# Literacy Coaches and Reading Specialists Funds Expenditure Report Overview

December 2024

The information included in this document serves as an example of the type of data that the California Department of Education (CDE) will collect. The final reporting system is under development and the type of question(s) and information requested may vary from this example. The CDE must receive online submissions for annual reports no later than September 30 of each fiscal year. The CDE must receive final reports no later than June 1, 2027, for cohort 1, and June 1, 2028, for cohort 2.

A link to the Literacy Coaches and Reading Specialists (LCRS) Expenditure Report will be available on the LCRS web page at <https://www.cde.ca.gov/ci/pl/lcrsprogram.asp>.

## Information

| Field | Instructions |
| --- | --- |
| Program Administrator Information   * First Name * Last Name * Title * Office * Telephone * Telephone Extension * Email Address | Please list the name of the person who will serve as the Program Administrator of the LCRS. This person will be the main point of contact between the CDE and the LCRS Program Administrator.  Please provide the title of the Program Administrator.  Please provide the name of the Program Administrator’s office.  Please provide the Program Administrator’s telephone number. This number will be used to contact the Program Administrator, if needed.  Please provide the Program Administrator’s telephone extension number, if necessary.  Please provide the Program Administrator’s email address. Most communication about the LCRS will be through email, so please ensure the email address is correctly inputted. |
| Fiscal Agent Information (optional)   * First Name * Last Name * Title * Telephone Number * Telephone Extension * Email Address | Please list the name of the person who will serve as the Fiscal Agent of the LCRS if this person is different from the Program Administrator. This person will be included on communications regarding budget and accounting for the LCRS.  Please provide the title of the Fiscal Agent.  Please provide the Fiscal Agent’s telephone number.  Please provide the Fiscal Agent’s telephone extension number, if needed.  Please provide the Fiscal Agent’s email address. |

## Literacy Coaches and Reading Specialists Funds Report Overview

| Report Field | Instructions |
| --- | --- |
| Total Amount of Funds Used This Fiscal Year | Provide the dollar amount of LCRS used for this fiscal year.  (Local Educational Agencies [LEAs] are not required to spend funds in every fiscal year. If zero dollars were used in any fiscal year, report this as zero).  Provide and submit the site-level LCRS funds data in the Site-level Collection Excel file.  If zero funds were spent in any fiscal year provide narrative details as to why, and when funds will be spent.  Narrative Details. |
| Plans for Sustainability | Specify your current plans for sustaining the literacy improvement work funded by the LCRS grant beyond the life of the grant. |
| Executive Summary | Provide an executive summary of this fiscal year’s activities, including the number of literacy coaches and/or reading specialists hired, an explanation of the development and/or implementation of school literacy programs, and how expenditures impacted student’s literacy achievement.  Narrative details. |

## Literacy Coaches and Reading Specialists Information

| Report Field | Instructions |
| --- | --- |
| Literacy Coaches | Identify the number of coaches hired using LCRS funds.  Identify the amount of LCRS funding used for other purposes related to literacy coaches.  Provide details on the ways in which LCRS funding was used for other purposes related to literacy coaches.  Were services provided by a vendor?  Name of vendor(s).  Narrative Details (please include information about any vendors/providers that were utilized).  Total for coaches (this will be calculated). |
| Reading Specialists | Identify the number of specialists hired. Note: you will report separately on bilingual reading specialists.  Identify the amount of LCRS funding used for other purposes related to reading specialists.  Provide details on the ways in which LCRS funding was used for other purposes related to reading specialists.  Were services provided by a vendor?  Name of vendor(s).  Narrative Details (please include information about any vendors/providers that were utilized).  Total for specialists (this will be calculated). |
| Bilingual Reading Specialists | Identify the number of specialists hired (narrative details).  Identify the amount of LCRS funding used for other purposes related to bilingual reading specialists.  Provide details on the ways in which LCRS funding was used for other purposes related to bilingual reading specialists.  Were services provided by a vendor?  Name of vendor(s).  Narrative Details (please include information about any vendors/providers that were utilized).  Total for bilingual reading specialists (this will be calculated). |
| Successes | Provide details on any notable successes in training, hiring, and supporting literacy coaches, reading specialists, and bilingual reading specialists, including any notable impacts on student achievement. |
| Barriers | Provide details on any barriers or challenges faced in training, hiring, and supporting literacy coaches, reading specialists, and bilingual reading specialists. |

