Local Consolidated Plan (LCP)

2022-2023



2022-2023 LCP Carryover Final Expenditure Report Reference Guide



Due: October 15, 2024

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





LCP Carryover Final Expenditure Report Reference Guide

Р	age 2	Heads-Up Page: Technical and Program Issues
Р	age 3	Basic Overview – Five (5) main steps to complete the LCP Carryover Final Expenditure Report
> F	Page 4-7	Step 1 – Login Screen
Р	age 8	Application Menu
Р	age 9-10	Step 2 – LCP System Menu
Р	age 11-12	Step 3 – Select Year
Р	age 13-14	Step 4 – District Information
Р	age 15-16	Carryover FE Report – Preloaded Carryover Amounts
Р	age 17-18	Title I, Part A – Improving Basic Programs Operated by State and Local Educational Agencies
Р	age 19-20	Title IIA – Supporting Effective Instruction
Р	age 21-22	Title III – Language Instruction for English Learners
Р	age 23-24	Immigrant – Instruction & Activities for Immigrant Students
Р	age 25-26	Title IVA – Student Support & Academic Enrichment Grants
Р	age 27-28	Program Budget Summary
Р	age 29-30	Comments
Р	age 31	Reports
Р	age 32-34	Step 5 - Submit for Approval/Error Listing
Р	age 35-36	E-Mails

HEADS UP Technical and Program Notes				
Technical Notes:				
	For the LCP Carryover Final Expenditure Report, KSDE supports the following internet browsers:			
Browser Requirements	 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) 			
	If you are having issues viewing the LCP Carryover Final Expenditure Report, please contact the KSDE IT Help Desk at (785) 296-7935 or send an e-mail to the LCP Help inbox at <u>LCPHelp@ksde.org</u> . Please include the type of computer and browser version you are using.			
Session Time Out	After 45 minutes of inactivity (no <i>Save</i> or <i>Calculate Totals and Save</i>), you may need to log in again.			
Set Up Bookmarks	It is a good idea to set up bookmarks for the following LCP System sites. 1. LCP System login screen: https://apps.ksde.org/authentication/login.aspx 2. LCP System information page (due dates, help information, etc.): http://www.ksde.org/Default.aspx?tabid=676 .			
Program Notes:				
Save Button	Data will be lost if the <i>Save or Calculate Totals and Save</i> buttons are not clicked before leaving each screen.			
Error Messages	For each page: Error checking will be done for each screen once the Save or Calculate Totals and Save buttons have 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 Carryover Final Expenditure Report can be submitted. Once any needed changes are made, the Save or Calculate Totals and Save button must be clicked to rerun the error checking for the page.			
9	It is a good practice to periodically save and review any errors.			
	For the entire LCP Carryover Final Expenditure Report: To review the error messages for the entire LCP Carryover Final Expenditure 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.			

Local Consolidated Plan Carryover Final Expenditure Report Basic Overview

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.

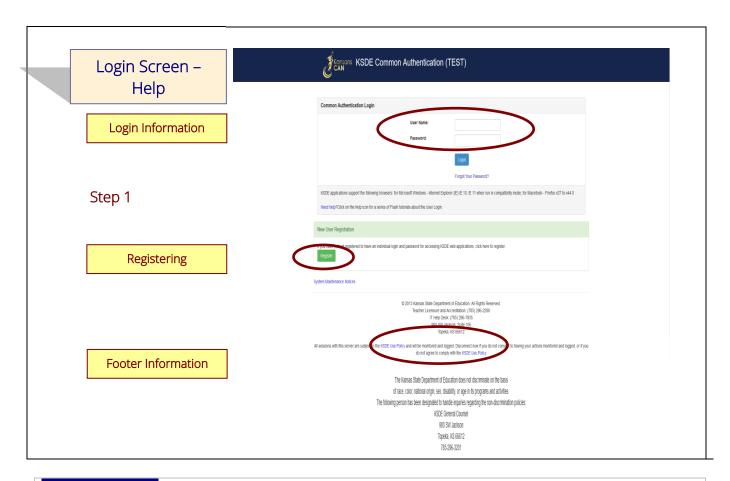
If the user requires more in-depth directions, refer to the page number under the column, Screen Name, and view the screen and directions for completion of that screen.

Access the 2022-2023 LCP Carryover Final Expenditure Report from the 'LCP System' menu link at the following location: https://apps.ksde.org/authentication/login.aspx. You may want to bookmark this page or add it to your favorites.

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 Carryover Final Expenditure 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)
- Mozilla Firefox (version 68 or newer)

Steps	Screen Name	Basic Directions
Step 1	Login Screen	Enter a User Name/Password (LCP Contact / LEA district personnel/Consortium personnel). Click the 'Login' button.
Step 2	LCP System Menu	 Click on the 'LCP System' menu link. When the 'LCP System' menu opens, click on the 'LCP Carryover Final Expenditure Report' menu link.
Step 3	Select Year	Note: The first time the LCP Carryover Final Expenditure Report is opened, click on the 'Open 2023 LCP Carryover Final Expenditure Report' button. 1. Choose 2022-2023 (or appropriate year) – Click on the Select Year link, then click on the menu on the left-hand side for the desired screen. Note: Make sure that the desired Year displays in the header of the page.
Step 4	LCP Carryover Final Expenditure Report	 On the left side of the screen is a Menu listing for each screen. First, review the District Information for accuracy. Second, complete the Carryover FE Report page. Proceed to the other screens. Note: Screens where funds were carried over will be required.
Step 5	Submit for Approval	Only the LEA personnel that have login identification as "District Submit" will have access to the Submit for Approval button.



