

Local Consolidated Plan (LCP)

2022-2023



2022-2023
Annual Report
Reference Guide
Due: July 14, 2023

<https://apps.ksde.org/authentication/login.aspx>

LCP Annual Report Reference Guide

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HEADS UP

Technical and Program Notes

Technical Notes:






Browser Requirements	<p>For the LCP Annual Report, KSDE supports the following internet browsers:</p> <ul style="list-style-type: none"> Microsoft Edge – version 18 or newer Apple Safari – version 12.1 or newer Google Chrome – version 76 or newer Mozilla Firefox – version 68 or newer <p>If you are having issues viewing the LCP Annual Report, please contact the KSDE IT Help Desk at (785) 296-7935 or send an email to the LCP Help box at LCPHelp@ksde.org. Please include the type of computer and browser version you are using.</p>
Session Time Out	After 45 minutes of inactivity (no Save), you may need to log in again.
Set Up Bookmarks	<p>It is a good idea to set up bookmarks for the following LCP System sites:</p> <ul style="list-style-type: none"> LCP System login screen: https://apps.ksde.org/authentication/login.aspx LCP System information page (due dates, help information, etc.): http://www.ksde.org/Default.aspx?tabid=676
Help Desk Information	<p>Forgotten Password: Go to the login screen (https://apps.ksde.org/authentication/login.aspx), and click on “Forgot Your Password?” Then follow the on-screen prompts.</p> <p>Help with Login Information: Call the IT Help Desk at (785) 296-7935.</p> <p>Help with LCP Annual Report: Send an email to LCPHelp@ksde.org. Make sure to include your District and contact information.</p>

Program Notes:

Save Button	Data will be lost if the <i>Save</i> button is not clicked before leaving each screen.
Error Messages	<p>For each page: Error checking will be done for each page once the <i>Save</i> button has been clicked. To view the errors, scroll to the bottom of the page and click the ‘Show Details’ link. If the ‘Stop Submit’ checkbox has a checkmark, this means the error must be corrected before the LCP Annual Report can be submitted. Once any necessary changes are made, the <i>Save</i> button must be clicked to re-run the error checking for the page.</p> <p>It is a good practice to periodically save and review any errors.</p> <p>For the entire LCP Annual Report: To review the error messages for the entire LCP Annual Report, click on the ‘Submit for Approval’ menu link and the errors from all the pages will be listed. Click on the page link to be returned to the page that has the error.</p>

Local Consolidated Plan Annual Report Basic Overview

1. There are five (5) basic steps to complete in order for the user to view, input, update and/or submit data. Following is a basic overview and directions for each screen.
2. If the user requires more in-depth directions, refer to the page number on the index and view the screen and directions for completion of that page. Online Help text can also be accessed on each page of the LCP Annual Report.
3. Access the Local Consolidated Plan Annual Report through the 'LCP System' at <https://apps.ksde.org/authentication/login.aspx>. You may want to bookmark this page or add it to your favorites.
4. Before proceeding, it is important to know which version of your computer's web browser you are using. You can determine this by clicking "Help", and then click on "About Internet Explorer". For the LCP Annual Report, KSDE supports the following internet browsers:
Microsoft Edge (version 18 or newer), Apple Safari (version 12.1 or newer), Google Chrome (version 76 or newer), and Mozilla Firefox (version 68 or newer).

Steps	Screen Name	Basic Directions
Step 1	 Login Screen	<ol style="list-style-type: none"> 1. Enter a User Name/Password (LCP Contact/LEA district personnel/Consortium personnel). 2. Click the 'Login' button.
Step 2	 LCP System Menu	<ol style="list-style-type: none"> 1. Click on the 'LCP System' menu link. 2. When the 'LCP System' menu opens, click on the 'LCP Annual Report' menu link. <p>Note: If the LCP System link is grayed out, it is pending approval from your district's superintendent.</p>
Step 3	 Select Year	<p>Note: The first time the LCP Annual Report is opened, click on the 'Open 2023 LCP Annual Report' button.</p> <ol style="list-style-type: none"> 1. Choose 2022-2023 (or appropriate year). 2. Click on the Select Cycle link. 3. Click on the menu on the left-hand side for the desired screen. <p>Note: Make sure the desired Year displays in the header of the page.</p>
Step 4	 LCP Annual Report	<ol style="list-style-type: none"> 1. On the left-hand side of the screen is a Menu listing for each screen. 2. First, review the <i>District Information</i> page for accuracy. 3. Proceed to other screens.
Step 5	 Submit for Approval	<ol style="list-style-type: none"> 1. Only the personnel that have login identification as 'District Submit' or 'Multi District Submit' will have access to the <i>Submit for Approval</i> button. 2. Click the <i>Submit for Approval</i> button to submit the LCP Annual Report.

Step 1

(See next page for details)

Login Information



Common Authentication Login

User Name:

Password:

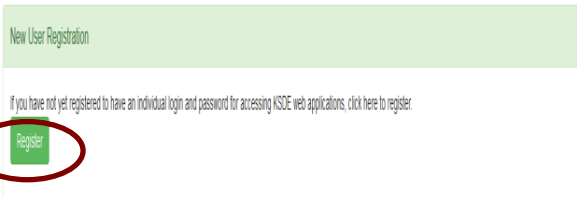
[Login](#)

[Forgot Your Password?](#)

KSDE applications support the following browsers: for Microsoft Windows - Internet Explorer (IE) IE 10, IE 11 when run in compatibility mode; for Macintosh - Firefox v27 to v44.0

[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

Registering



New User Registration

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

[Register](#)

Footer Information

System Maintenance Notices

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Teacher Licensure and Accreditation: (785) 296-2200
IT Help Desk: (785) 296-7935
900 SW Jackson, Suite 106
Topeka, KS 66601

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The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

KSDE General Counsel
900 SW Jackson
Topeka, KS 66602
785-296-3001

Login Screen (continued)

Login Information

If you have a User Name/Password on file with KSDE, complete the following steps to access your district's LCP Annual Report in order to input, update and/or submit:

- a. Type in your User Name (a minimum of 8 characters and is case sensitive; must have at least one uppercase letter and one lowercase letter)
- b. Type in your Password (a maximum of 15 characters and is case sensitive)
- c. Use the mouse to click on the *Login* Button or hit ENTER.

Note: There is not a Public (Read-Only) Access point to the LCP System, so it will be necessary to have a User Name and Password.

The people that will need to register in order to access the 'LCP System' will be the district LCP Contact and other district-level personnel, the district superintendent, the Consortium personnel and KSDE Title Programs and Services Staff.

Note: *If you have problems logging in to the 'LCP System', contact the KSDE IT Help Desk at (785) 296-7935.*

Registering

If you do not have a User Name/Password for accessing KSDE web applications, you will first need to register.

- a. Click on the *Register* button.
- b. Once you have registered your contact information, you will receive an e-mail confirming your registration. After your request has gone through the KSDE approval process, you will receive a confirmation e-mail, and you will be able to access the 'LCP System', which contains the LCP Annual Report.

Footer Information

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.

