

California Department of Education, January 2015

Instructions for adding rows for additional Actions and Services to the Goal Table and Annual Update Table within the Local Control and Accountability Plan (LCAP) template

The following instructions will guide you through the process of adding fields for additional actions or services to the State Board of Education-adopted LCAP and Annual Update template.

The LCAP Template

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

Figure 1

		__ ALL OR: __ Low Income pupils __ English Learners __ Foster Youth __ Redesignated fluent English proficient __ Other Subgroups (Specify) _____
		__ ALL OR: __ Low Income pupils __ English Learners __ Foster Youth __ Redesignated fluent English proficient __ Other Subgroups (Specify) _____
LCAP Year 3: xxxx-xx		

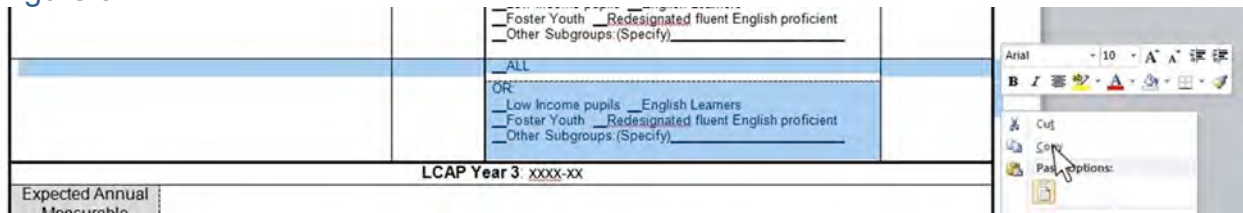
Step 2: Hold down the left mouse button and drag across the template, being sure to go past the black line that marks the border of the template. Then, without taking your finger off the left mouse button, drag down until all the appropriate fields are selected (Figure 2). If done correctly you will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

Figure 2

		__ ALL OR: __ Low Income pupils __ English Learners __ Foster Youth __ Redesignated fluent English proficient __ Other Subgroups (Specify) _____
		__ ALL OR: __ Low Income pupils __ English Learners __ Foster Youth __ Redesignated fluent English proficient __ Other Subgroups (Specify) _____
LCAP Year 3: xxxx-xx		
Expected Annual Measurable Outcomes:		

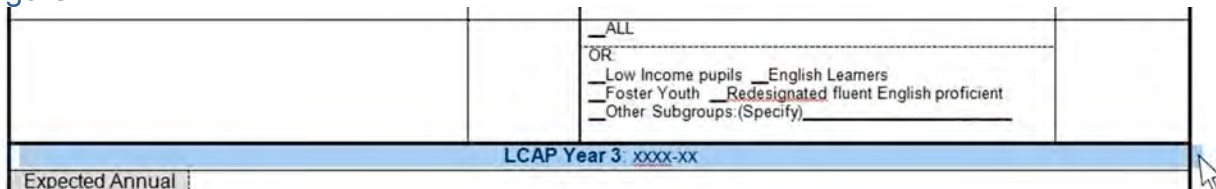
Step 3: When you right-click a menu will appear (Figure 3). Select “Copy” from the menu.

Figure 3



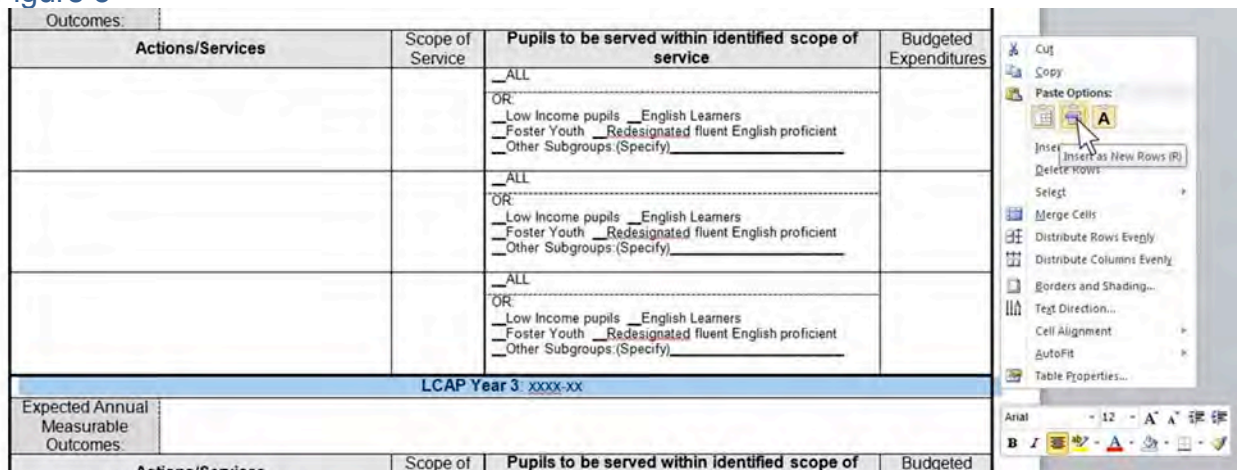
Step 4: Select the field immediately below the fields that were just copied. As in step 2, left-click, hold, and drag the mouse pointer across the cell (Figure 4). As before, right-click on the hanging blue rectangle.