Login Information

If you have a user name/password on file with KSDE, complete the following steps to access your district's LCP Carryover Final Expenditure 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.

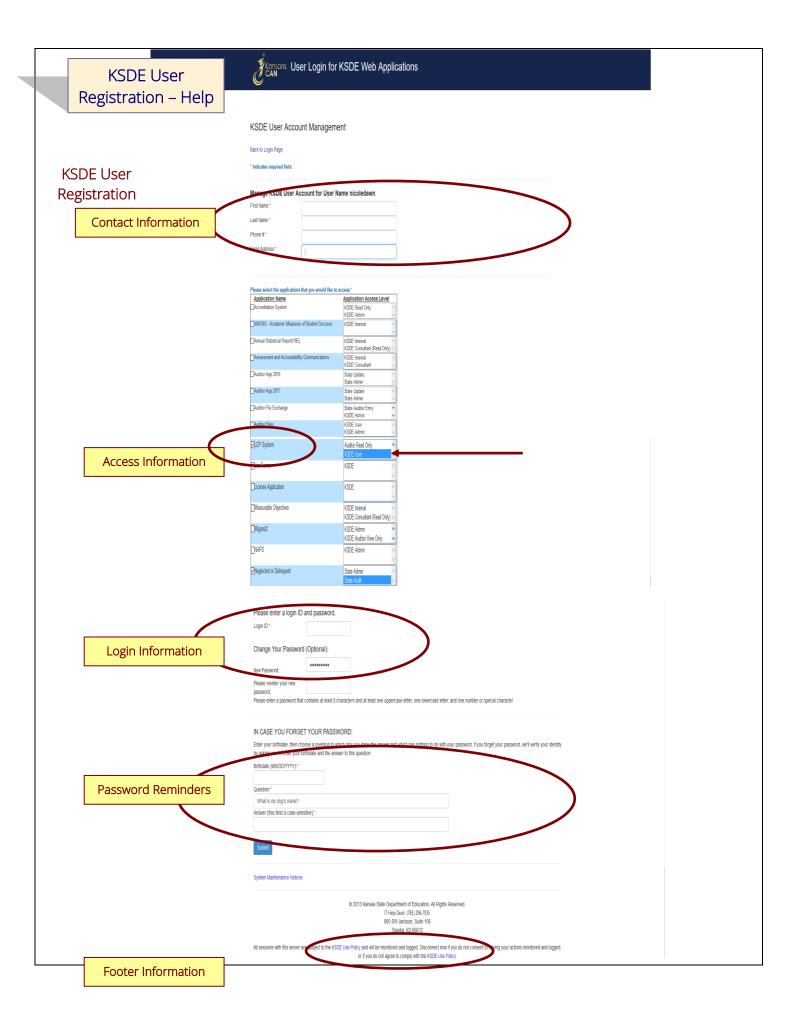
Registering

If you do not have a User Name/Password for accessing the 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 Carryover Final Expenditure Report.

Footer Information

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



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: '<u>District Update</u>' – Access to enter and print all report data, but does not have Submit permissions. '<u>District Submit</u>' – 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 Forgot Your Password' section, enter the following information to allow KSDE to provide you with the saved information:

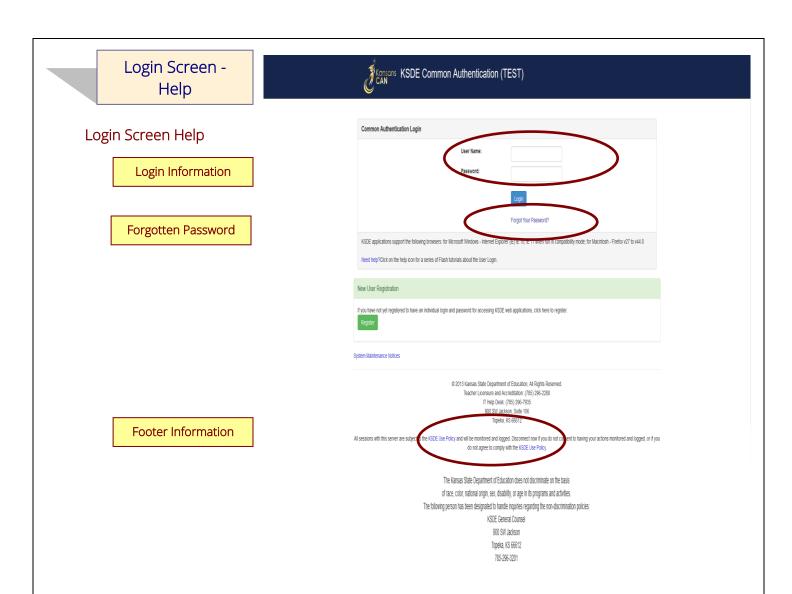
- 1. Enter the contact person's birth date
- 2. Enter a 'Hint' question
- 3. Enter the answer to the 'Hint' question

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 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.

- a. Type in your USER NAME (case-sensitive)
- b. Type in your PASSWORD (case-sensitive)
- c. 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 Carryover Final Expenditure Report.