KSDE User Account Management

[Back to Login Page](#)

* Indicates required field.

(See next page for details)

Contact Information

Manage KSDE User Account for User Name nicoleadawn

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the applications that you would like to access.*

Application Name	Application Access Level
<input type="checkbox"/> Accreditation System	KSDE Read Only KSDE Admin
<input type="checkbox"/> AMOSS - Academic Measures of Student Success	KSDE Internal
<input type="checkbox"/> Annual Statistical Report(18E)	KSDE Internal KSDE Consultant (Read Only)
<input type="checkbox"/> Assessment and Accountability Communications	KSDE Internal KSDE Consultant
<input type="checkbox"/> Auditor App 2016	State Update State Admin
<input type="checkbox"/> Auditor App 2017	State Update State Admin
<input type="checkbox"/> Auditor File Exchange	State Auditor Entry KSDE Admin
<input type="checkbox"/> Auditor Files	KSDE User KSDE Admin
<input checked="" type="checkbox"/> LCP System	Auditor Read Only KSDE User
<input type="checkbox"/> Lea Forms	KSDE
<input type="checkbox"/> License Application	KSDE
<input type="checkbox"/> Measurable Objectives	KSDE Internal KSDE Consultant (Read Only)
<input type="checkbox"/> Migrant2	KSDE Admin KSDE Auditor View Only
<input type="checkbox"/> NAPS	KSDE Admin
<input checked="" type="checkbox"/> Neglected or Delinquent	State Admin State Audit

Access Information

Please enter a login ID and password.

Login ID:*

Change Your Password (Optional):

New Password:

Please reenter your new password:

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

Login Information

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has routing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question.

Birthdate (MM/DD/YYYY):*

Question:*
What is my dog's name?

Answer (this field is case-sensitive)*

[System Maintenance Notices](#)

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900 SW Jackson, Suite 106
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Footer Information

KSDE User Registration (continued)

Contact Information

In the 'Contact Information' section, enter the following information:

1. Enter the contact person's First Name
2. Enter the contact person's Last Name
3. Enter the contact person's Phone Number
4. Enter the contact person's Email Address
5. In the 'Organizations' section, enter the District information, and
6. Enter 'All Buildings' in the drop-down list since this is a district-level report.

Access Information

In the 'Application Access' section, select the following information:

1. Click on 'LCP System' in the Application Name column
2. Highlight either the 'District Update' or the 'District Submit' selection in the Application Access Level column

Note: *'District Update' – Access to enter and print all report data, but does not have Submit permissions. 'District Submit' – Access to enter and print all report data, and has access to submit the report.*

Login Information

In the new login information section, enter the following information:

1. Enter a Login ID (case-sensitive)
2. Enter a Password, then re-enter your Password for verification (case-sensitive)

Passwords will need to contain the following:

- At least 8 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number or special character

Password Reminders

In the 'In Case You Forget Your Password' section, enter the following information to allow KSDE to provide you with the saved information:

1. Enter the contact person's birth date
2. Enter a 'Hint' question
3. Enter the answer to the 'Hint' question

Footer Information

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.

Once each of these sections has been completed, click the *Submit* button.

You will be notified by e-mail from KSDE once your registration has been approved and completed, and at that point you will be able to access the LCP System.

Login Screen - Help

Login Information

Forgotten Password

Footer Information

Common Authentication Login

User Name:

Password:

[Forgot Your Password?](#)

KSDE applications support the following browsers: for Microsoft Windows - Internet Explorer (IE) 10, IE 11, Edge and compatibility mode; for Macintosh - Firefox v27 to v44.0

[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

New User Registration

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

System Maintenance Notices

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The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

KSDE General Counsel
900 SW Jackson
Topeka, KS 66612
785-296-3201

Login Information

If you have a User Name/Password on file with KSDE (including all KSDE web applications), complete the following steps to access your district's LCP System in order to input, update and/or submit.

- Type in your User Name (case-sensitive)
- Type in your Password (case-sensitive)
- Use mouse to click on the *Login* button or hit the ENTER key

Password on file –

- This information has been submitted and is on file with the Kansas Department of Education.
- Depending on the submitted User Name designation, users will be able to input/update data and submit/approve the LCP Annual Report.

Login Screen (continued)