## School and Family Literacy Plan

| Report Field | Instructions |
| --- | --- |
| School and Family Literacy Plan(s) | Indicate whether the LEA has developed a school literacy plan(s) with LCRS funds  For details on site and family literacy plans, complete and submit the Site-level Collection Excel file.  Does the plan include support for families?  Provide the number of public libraries that the LEA has partnered with to provide supports for family literacy.  Please provide the expenditure amount and details of those expenses for each category of allowable uses listed below:  Object Code 1000  Object Code 2000  Object Code 3000  Object Code 4000  Object Code 5000  Object Code 5100  Object Code 5200  Object Code 7000 |
| Family and Community Literacy Supports | Please provide the expenditure amount and details of those expenses for each category of allowable uses listed below:  Object Code 1000  Object Code 2000  Object Code 3000  Object Code 4000  Object Code 5000  Object Code 5100  Object Code 5200  Object Code 7000 |
| Successes | Provide details on any notable successes in training, hiring, and supporting literacy coaches, reading specialists, and bilingual reading specialists, including any notable impacts on student achievement. |
| Barriers | Provide details on any barriers or challenges faced in training, hiring, and supporting literacy coaches, reading specialists, and bilingual reading specialists. |

**Professional Learning**

| Report Field | Instructions |
| --- | --- |
| Total Number of Professional Learning Participants | Report the number of participants served during this fiscal year with LCRS. Note: do not include in this section any professional learning offerings that your LEA/site participated in that were provided by the county office leads through the Literacy Coaches and Reading Specialists Educator Training grant.  How many participants were district-based?  How many participants were site-based?  Total number of hours of professional learning offered.  Total number of professional learning opportunities offered. |
| Total Number of Teachers Served | Identify how many teachers received training. |
| Total Number of Literacy Coaches Served | Identify how many literacy coachesreceived training. |
| Total Number of Reading Specialists Served | Identify how many reading specialists received training. |
| Total Number of Administrators Served | Identify how many administrators received training. |
| Total Number of Paraprofessionals | Identify how many paraprofessionals received training. |
| Total Number of Other Classified Staff Served | Identify how many other classified staff received training. |
| Professional Learning in the English Language Arts/English Language Development Framework and Literacy Instruction | Identify the number of professional learning events in this category.  Teachers (total number served).  Identify how many literacy coachesreceived training.  Administrators (total number served).  Paraprofessionals (total number served).  Other Classified Staff (total number served).  Provide the total expenditure amount for this professional learning category. |
| Professional Learning in Culturally Responsive Curriculum and Instruction | Identify the number of professional learning events in this category.  Teachers (total number served).  Identify how many literacy coaches received training.  Identify how many reading specialists received training.  Administrators (total number served).  Paraprofessionals (total number served).  Other Classified Staff (total number served).  Provide the total expenditure amount for this professional learning category. |
| Professional Learning in the Use of Data to Support Effective Instruction and Struggling Students | Identify the number and focus of each professional learning event in this category (narrative details).  Teachers (total number served).  Identify how many literacy coaches received training.  Identify how many reading specialists received training.  Administrators (total number served).  Paraprofessionals (total number served).  Other Classified Staff (total number served).  Provide the total expenditure amount for this professional learning category. |
| Professional Learning | Please provide the expenditure amount and details of those expenses for each category of allowable uses listed below:  Object Code 1000  Object Code 2000  Object Code 3000  Object Code 4000  Object Code 5000  Object Code 5100  Object Code 5200  Object Code 7000 |
| Successes | Provide details on any notable successes in developing and implementing a school literacy plan and/or professional learning events, including any notable impacts on student achievement. |
| Barriers | Provide details on any barriers or challenges in developing and implementing a school literacy plan and/or professional learning events. |

## Student Achievement

| Report Field | Instructions |
| --- | --- |
| Impact on Student Achievement: Local Assessments | For the fiscal year of this report, indicate the locally adopted assessments that the eligible sites are using for transitional kindergarten through grade three.  Provide and submit site-level student literacy achievement data in the Site-level Collection Excel file. |

## Electronic Signature

| Application Field | Instructions |
| --- | --- |
| Signature and date by Authorizing Official | The authorizing official should type their name in the field which will serve as a signature that certifies agreement with the statement below.  I hereby certify that, to the best of my knowledge, the information in this report is correct and complete. |