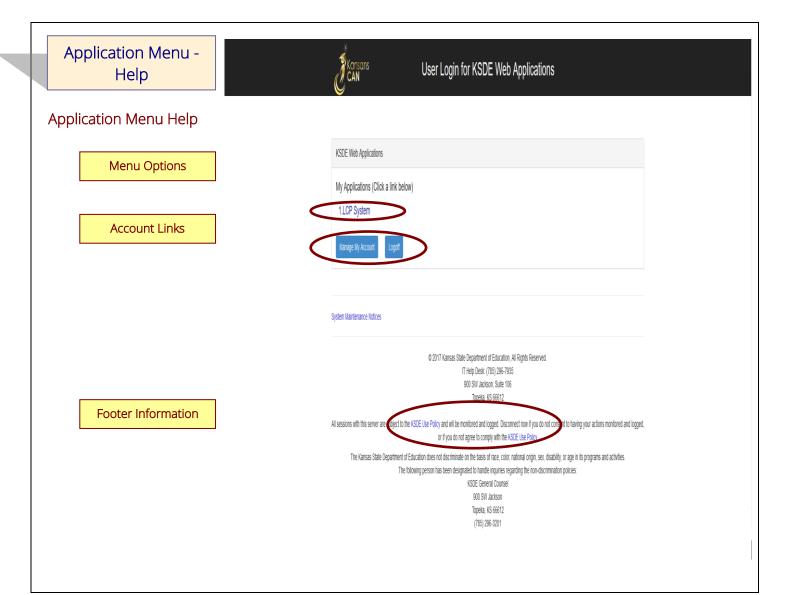
Forgotten Password

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 Username (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.



Menu Options

This area will include the name(s) of the web reports 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.

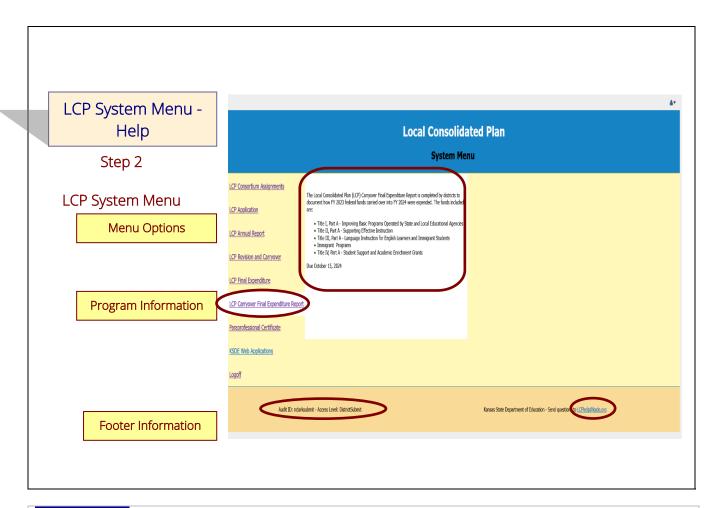
Account Links

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.

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 program is where Districts indicate whether they are retaining or relinquishing their program funds for the upcoming school year. If relinquishing funds, they specify where their funds will be relinquished to.
- LCP Application This program is where Districts budget their allocated program funds for the current school year.
- LCP Annual Report This program is where Districts enter data for the number of students served with the program funds for the past school year.
- **LCP Revision and Carryover** This program is where Districts enter any revised and/or carried over allocation information.
- LCP Final Expenditure Report This program is where Districts enter any final expenditure information.
- LCP Carryover Final Expenditure Report this program is where Districts indicate how carryover funds approved on the LCP Revision and Carryover two years prior were actually expended (for FY 2025, districts will report how they expended FY 2023 carryover funds).
- 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.

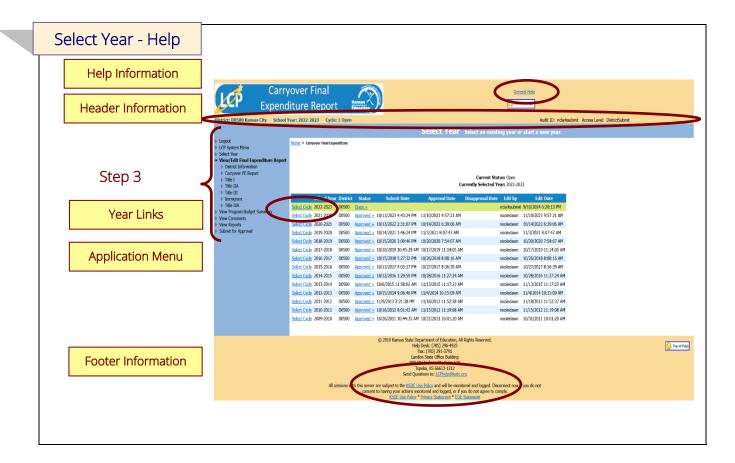
The different menu options can be accessed without having to log out of the KSDE Authentication system.

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

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure Help' populated.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure Report'.

Header Information

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

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

Year Links

Select Year:

The 'Select Year' grid will display each of the Years starting with year 2009-2010 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: Make sure the information for the desired Year is displayed at the top of the page.

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 Carryover Final Expenditure 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 Carryover Final Expenditure 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.