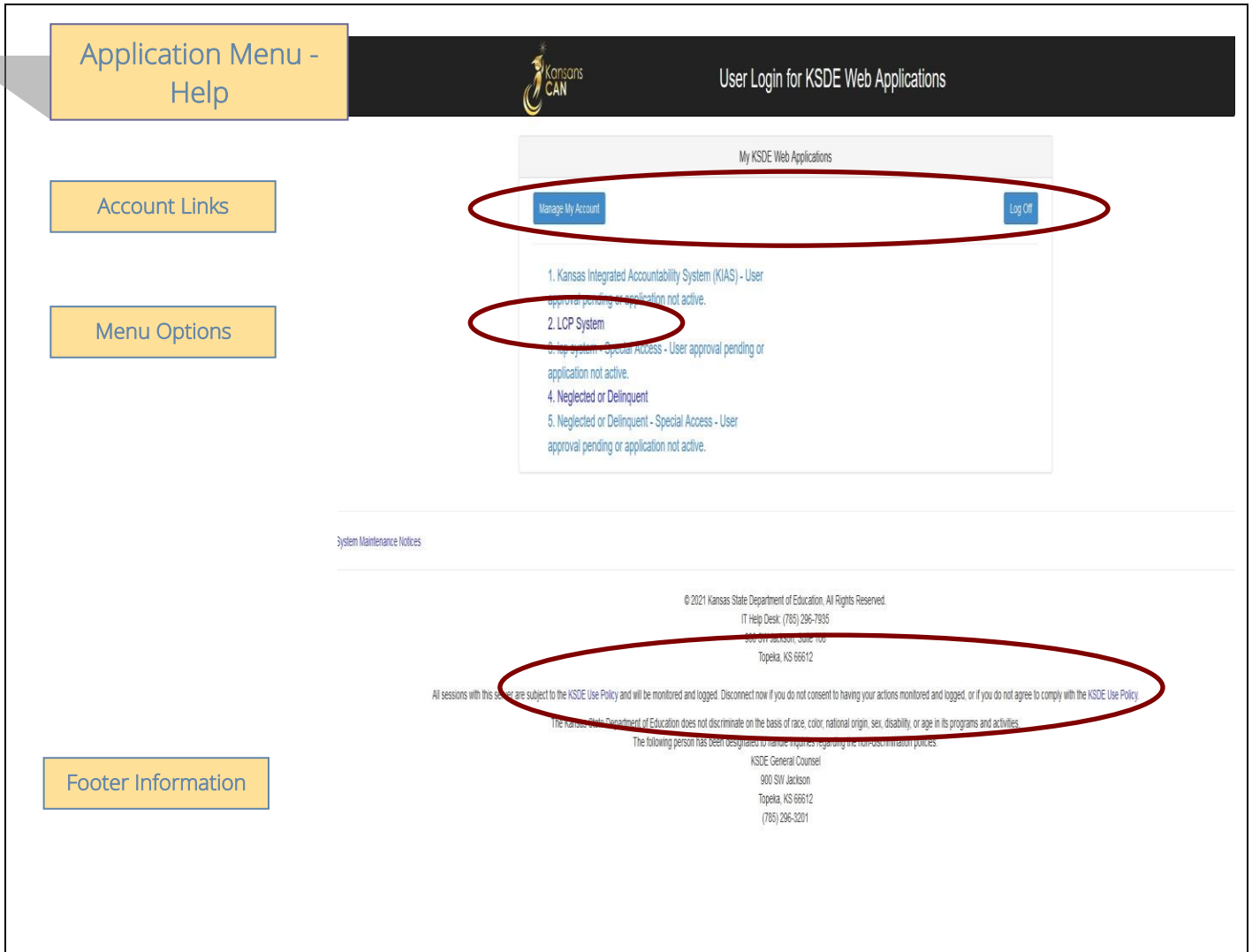
Forgotten Password

Forgot Your Password?: If you have a User Name/Password on file, but have forgotten your password:

- a. Click on the [Forgot Your Password?](#) link
- b. From the 'Forgot Your Password' screen, enter your User Name (case-sensitive) and click the *Submit* button
- c. Enter your birth date, answer the question you set up (case-sensitive) and then type a new password.
- d. Click the *Submit* button

Footer Information

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.



Account Links

Manage My Account link: This link will open the 'Manage KSDE User Account' page, where the user's information can be updated.

Logoff link: This link will open 'KSDE User Login' page, and the user will be logged out of the KSDE system.

Menu Options

This area will include the name(s) of the web applications the user has access to.

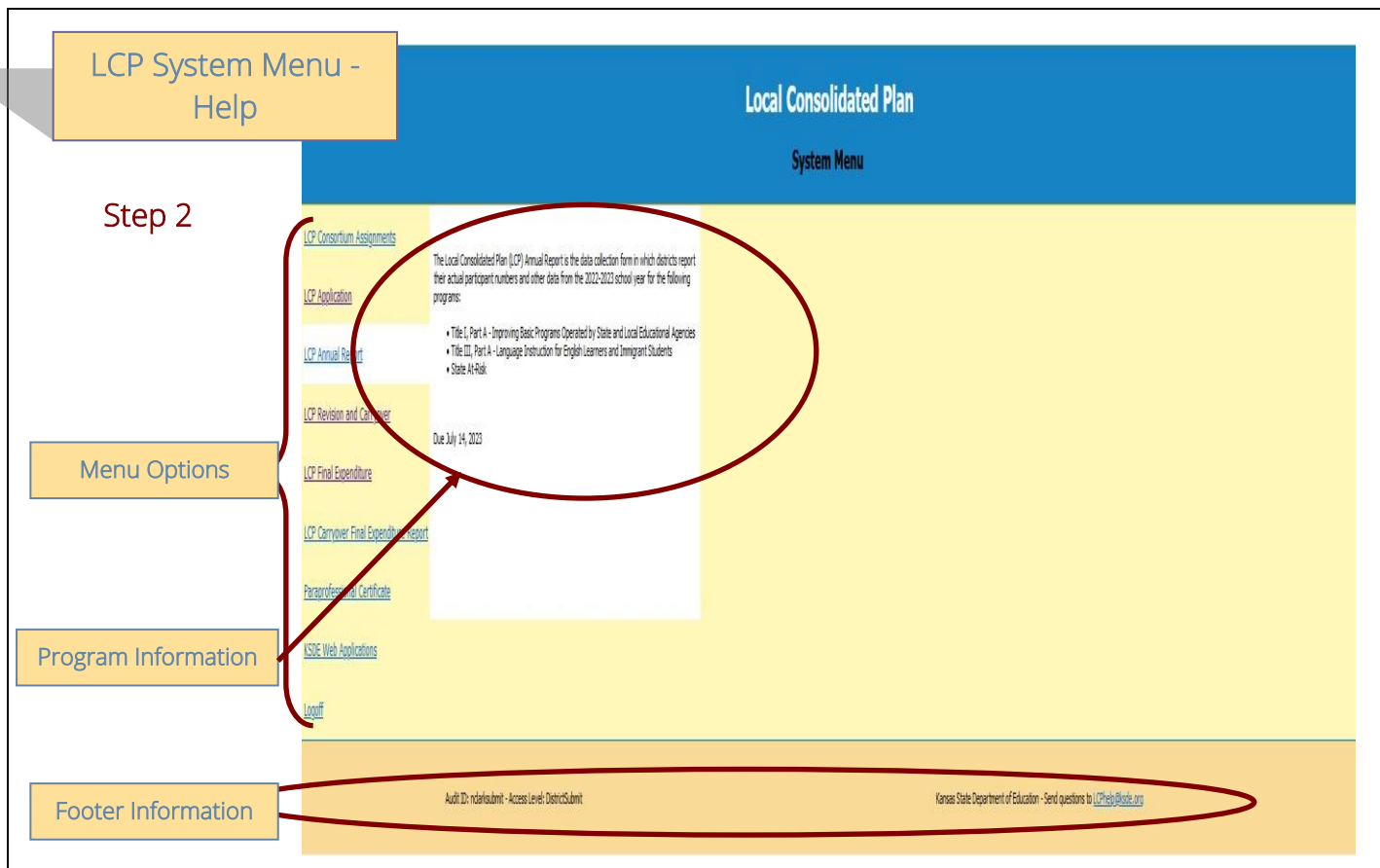
Directions:

1. On the 'KSDE Web Applications' menu, click on the LCP System link.

Note: If the 'LCP System' link is grayed out, it is pending approval from your district's superintendent.

Footer Information

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.



Menu Options

The following menu options will be available in the LCP System:

- **LCP Consortium Assignments** – this application is where Districts indicate whether they are retaining or relinquishing their program funds for the upcoming school year. If relinquishing funds, they will specify where their funds will be relinquished to.
- **LCP Application** – this application is where Districts budget their allocated program funds for the current school year.
- **LCP Annual Report** – this application is where Districts enter data for the number of students served with program funds for the past school year.
- **LCP Revision & Carryover** – this application is where Districts enter any revised budget information and request to carry over funds in to the next fiscal year.
- **LCP Final Expenditure Report** – this application is where Districts enter any final expenditure information.
- **LCP Carryover Final Expenditure Report** – this application is where Districts enter any carryover final expenditure information.
- **KSDE Web Applications** – This selection will take the user to the KSDE Authentication system while still logged in. The available KSDE applications for the user will be displayed.
- **Logoff** – This selection will log the user out of the KSDE Authentication system.

The different menu options can be accessed without having to log out of the KSDE Authentication system.

Program Information

When any of the selections for the 'LCP System' is highlighted with the mouse pointer, an information section will open to the right which will list general information for the program, along with the current Due Date.

Footer Information

Audit ID: The 'Audit ID' field will display the User ID for the person that is logged in to the LCP Annual Report.

Access Level: The 'Access Level' field will display the user Access level for the person that is logged in to the LCP Annual Report.

