Actual LCFF Supplemental and Concentration Grants (6), the Difference Between Planned and Estimated Actual Percentage of Improved Services will display “Not Required.”

* 6. Estimated Actual LCFF Supplemental and Concentration Grants
	+ 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 school year.
* 4. Total Planned Contributing Expenditures (LCFF Funds)
	+ This amount is the total of the Last Year's Planned Expenditures for Contributing Actions (LCFF Funds)
* 7. Total Estimated Actual Expenditures for Contributing Actions
	+ This amount is the total of the Estimated Actual Expenditures for Contributing Actions (LCFF Funds)
* Difference Between Planned and Estimated Actual Expenditures for Contributing Actions (Subtract 7 from 4)
	+ This amount is the Total Estimated Actual Expenditures for Contributing Actions (7) subtracted from the Total Planned Contributing Expenditures (4)
* 5. Total Planned Percentage of Improved Services (%)
	+ This amount is the total of the Planned Percentage of Improved Services column
* 8. 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 (Subtract 5 from 8)
	+ This amount is the Total Planned Percentage of Improved Services (5) subtracted from the Total Estimated Actual Percentage of Improved Services (8)

#### LCFF Carryover Table

* 10. Total Percentage to Increase or Improve Services for the Current School Year (6 divided by 9 + Carryover %)
	+ This percentage is the Estimated Actual LCFF Supplemental and/or Concentration Grants (6) divided by the Estimated Actual LCFF Base Grant (9) plus the LCFF Carryover – Percentage from the prior year.
* 11. Estimated Actual Percentage of Increased or Improved Services (7 divided by 9, plus 8)
	+ This percentage is the Total Estimated Actual Expenditures for Contributing Actions (7) divided by the LCFF Funding (9), then converting the quotient to a percentage and adding the Total Estimated Actual Percentage of Improved Services (8).
* 12. LCFF Carryover — Dollar Amount LCFF Carryover (Subtract 11 from 10 and multiply by 9)
	+ If the Estimated Actual Percentage of Increased or Improved Services (11) is less than the Estimated Actual Percentage to Increase or Improve Services (10), the LEA is required to carry over LCFF funds.

The amount of LCFF funds is calculated by subtracting the Estimated Actual Percentage to Increase or Improve Services (11) from the Estimated Actual Percentage of Increased or Improved Services (10) and then multiplying by the Estimated Actual LCFF Base Grant (9). This amount is the amount of LCFF funds that is required to be carried over to the coming year.

* 13. LCFF Carryover — Percentage (12 divided by 9)
	+ 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 LCFF Funding (9).

California Department of Education

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