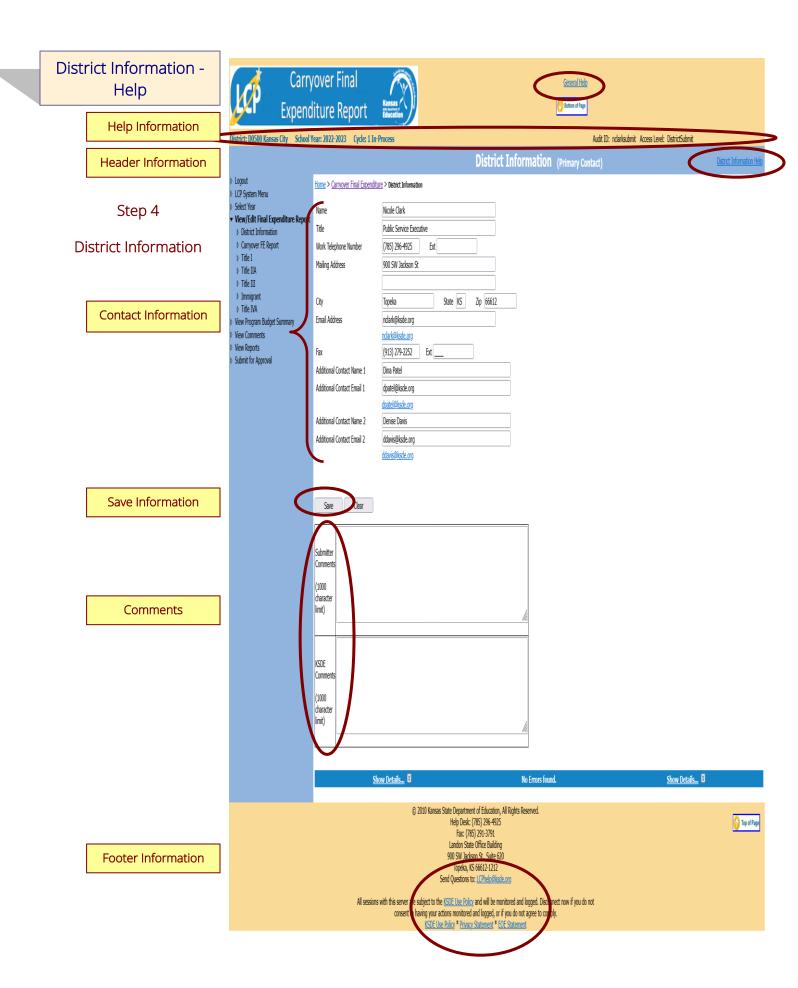
Note: The solid 'triangle' symbols in the menu can be clicked on to expand or collapse the menu. If the solid 'triangle' is pointing down, this means the menu has been expanded; clicking on the triangle will collapse the menu. If the solid 'triangle' is pointing to the right, this means the menu has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

Footer Information

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure 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.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure 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 of the LCP Carryover Final Expenditure Report.

Header Information

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

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

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 approved component of the LCP System. The listed individual will be sent a confirmation notice via email when the LCP Carryover Final Expenditure 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.

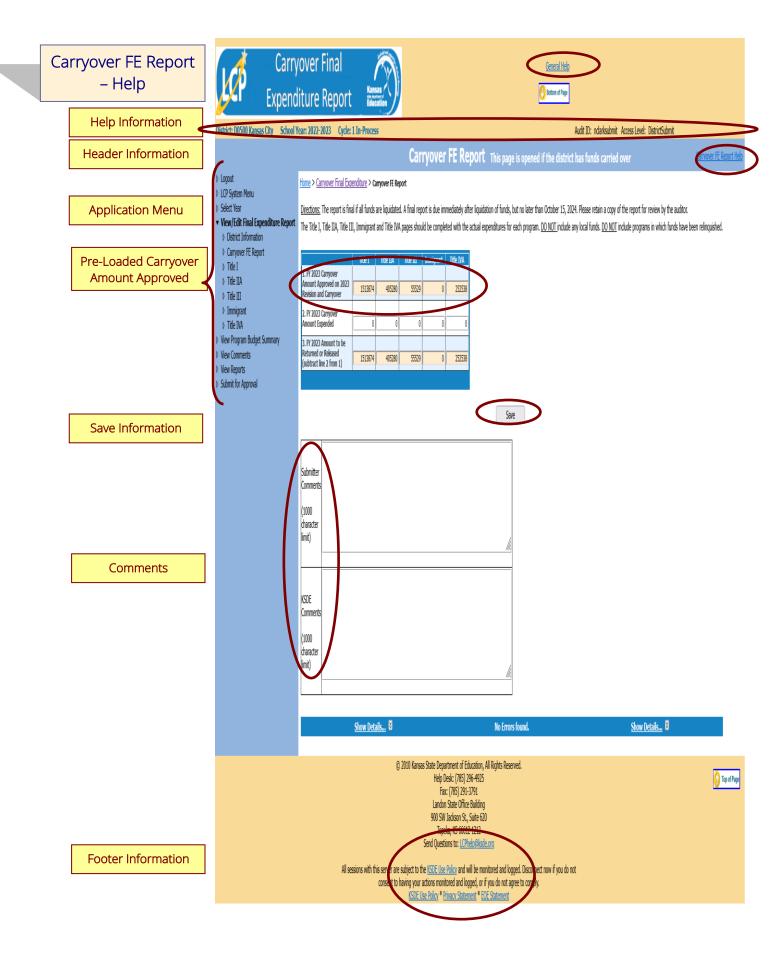
Note: There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.

Footer Information

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure 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.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure Report'.

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

Header Information

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

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

Pre-Loaded Carryover Amount Approved

The FY 2023 Carryover Amount Approved on 2023 Revision and Carryover information for each Federal program has been pre-populated based on the most recently approved FY 2023 Revision and Carryover.