Questions: If there are any questions regarding the LCP Annual Report, click on the 'LCPHelp@ksde.org' e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of 'LCP Annual Report Help' populated.

Help Information

Annual Report Help: This link will open the 'Annual Report Help' page, which will give an overview of how to complete the 'LCP Annual Report'.

Header Information

Audit ID: The 'Audit ID' field will display the User ID for the person that is logged in to the LCP Annual Report.

Access Level: The 'Access Level' field will display the user access level for the person that is logged in to the LCP Annual Report.

Year Links

Select Year:

The 'Select Year' grid will display each of the Years starting with year 2010-2011 with the most recent Year listed first.

Directions:

1. Click on the 'Select Year' link to access the desired Year. The menu on the left-hand side will display the options for the Year selected.
2. Click on the desired page link from the menu on the left-hand side.

Note: The first time the LCP Annual Report is accessed for the school year, click on the 'Open 2023 LCP Annual Report' button.

Note: Make sure the information for the desired Year is displayed at the top of the page.

Select Year (continued)

Status:

The 'Status' link will display the current status of the Year.

1. Click on the 'Status' link in order to 'expand' the history for the Year, which will list the most current activity first. Each history entry will show the User ID, Status and Date/Time of the activity.
2. Click on the 'Status' link again in order to 'collapse' the history for the Year.

Application Menu

The Application Menu will be listed on the left-hand side of each of the screens for the LCP Annual Report. All Program pages will be accessible, even if funds were not retained for the corresponding program.

1. Click on a menu item to open the corresponding page.

Note: When the LCP Annual Report is first opened, it may not display all of the menu listings. Once a Year is selected, all of the menu options will be available.

Note: The solid 'triangle' symbols in the menu can be clicked on to expand or collapse the menu. If the solid 'triangle' is pointing down, this means the menu has been expanded; clicking on the triangle will collapse the menu. If the solid 'triangle' is pointing to the right, this means the menu has been collapsed; clicking on the triangle will expand the menu.

Footer Information

Questions: If there are any questions regarding the LCP Annual Report, click on the 'LCPHelp@ksde.org' e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of 'LCP Annual Report Help' populated.

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.

Privacy Statement link: This link will open the 'KSDE Privacy Statement' page.

EEO Statement link: These links will open the 'KSDE EEO Statement' page.

District Information – Help

Help Information

Header Information

Step 4

Contact Information

Save Information

Comments

Footer Information

Annual Report Help

District Information Help

Save

Submitter Comments
(0,000 character limit)

KSCE Comments
(0,000 character limit)

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 Front Desk: (785) 296-2801
 Fax: (785) 291-3791
 Jackson State Office Building
 900 SW Jackson St., Suite 620
 Topeka, KS 66612
 Send Questions to: LCPHelp@ksde.org

Help Information

Annual Report Help: This link will open the 'Annual Report Help' page, which will give an overview of how to complete the 'LCP Annual Report'.

District Information Help: This link will open the 'District Information Help' page, which will give an overview of how to complete the District Information page Details of the 'LCP Annual Report'.

Header Information

Audit ID: The 'Audit ID' field will display the User ID for the person that is logged in to the LCP Annual Report.

Access Level: The 'Access Level' field will display the user access level for the person that is logged in to the LCP Annual Report.

District Information (continued)

Contact Information

This section identifies the primary contact information for the Local Consolidated Plan. This information has been pre-populated based on data collected by KSDE in the most recently completed component of the LCP System. The listed individual will be sent a confirmation notice via email when the LCP Annual Report has been submitted by the district and reviewed by KSDE staff. Therefore, it is very important to provide the correct email address.

Directions:

1. Review all of the LCP Contact information that was pre-populated.
2. Make any necessary changes to the information.
Note: The hyperlink for the LCP Contact's e-mail address will update once the Save button has been clicked.
3. Once all LCP Contact information has been updated, click the *Save* button.

Save Information

1. Click the *Save* button in order to save any changes made to the 'LCP Contact Information'.
2. Scroll to the bottom of the page and review any error messages by clicking on the 'Show Details' link.
3. Correct any information and click the *Save* button.
4. Re-check for error messages.

Note: For a list of the error messages and resolutions, consult the online Help pages.

Comments

Enter any necessary comments in the 'Submitter Comments' box and click the *Save* button.

Note: There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.

Footer Information

Questions: If there are any questions regarding the LCP Annual Report, click on the 'LCPHelp@ksde.org' e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of 'LCP Annual Report Help' populated.

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.

Privacy Statement link: This link will open the 'KSDE Privacy Statement' page.

EEO Statement link: These links will open the 'KSDE EEO Statement' page.

Title I - Help

Help Information

Header Information

(see next page for details)

Program Placement Table

Paraprofessionals Table

Save Information

Comments

Footer Information

LCP Annual Report Annual Report Help

00500 Kansas City School Year: 2022-2023 Status: In-Process Audit ID: nclarksubmit Access Level: DistrictSubmit

Home > Annual Report > Title I

Total number of Title I - TIAS participants

If your district has Title I TIAS buildings, data can be entered and saved on this page, but the LCP Annual Report cannot be submitted until the KIDS EOYA collection has been finalized on June 30, 2023.

School Program Placement	Title I TIAS ¹
INSTRUCTIONAL SERVICES	
Reading/Language Arts	
Mathematics	
Science	
Social Studies	
Vocational/Career	
Technology	
SUPPORT SERVICES	
Guidance/Counseling	
Social work, outreach or advocacy	
Health, Dental, Eye Care	
Total:	0

Title I TIAS¹ refers to Targeted Assistance School

For rows 3-5 below, please count each paraprofessional only once.

Paraprofessionals	Title I TIAS ¹	Title I SWP ²
1. Total Number of Paraprofessionals (by head count)		
2. Total Number with a GED or High School Diploma		
3. Number with 48 hours of college credit		
4. Number with an associate's degree or higher		
5. Number passed one of the state approved assessments (ParaPro, ParaEducator, or Workkeys)		

¹ Targeted Assistance School - include only paraprofessionals paid with Title I funds.
² Schoolwide Program School - include all paraprofessionals providing instructional support.

Submitter Comments
(1000 character limit)

KSDE Comments
(1000 character limit)

Show Details... Missing Value: 1 Show Details...

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 Front Desk: (785) 296-2001
 Fax: (785) 291-3791
 Landon State Office Building
 900 SW Jackson St., Suite 620
 Topeka, KS 66612
 Send Questions to: LCPHelp@ksde.org

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[KSDE Use Policy](#) * [Privacy Statement](#) * [FOIA Statement](#)

Help Information

Annual Report Help: This link will open the 'Annual Report Help' page, which will give an overview of how to complete the 'LCP Annual Report'.

Title I Help: This link will open the 'Title I Help' page, which will give an overview of how to complete the Title I page of the 'LCP Annual Report'.

Header Information

Audit ID: The 'Audit ID' field will display the User ID for the person that is logged in to the LCP Annual Report.