Figure 4



Step 5: In the menu that opens, click on “Insert as New Rows” (Figure 5).

Figure 5



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

Figure 6

LCAP Year 2: xxxx-xx			
Expected Annual Measurable Outcomes:			
Actions/Services	Scope of Service	Pupils to be served within identified scope of service	Budgeted Expenditures
		<input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____	
		<input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____	
		<input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____	
		<input type="checkbox"/> ALL OR: <input type="checkbox"/> Low Income pupils <input type="checkbox"/> English Learners <input type="checkbox"/> Foster Youth <input type="checkbox"/> Redesignated fluent English proficient <input type="checkbox"/> Other Subgroups:(Specify) _____	
LCAP Year 3: xxxx-xx			
Expected Annual Measurable Outcomes:			

The Annual Update Template

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

Figure 1

Scope of service: __ALL OR: __Low Income pupils __English Learners __Foster Youth __Redesignated fluent English proficient __Other Subgroups:(Specify)_____		Scope of service: __ALL OR: __Low Income pupils __English Learners __Foster Youth __Redesignated fluent English proficient __Other Subgroups:(Specify)_____	
Scope of service: __ALL OR: __Low Income pupils __English Learners __Foster Youth __Redesignated fluent English proficient __Other Subgroups:(Specify)_____		Scope of service: __ALL OR: __Low Income pupils __English Learners __Foster Youth __Redesignated fluent English proficient __Other Subgroups:(Specify)_____	
What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?			

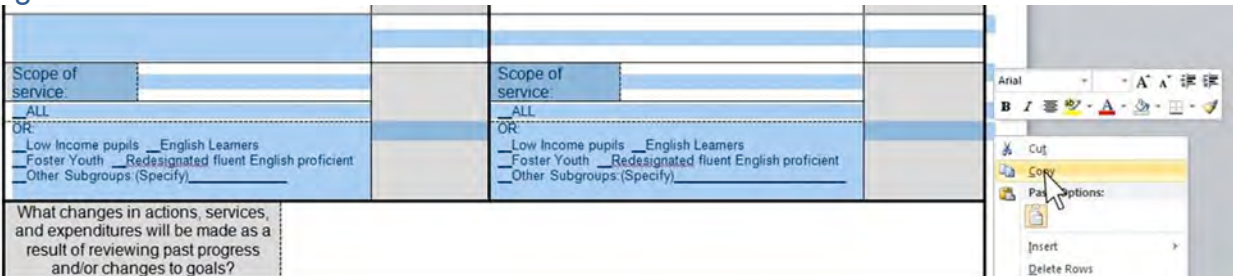
Step 2: Hold down the left mouse button and drag across the template, being sure to go past the black line that marks the border of the template. Then, without taking your finger off the left mouse button, drag down until all the appropriate fields are selected (Figure 2). If done correctly you will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

Figure 2

Scope of service: __ALL OR: __Low Income pupils __English Learners __Foster Youth __Redesignated fluent English proficient __Other Subgroups:(Specify)_____		Scope of service: __ALL OR: __Low Income pupils __English Learners __Foster Youth __Redesignated fluent English proficient __Other Subgroups:(Specify)_____	
What changes in actions, services, and expenditures will be made as a result of reviewing past progress and/or changes to goals?			

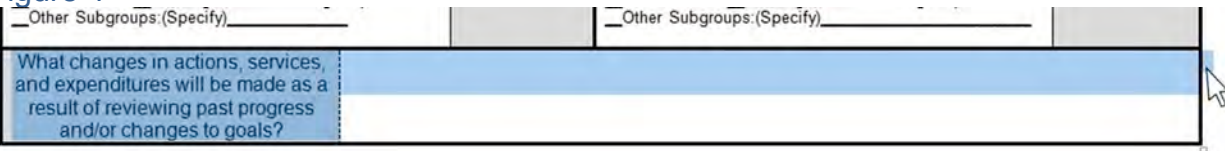
Step 3: When you right-click a menu will appear (Figure 3). Select “Copy” from the menu.

Figure 3



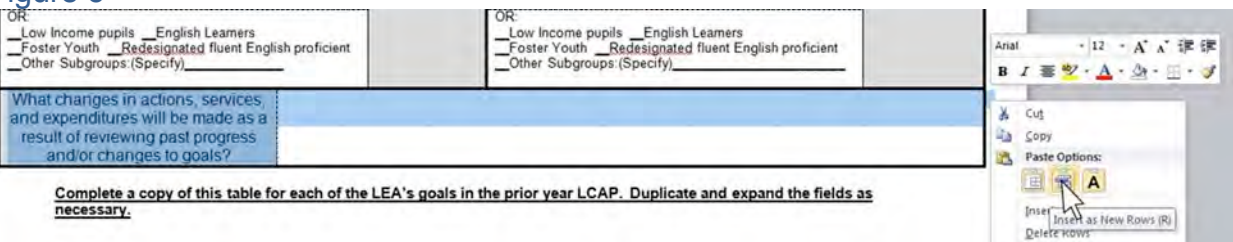
Step 4: Select the field immediately below the fields that were just copied. As in step 2, left-click, hold, and drag the mouse pointer across the cell (Figure 4). As before, right-click on the hanging blue rectangle.

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Figure 5



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

Figure 6

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