Note: These fields are not editable.

Save Information

Directions:

- 1. Enter the FY 2023 Carryover Amount Expended (row 2) for each program in which FY 2023 funds were approved as carryover.
- 2. Click the Save button in order to save any changes made to the 'Carryover FE Report' page.
- 3. Scroll to the bottom of the page and review any error messages by clicking on the 'Show Details' link.
- 4. Correct any information and click the *Save* button.
- 5. Re-check for error messages.

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

Comments

Directions:

- 1. Enter any comments in the 'Submitter Comments' box that are necessary to support information that has been entered on this screen and click the *Save All* button.
- 2. KSDE staff will enter any comments necessary for changes needed in order to complete the submission of information entered on the screen.

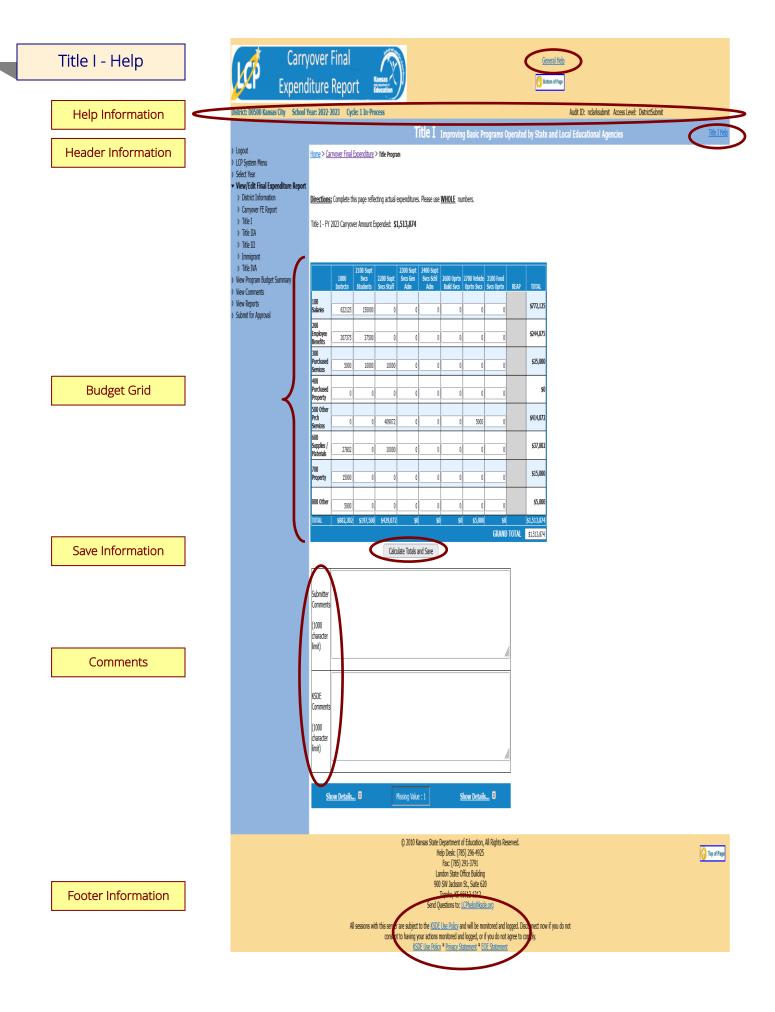
Note: There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.

Footer Information

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure 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.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure 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 Carryover Final Expenditure Report.

Header Information

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

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

Budget Grid

Directions:

- 1. Check the budget grid for pre-populated information, and make changes as needed. Note: The information in the budget grid was pre-populated based on what was entered in the Carryover columns of the most recently approved FY 2023 LCP Revision and Carryover.
- 2. After reviewing/changing budget information in the grid, click on Calculate Totals and Save button.
- 3. The total of the budget grid columns must equal the Title I FY 2023 Carryover Amount Expended' shown above the budget grid.
- 4. All available funds need to be accounted for in the budget grid.
- 5. When the total of budget grid columns matches the 'Title I FY 2023 Carryover Amount Expended' shown above the budget grid, click on the *Calculate Totals and Save* button.

Save Information

Directions:

- 1. Click the Calculate Totals and 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 *Calculate Totals and Save* button.
- 4. Re-check for error messages.

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

Comments

Directions:

- 1. Enter any comments in the 'Submitter Comments' box that are necessary to support information that has been entered on this screen and click the *Calculate Totals and Save* button.
- 2. KSDE staff will enter any comments necessary for changes needed in order to complete the submission of information entered on the screen.