Access Level: The 'Access Level' field will display the user access level for the person that is logged in to the LCP Annual Report.

Program Placement Table

Directions:

1. Enter the number of Title I TAS participants who were served in each of the identified programs.
2. Once the information has been entered, click the *Save* button.

Note: No individual field in this table can be greater than the value that has been pre-populated in the 'Total number of Title I – TAS participants' field at the top of the Title I page.

Note: The 'Total number of Title I – TAS participants' field at the top of the Title I page is pre-populated from the KIDS EOYA collection.

Note: Districts with Title I TAS buildings will not be able to submit the LCP Annual Report until the KIDS EOYA collection closes on June 30, 2023.

Paraprofessionals Table

Directions:

1. Enter the total number of paraprofessionals in the corresponding Title I TAS and/or Title I SWP column.
2. Enter the number of paraprofessionals who fit each education category in the corresponding Title I TAS and/or Title I SWP column.
3. Once the information has been entered, click the *Save* button.

Note: No individual paraprofessional education category field in this table can be greater than the value that has been entered in the 'Total Number of Paraprofessionals (by head count)' field.

Note: Each paraprofessional should only be counted once when entering data in rows 3-5 of the Paraprofessionals table.

Note: If the district did not employ paraprofessionals in its Title I building(s), enter a 0 (zero) in each field.

Save Information

1. Click the *Save* button in order to save any changes made to the 'Title I' page.
2. Scroll to the bottom of the page and review any error messages by clicking on the 'Show Details' link.
3. Correct any information and click the *Save* button.
4. Re-check for error messages.

Note: For a list of the error messages and resolutions, consult the online Help pages.

Comments

Enter any necessary comments in the 'Submitter Comments' box and click the *Save* button.

Note: There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.

Footer Information

Questions: If there are any questions regarding the LCP Annual Report, click on the 'LCPHelp@ksde.org' e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of 'LCP Annual Report Help' populated.

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.

Privacy Statement link: This link will open the 'KSDE Privacy Statement' page.

EEO Statement link: These links will open the 'KSDE EEO Statement' page.

Note: Data that is entered on this screen will not be saved if you do not click the *Save* button.

Help Information

Header Information

Title III Information

Save Information

Comments

Footer Information

00500 Kansas City School Year: 2022-2023 Status: In-Process

Audit ID: ucarksubmit Access Level: DistrictSubmit

Title III - Language Instruction for English Learners and Immigrant Students

Home > Annual Report > Title III - Teacher

Teacher Training - for EL recipients only	
Number of teachers in the district who received professional development funded with Title III funds. Include all teachers in the district who participated in training that was specific to the educational needs of EL:	

Professional Development Activities funded with Title III funds (Scientific research-based professional development activity):

Check all activities that apply	Type of Professional Development Activity
<input type="checkbox"/>	Alignment of the curriculum in language instruction educational programs to ELP standards
<input type="checkbox"/>	Instructional strategies for EL
<input type="checkbox"/>	Other, please explain: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
<input type="checkbox"/>	Subject matter knowledge for teachers
<input type="checkbox"/>	Understanding and implementation of assessment of EL
<input type="checkbox"/>	Understanding and implementation of ELP standards and academic content standards for LEP students

Number of Participants	Participant Information
<input type="checkbox"/>	PD provided to administrators/other than principals
<input type="checkbox"/>	PD provided to community-based organization personnel
<input type="checkbox"/>	PD provided to content classroom teachers
<input type="checkbox"/>	PD provided to LEP classroom teachers
<input type="checkbox"/>	PD provided to other school personnel/non-administrative
<input type="checkbox"/>	PD provided to principals

Save

Submitter Comments

(1000 character limit)

KSDE Comments

(1000 character limit)

Show Details

Missing Value: 3

Show Details

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Fax: (785) 294-3791

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Topeka, KS 66612

Send Questions to: LCHelp@ksde.org

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Title III – Teacher (continued)

Help Information

Annual Report Help: This link will open the 'Annual Report Help' page, which will give an overview of how to complete the 'LCP Annual Report'.

Title III –Teacher Help: This link will open the 'Title III – Teacher Help' page, which will give an overview of how to complete the Title III – Teacher page of the 'LCP Annual Report'.

Header Information

Audit ID: The 'Audit ID' field will display the User ID for the person that is logged in to the LCP Annual Report.

Access Level: The 'Access Level' field will display the user access level for the person that is logged in to the LCP Annual Report.

Title III Information

Directions:

1. Enter the number of teachers in the district who received professional development funded with Title III funds.
2. Check the applicable types of professional development activities.
3. Complete the applicable participant information.
4. Once the information has been entered, click the *Save* button.

Note: *This page is required if the district retained Title III funds.*

Save Information

1. Click the *Save* button in order to save any changes made to the 'Title III – Teacher' page.
2. Scroll to the bottom of the page and review any error messages by clicking on the 'Show Details' link.
3. Correct any information and click the *Save* button.
4. Re-check for error messages.

Note: *For a list of the error messages and resolutions, consult the online Help pages.*

Comments

Enter any necessary comments in the 'Submitter Comments' box and click the *Save* button.

Note: *There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.*

Footer Information

Questions: If there are any questions regarding the LCP Annual Report, click on the 'LCPHelp@ksde.org' e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of 'LCP Annual Report Help' populated.

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.

Privacy Statement link: This link will open the 'KSDE Privacy Statement' page.

EEO Statement link: These links will open the 'KSDE EEO Statement' page.

Note: Data that is entered on this screen will not be saved if you do not click the *Save* button.

State At-Risk – Help

Annual Report Help

Help Information

Header Information

(see next page for details)

State At-Risk Information

Save Information

Comments

Footer Information

KSDE: 00500 Kansas City School Year 2022-2023 Status: In-Process Audit ID: nclarksubmit Access Level: District/Submit

State At-Risk

As a result of legislative reporting requirements all districts receiving State At-Risk funds must complete the section of the Local Consolidated Plan Annual Report.

1 Provide the unduplicated number of students who met the state's at-risk criteria and were, therefore, eligible for services funded with State At-Risk dollars. Do not provide the free lunch count but rather the number of students who meet the following criteria:

0

An at-risk student is one who meets one or more of the following criteria:
* Is not working on academic grade level
* Is not meeting the requirements necessary for promotion to the next grade level; is failing subjects or courses of study
* Is not meeting the requirements necessary for graduation from high school (e.g., potential dropout)
* Has insufficient mastery of skills or is not meeting state standards
* Has been retained
* Has a high rate of absenteeism
* Has repeated suspensions or expulsions from school
* Is homeless and/or pregnant
* Is identified as an English Learner
* Has social emotional needs that cause a student to be unsuccessful in school
* Is identified as a student with disability or characteristics of disability

2 How many of the identified students in question #1 were served with State At-Risk funds?

3 How many at-risk students received at-risk type services provided through other funding sources (e.g., Title I)? (Do not include special education funding.)

4 Check which service(s) and/or assistance were provided with State At-Risk funds.

4 What research (e.g., student assessment data) did the district rely on in determining that the need for services or assistance existed?