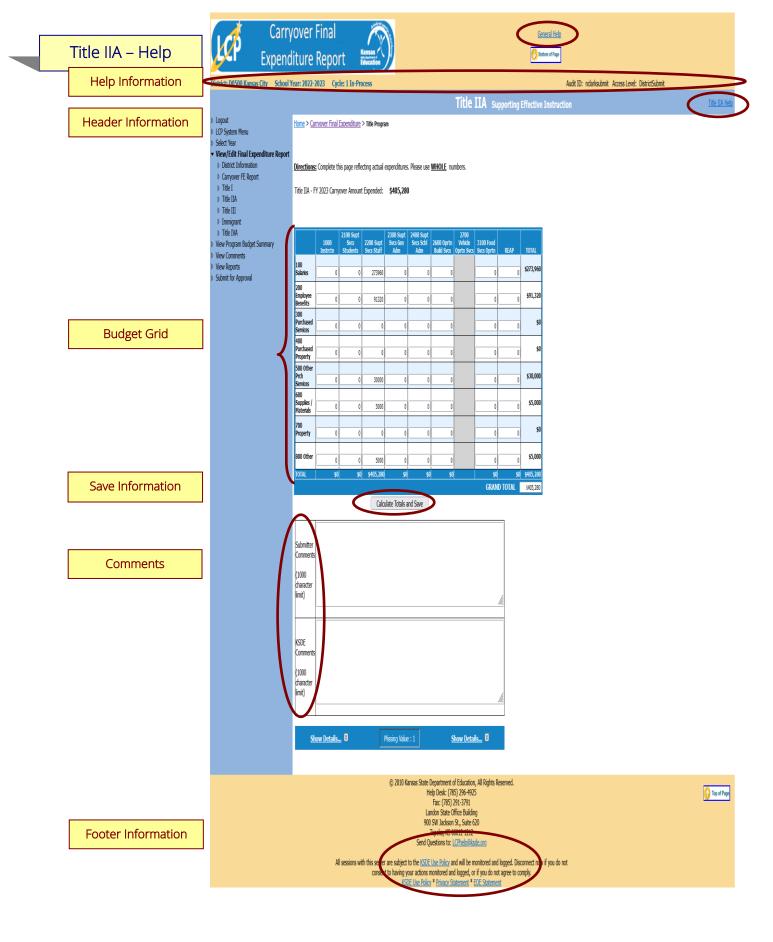
Note: There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.

Footer Information

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure 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.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure Report'.

Title IIA Help: This link will open the 'Title IIA Help' page, which will give an overview of how to complete the Title IIA page of the LCP Carryover Final Expenditure Report.

Header Information

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

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

Budget Grid

Directions:

- 1. Check the budget grid for pre-populated information, and make changes as needed. Note: The information in the budget grid was pre-populated based on what was entered in the Carryover columns of the most recently approved FY 2023 LCP Revision and Carryover.
- 2. After reviewing/changing budget information in the grid, click on Calculate Totals and Save button.
- 3. The total of the budget grid must equal the 'Title IIA FY 2023 Carryover Amount Expended' shown above the budget grid.
- 4. All available funds need to be accounted for in the budget grid.
- 5. When the total of the budget grid matches the 'Title IIA FY 2023 Carryover Amount Expended' shown above the budget grid, click on the *Calculate Totals and Save* button.

Save Information

Directions:

- 1. Click the Calculate Totals and Save button in order to save any changes made to the 'Title IIA' 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 Calculate Totals and Save button.
- 4. Re-check for error messages.

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

Comments

Directions:

- 1. Enter any comments in the 'Submitter Comments' box that are necessary to support information that has been entered on this screen and click the *Calculate Totals and Save* button.
- 2. KSDE staff will enter any comments necessary for changes needed in order to complete the submission of information entered on the screen.

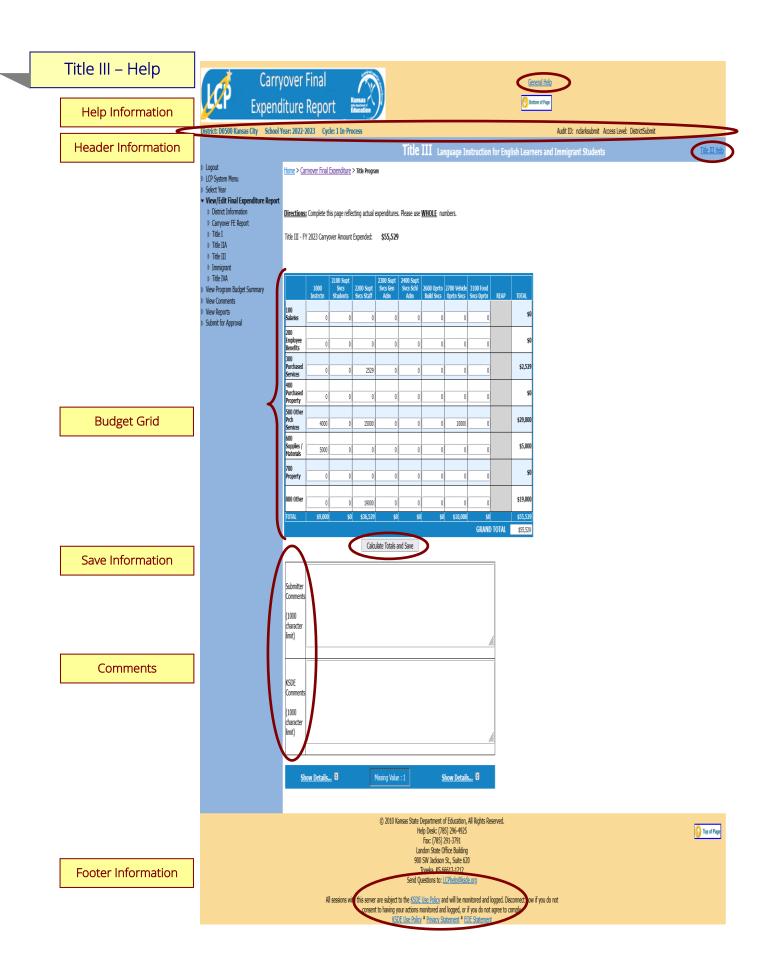
Note: There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.