Check all services that apply

- Additional In-Class Assistance
- After School Programs
- Alternative High School Programs
- High School Credit Recovery Course (Course completion or makeup)
- Language Support Programs for English Learners (EL)
- Other - Specify
- Summer School
- Tutoring Programs

5 Describe the services provided with State At-Risk funds.

7 What were the results/effects (student impact data) of providing at-risk services (assessment data, graduation data, etc.)?

8 Please list the evidence-based programs and/or practices that were utilized successfully in the at-risk program. Information regarding evidence-based practices can be found at: [Click here](#)

9 Did the district use any practice or program that does not have an evidence base or is not on the approved list?
 No. Please check this box if all of your programs and practices are either evidence based or are on the current list of approved evidence based programs/practices.
 Yes. Please check this box and list any practice or program that does not have an evidence base or is not on the current list of approved evidence based programs/practices that you plan on using next school year. You will need to be able to show evidence at the end of the school year that it is effective.

Save

Submitter Comments (1000 character limit)

KSDE Comments (1000 character limit)

Show Details... Missing Value: 7 Show Details...

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State At-Risk (continued)

Help Information

Annual Report Help: This link will open the 'Annual Report Help' page, which will give an overview of how to complete the 'LCP Annual Report'.

State At-Risk Help: This link will open the 'State At-Risk Help' page, which will give an overview of how to complete the State At-Risk page of the 'LCP Annual Report'.

Header Information

Audit ID: The 'Audit ID' field will display the User ID for the person that is logged in to the LCP Annual Report.

Access Level: The 'Access Level' field will display the user access level for the person that is logged in to the LCP Annual Report.

State At-Risk Information

Directions:

1. Enter the number of students who met the state's at-risk criteria and were eligible for services funded with State At-Risk dollars.
2. Enter the number of students who were served with State At-Risk funds.
3. Enter the number of at-risk students who received at-risk type services provided through other funding sources.
4. Explain what research the district relied on in determining that the need for State At-Risk services or assistance existed.
5. Check which services and/or assistance were provided with State At-Risk funds.
6. Describe the services provided with State At-Risk funds.
7. Describe the results/effects of providing the State At-Risk services.
8. List the evidence-based practices that were utilized successfully in the State At-Risk program.
9. Indicate whether the district used any practice or program that does not have an evidence base or is not on the approved list by checking "Yes" or "No" in question #9. If the district checks "Yes", list any practice or program that does not have an evidence base or is not on the list, that you plan on using next school year. You will need to be able to show evidence at the end of the year that it is effective.

Note: *This page is required if the district retained State At-Risk funds.*

Save Information

1. Click the *Save* button in order to save any changes made to the 'State At-Risk' page.
2. Scroll to the bottom of the page and review any error messages by clicking on the 'Show Details' link.
3. Correct any information and click the *Save* button.
4. Re-check for error messages.

Note: *For a list of the error messages and resolutions, consult the online Help pages.*

Comments

Enter any necessary comments in the 'Submitter Comments' box and click the *Save* button.

Note: *There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.*

Footer Information

Questions: If there are any questions regarding the LCP Annual Report, click on the 'LCPHelp@ksde.org' e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of 'LCP Annual Report Help' populated.

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.

Privacy Statement link: This link will open the 'KSDE Privacy Statement' page.

EEO Statement link: These links will open the 'KSDE EEO Statement' page.

Note: Data that is entered on this screen will not be saved if you do not click the *Save* button.



Comments All pages that have KSDE and/or district comments are shown.

- Logoff
- LCP System Menu
- Select Year
- View/Edit District Data
 - District Information
 - View/Edit Program Information
 - Title I
 - Title II - Teacher
 - State At-Risk
- View/Submit Annual Report
 - Comments
 - Reports
 - Submit for Approval

Home > Annual Report > Comments

Title I

KSDE Comments

Testing Title I/CSDE Comments

Last edited by: jpkarl on: 5/23/2023 9:30:21 AM

Comments

State At-Risk

KSDE Comments

Testing State At-Risk/CSDE Comments

Last edited by: jpkarl on: 5/23/2023 9:30:46 AM

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Comments (continued)

Help Information

Annual Report Help: This link will open the 'Annual Report Help' page, which will give an overview of how to complete the 'LCP Annual Report'.

Comments Help: This link will open the 'Comments Help' page, which will give an overview of the Comments page of the 'LCP Annual Report'.

Header Information

Audit ID: The 'Audit ID' field will display the User ID for the person that is logged in to the LCP Annual Report.

Access Level: The 'Access Level' field will display the user access level for the person that is logged in to the LCP Annual Report.

Comments

A link has been added to the menu for Comments. When this screen is opened, it will show any comments that have been entered by the Submitter and/or KSDE. Click on the link to the page to make any necessary changes.

Note: This is a good place to check for any changes noted by KSDE.

Note: You can click on the page link to open the Title page.

Footer Information

Questions: If there are any questions regarding the LCP Annual Report, click on the 'LCPHelp@ksde.org' e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of 'LCP Annual Report Help' populated.

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.

Privacy Statement link: This link will open the 'KSDE Privacy Statement' page.

EEO Statement link: These links will open the 'KSDE EEO Statement' page.

The screenshot shows the LCP Annual Report web application interface. On the left, there is a navigation menu with the following items: Logoff, LCP System Menu, Districts, View/Edit District Details, District Information, View/Edit Program Information, Title I, Title III - Teacher, State At-Risk, View/Submit Annual Report, Comments, Reports, and Submit for Approval. The main content area is titled 'Reports' and contains a breadcrumb trail 'Home > Annual Report > Reports'. Below the breadcrumb, there are two 'Print Annual Report' buttons. The first button is for printing a blank report, and the second is for printing the entire report. Below these buttons, there is a section titled 'Please select a report to be viewed or printed.' with radio button options for District Information, Title I, Title III - Teacher, State At-Risk, and Comments. At the bottom of the page, there is a footer section with contact information for the Kansas State Department of Education, including phone, fax, and email addresses, and a link to 'Send Questions to LCPHelp@ksde.org'. A disclaimer at the bottom states that all sessions are subject to the KSDE Use Policy and will be monitored and logged.

Reports – Help

Help Information

Header Information

Reports

Footer Information

Help Information

Annual Report Help: This link will open the 'Annual Report Help' page, which will give an overview of how to complete the 'LCP Annual Report'.

Comments Help: This link will open the 'Reports Help' page, which will give an overview of the Reports page of the 'LCP Annual Report'.

Header Information

Audit ID: The 'Audit ID' field will display the User ID for the person that is logged in to the LCP Annual Report.

Access Level: The 'Access Level' field will display the user access level for the person that is logged in to the LCP Annual Report.

Reports

The Reports page is available for your convenience. On this page, users are able to print three different types of reports, which are:

- **Print Blank Annual Report** – this option creates a printable PDF Report for all of the screens from ‘District Information’ through ‘State At-Risk’ and will be blank except for the pre-populated information.
- **Print Annual Report** – this option creates a printable PDF Report for all of the screens from ‘District Information’ through ‘State At-Risk’ and will contain all data that has been saved.
- **Print Report** – this option creates a printable PDF Report for the specific page selected from the list. The report will contain all data that has been saved.