Footer Information

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure 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.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure Report'.

Title III Help: This link will open the 'Title III Help' page, which will give an overview of how to complete the Title III page of the LCP Carryover Final Expenditure Report.

Header Information

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

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

Budget Grid

Directions:

- 1. Check the budget grid for pre-populated information, and make changes as needed. Note: The information in the budget grid was pre-populated based on what was entered in the Carryover columns of the most recently approved FY 2023 LCP Revision and Carryover.
- 2. After reviewing/changing budget information in the grid, click on Calculate Totals and Save button.
- 3. The total of the budget grid must equal the 'Title III FY 2023 Carryover Amount Expended' shown above the budget grid.
- 4. All available funds need to be accounted for in the budget grid.
- 5. When the total of the budget grid matches the 'Title III FY 2023 Carryover Amount Expended' shown above the budget grid, click on the *Calculate Totals and Save* button.

Save Information

Directions:

- 1. Click the Calculate Totals and Save button in order to save any changes made to the 'Title III' 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 *Calculate Totals and Save* button.
- 4. Re-check for error messages.

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

Comments

Directions:

- 1. Enter any comments in the 'Submitter Comments' box that are necessary to support information that has been entered on this screen and click the *Calculate Totals and Save* button.
- 2. KSDE staff will enter any comments necessary for changes needed in order to complete the submission of information entered on the screen.

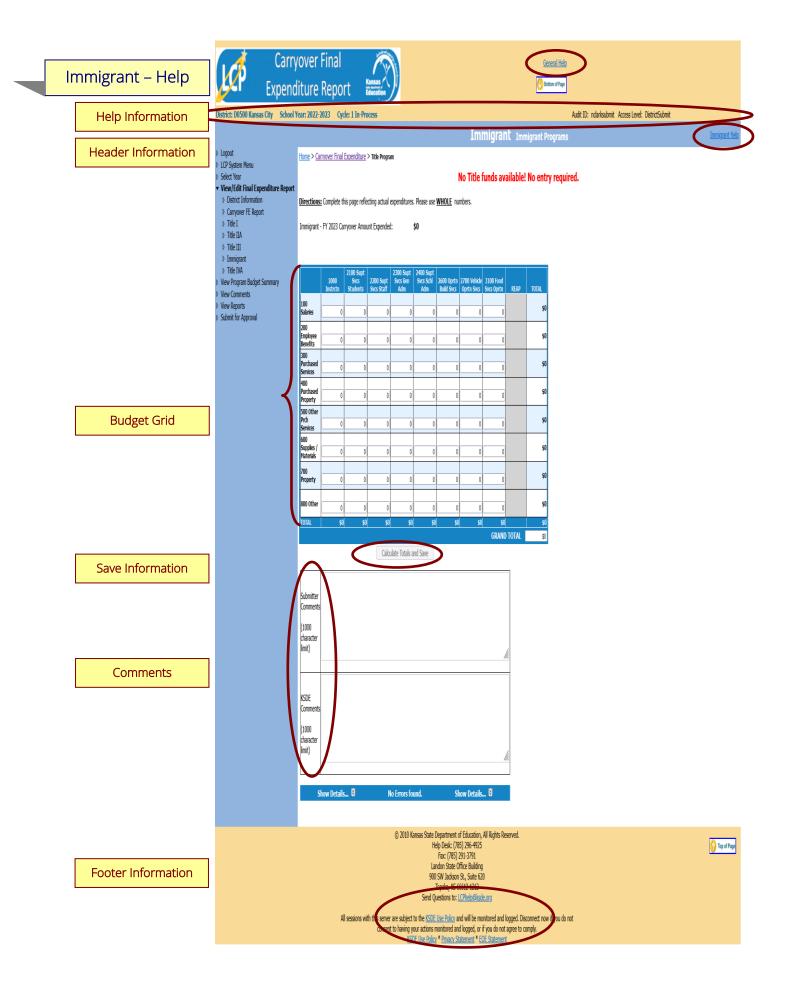
Note: There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.

Footer Information

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure 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.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure Report'.

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

Header Information

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

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

Budget Grid

Directions:

- 1. Check the budget grid for pre-populated information, and make changes as needed. Note: The information in the budget grid was pre-populated based on what was entered in the Carryover columns of the most recently approved FY 2023 LCP Revision and Carryover.
- 2. After reviewing/changing budget information in the grid, click on Calculate Totals and Save button.
- 3. The total of the budget grid must equal the 'Immigrant FY 2023 Carryover Amount Expended' shown above the budget grid.
- 4. All available funds need to be accounted for in the budget grid.
- 5. When the total of the budget grid matches the 'Immigrant FY 2023 Carryover Amount Expended' shown above the budget grid, click on the *Calculate Totals and Save* button.

Save Information

Directions:

- 1. Click the Calculate Totals and Save button in order to save any changes made to the 'Immigrant' 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 *Calculate Totals and Save* button.
- 4. Re-check for error messages.

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

Comments

Directions:

- 1. Enter any comments in the 'Submitter Comments' box that are necessary to support information that has been entered on this screen and click the *Calculate Totals and Save* button.
- 2. KSDE staff will enter any comments necessary for changes needed in order to complete the submission of information entered on the screen.