Footer Information

Questions: If there are any questions regarding the LCP Annual Report, click on the ‘LCPHelp@ksde.org’ e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of ‘LCP Annual Report Help’ populated.

KSDE Use Policy links: These links will open the ‘KSDE Use Policy’ page.

Privacy Statement link: This link will open the ‘KSDE Privacy Statement’ page.

EEO Statement link: These links will open the ‘KSDE EEO Statement’ page.

Submit/Error Listing - Help

Help Information

Header Information

Step 5

(see next page for details)

Error Messages

Footer Information



[Annual Report Help](#)

District: MO500 Kansas City School Year: 2022-2023 Status: In-Process

Audit ID: nclarksubmit Access Level: District/Submit

Submit for Approval Annual Status: In-Process

[Submit for Approval Help](#)

- Logout
- LCP System Menu
- Select Year
- View/Edit District Data
 - District Information
 - View/Edit Program Information
 - Title I
 - Title III - Teacher
 - State At-Risk
 - View/Submit Annual Report
 - Comments
 - Reports
 - Submit for Approval

[Home](#) > [Annual Report](#) > [Submit For Approval](#)

Show 15 rows

The following messages were found:

Page	Type	Brief	Description	Severity	Stop Submit?	Help Link (if available)	Created / Updated
State At-Risk	Missing Value	State At-Risk	Cannot have all null values on the State At-Risk page.	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:46 AM
State At-Risk	Missing Value	State At-Risk	State At-Risk funds have been retained by the district. In question #5, check the applicable types of service that were provided with State At-Risk funds.	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:46 AM
State At-Risk	Missing Value	State At-Risk	State At-Risk funds have been retained by the district. In question #6, describe the services provided with state at-risk funds.	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:46 AM
State At-Risk	Missing Value	State At-Risk	State At-Risk funds have been retained by the district. Enter an explanation as to what research (e.g., student assessment data) did the district rely on in determining that the need for services or assistance existed.	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:46 AM
State At-Risk	Missing Value	State At-Risk	State At-Risk funds have been retained by the district. Enter an explanation as to what were the results/effects (student impact data) of providing at-risk services (assessment data, graduation data, etc.).	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:46 AM
State At-Risk	Missing Value	State At-Risk	State At-Risk funds have been retained by the district. Please list the evidence-based practices that were utilized successfully in the at-risk program.	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:46 AM
State At-Risk	Missing Value	State At-Risk	State At-Risk funds have been retained by the district. Please check "Yes" or "No" indicating whether or not your district plans to utilize a practice or program for the next school year that is either NOT evidence based or not in your listing of practices and programs currently being utilized.	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:46 AM
Title I	Missing Value	Title I	Please complete the Title I SIPF column in the Paraprofessionals' table.	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:45 AM
Title III - Teacher	Missing Value	Title III	Title III funds have been retained. Cannot have all null values on the Title III - Teacher page.	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:46 AM
Title III - Teacher	Missing Value	Title III	Teachers participated in professional development specific to the educational needs of ELLs. Please complete the Type of Professional Development Activity table.	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:46 AM
Title III - Teacher	Missing Value	Title III	Teachers participated in professional development specific to the educational needs of ELLs. Please complete the Participant Information table.	Cannot Submit Application	<input type="checkbox"/>		4/19/2023 10:15:46 AM

Totals by Type:

Type	Total
Missing Value	11

Totals by Severity:

Severity	Total
Cannot Submit Application	11

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Fax: (785) 291-5791

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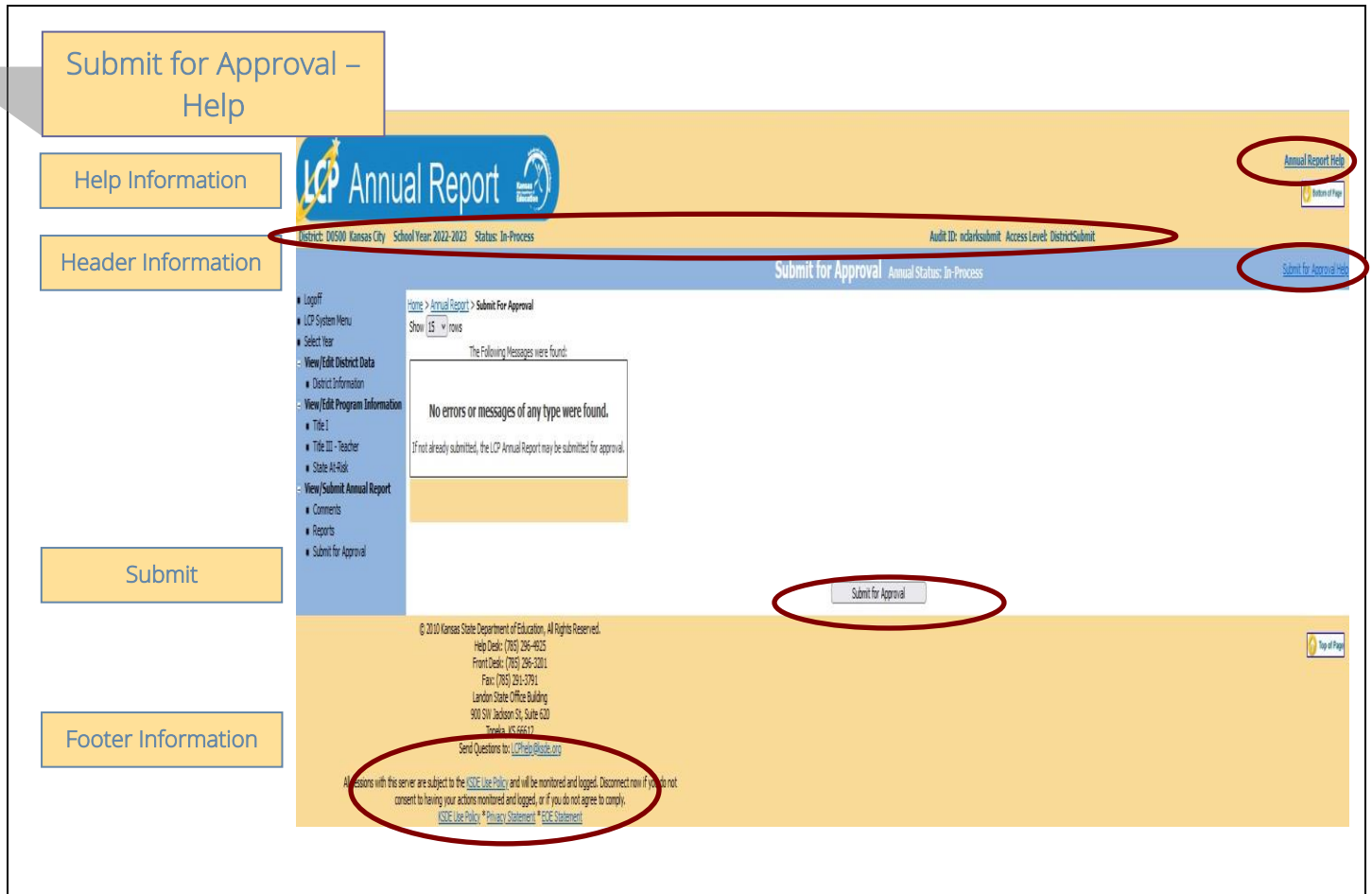
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Send Questions to: LCPhelp@state.ks.gov

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[KSDE User Policy](#) *[Privacy Statement](#) *[FOIA Statement](#)



Help Information

Annual Report Help: This link will open the 'Annual Report Help' page, which will give an overview of how to complete the 'LCP Annual Report'.

Comments Help: This link will open the 'Submit for Approval Help' page, which will give an overview of the Submit for Approval page of the 'LCP Annual Report'.

Header Information

Audit ID: The 'Audit ID' field will display the User ID for the person that is logged in to the LCP Annual Report.

Access Level: The 'Access Level' field will display the user access level for the person that is logged in to the LCP Annual Report.

Error Messages

Directions:

1. Click on the *Submit for Approval* menu link at any time throughout the LCP Annual Report process to view any open error messages. The errors listed will be a combined list of all the errors that are currently present on each of the pages.
2. The errors can be sorted by any of the column headers, but it may be helpful to sort them by page.
3. To go back to the page where the error appears, you can either click on the page link within the error or in the menu.

Submit (continued)

There will be a summary box below all of the error messages that will give the totals for each type/severity of error. The types of errors are:

Cannot Submit Application – this error means that it must be corrected or the LCP Annual Report cannot be submitted.

Warning – this error is informational only and the LCP Annual Report can be submitted if this error still appears.

Informational – this error is informational only and the LCP Annual Report can be submitted if this error still appears.

Note: See Help pages for specific page to view the error messages. The error messages on the individual pages will be the same as the errors on this page.

Note: All user levels can view the errors on the 'Submit for Approval' page, but only authorized user levels will get a 'Submit for Approval' button once the errors have been corrected.

Submit

Directions:

After all 'Cannot Submit Application' error messages have been corrected, then the 'Submit for Approval' button will appear for the users that have the access to submit the LCP Annual Report.

The user levels that have Submit access are:

- **District Submit** – This level will be for District personnel who can update the data, and will have the authority to submit.
- **Multi-District Submit** – This level will be for Consortium personnel who can update the data, and will have the authority to submit.

Once the 'Submit for Approval' button appears, the LCP Annual Report can be submitted:

- **Click the 'Submit for Approval' button** -- The application status will change to 'Submitted' and will become non-editable for all user levels except the 'KSDE User'.
- An e-mail will be automatically sent to the e-mail address listed on the 'District Information' page informing you that the LCP Annual Report has been submitted for the current Cycle.

KSDE will review the data entered. Based on the data, the LCP Annual Report will either be 'Approved' or 'Disapproved'.

Footer Information

Questions: If there are any questions regarding the LCP Annual Report, click on the 'LCPHelp@ksde.org' e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of 'LCP Annual Report Help' populated.

KSDE Use Policy links: These links will open the 'KSDE Use Policy' page.


Privacy Statement link: This link will open the 'KSDE Privacy Statement' page.

EEO Statement link: These links will open the 'KSDE EEO Statement' page.

E-Mail – Help

Submitted

LCP Annual Report 2023 Submitted by: D0500 - Kansas City

 LcpAnnualReport@ksde.org
To: LCPHelp
Cc: Nicole Clark

 Reply  Reply All  Forward  

Tue 5/23/2023 9:35 AM

The LCP Annual Report for D0500 : Kansas City has been submitted.

School Year: 2022-2023
Submit Date and Time: Tuesday, May 23, 2023 9:34:56 AM
Submitted by: nclarksubmit
Please notify KSDE immediately of any questions, or needed changes to this information, by contacting your consultant or by sending an e-mail to our LCP Help desk at LCPhelp@ksde.org

Thank you.

Title Programs and Services
Kansas Department of Education

Disapproved

LCP Annual Report 2023 Disapproved for: D0500 - Kansas City

 LcpAnnualReport@ksde.org
To: LCPHelp

 Reply  Reply All  Forward  

Tue 5/23/2023 9:40 AM

The LCP Annual Report for D0500 : Kansas City has been reviewed and disapproved.

School Year: 2022-2023
Disapproval Date and Time: Tuesday, May 23, 2023 9:39:33 AM
Disapproved by: jnlclark
Please log in to the LCP Annual Report program and review the Comments page for any requested changes.

Make any necessary changes, then re-submit. To log in, go to:

<https://apps.ksde.org/authentication/login.aspx>

Please notify KSDE immediately of any questions by contacting your Consultant, or by sending an e-mail to our LCP Help desk at LCPhelp@ksde.org

Thank you.

Title Programs and Services
Kansas Department of Education

Approved

LCP Annual Report 2023 Approved for: D0500 - Kansas City

 LcpAnnualReport@ksde.org
To: LCPHelp

 Reply  Reply All  Forward  

Tue 5/23/2023 9:40 AM

The LCP Annual Report for D0500 : Kansas City has been reviewed and Approved.

School Year: 2022-2023
Approved Date and Time: Tuesday, May 23, 2023 9:39:52 AM
Approved by: jnlclark

Please notify KSDE immediately of any questions by contacting your Consultant, or by sending an e-mail to our LCP Help desk at LCPhelp@ksde.org

Thank you.

Title Programs and Services
Kansas Department of Education

Submitted

Once the LCP Annual Report has been successfully submitted, an e-mail will be automatically sent to the address listed on the 'District Information' page stating that the submission of the report for the current Year has been submitted.

Disapproved

If the LCP Annual Report has been disapproved by KSDE, an e-mail will be automatically sent to the address listed on the 'District Information' page stating that the report for the current Year has been disapproved.

Note: Check the 'Comments' page for a listing of the corrections to be made.

Note: Once the requested changes have been made, you will need to go to the 'Submit for Approval' page to resubmit the LCP Annual Report.

Approved

Once the LCP Annual Report has been approved by KSDE, an e-mail will be automatically sent to the address listed on the 'District Information' page stating that the report for the current Year has been approved.

Note: If changes need to be made after the report has been approved, you will need to contact KSDE at LCPHelp@ksde.org.

MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

MOTTO

Kansans Can

SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

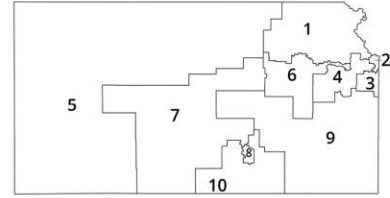
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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Dr. Randy Watson

DEPUTY COMMISSIONER

Division of Fiscal and Administrative Services



Dr. S. Craig Neuenswander

DEPUTY COMMISSIONER

Division of Learning Services



Dr. Ben Proctor

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Kansas leads the world in the success of each student.

Jan. 13, 2023