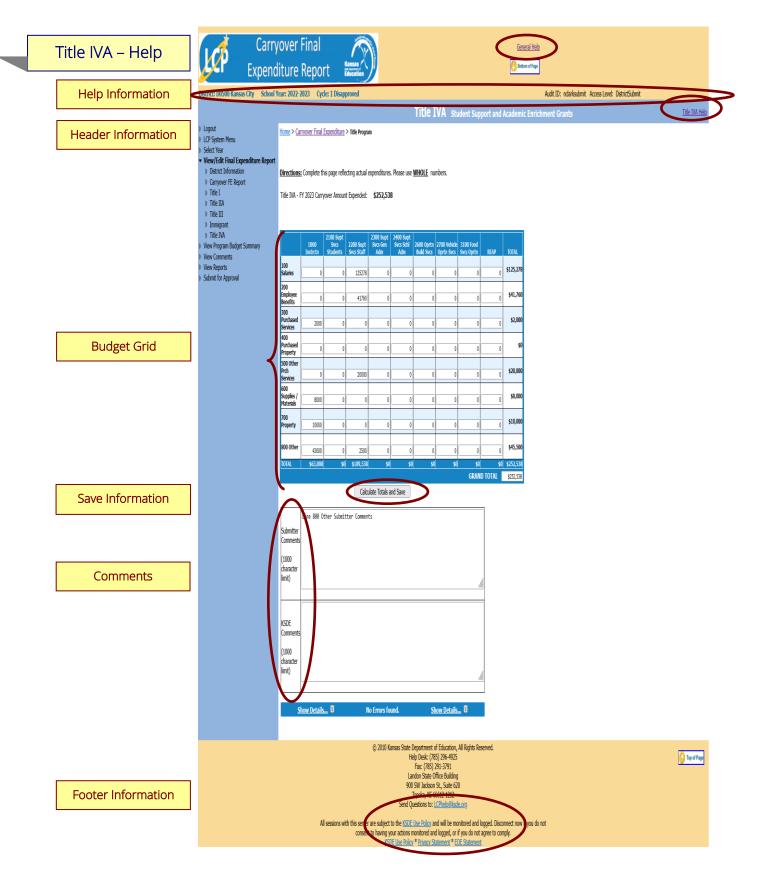
Note: There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.

Footer Information

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure 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.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure Report'.

Title IVA Help: This link will open the 'Title IVA Help' page, which will give an overview of how to complete the Title IVA page of the LCP Carryover Final Expenditure Report.

Header Information

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

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

Budget Grid

Directions:

- 1. Check the budget grid for pre-populated information, and make changes as needed. Note: The information in the budget grid was pre-populated based on what was entered in the Carryover columns of the most recently approved FY 2023 LCP Revision and Carryover.
- 2. After reviewing/changing budget information in the grid, click on Calculate Totals and Save button.
- 3. The total of the budget grid must equal the 'Title IVA FY 2023 Carryover Amount Expended' shown above the budget grid.
- 4. All available funds need to be accounted for in the budget grid.
- 5. When the total of the budget grid matches the 'Title IVA FY 2023 Carryover Amount Expended' shown above the budget grid, click on the *Calculate Totals and Save* button.

Save Information

Directions:

- 1. Click the Calculate Totals and Save button in order to save any changes made to the 'Title IVA' 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 Calculate Totals and Save button.
- 4. Re-check for error messages.

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

Comments

Directions:

- 1. Enter any comments in the 'Submitter Comments' box that are necessary to support information that has been entered on this screen and click the *Calculate Totals and Save* button.
- 2. KSDE staff will enter any comments necessary for changes needed in order to complete the submission of information entered on the screen.

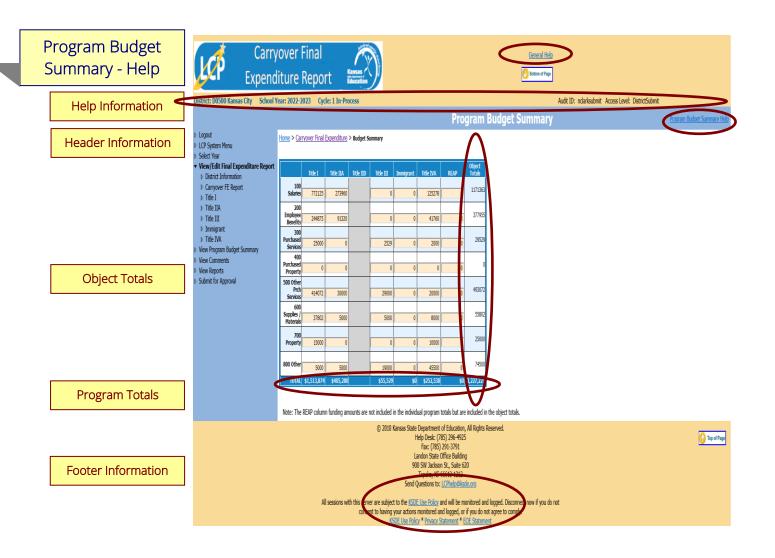
Note: There is a limit of 1000 characters, and there is not a spell-check feature on the Comments box.

Footer Information

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure 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.



The Program Budget Summary page is a non-editable page that will show a summary of the information entered for each of the Title Programs. To update these values, go to the corresponding program page.

Help Information

General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure Report'.

Program Budget Summary Help: This link will open the 'Program Budget Summary Help' page, which will give an overview of the Program Budget Summary page of the LCP Carryover Final Expenditure Report.

Header Information

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

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

Program Totals

The horizontal Program Totals represents how the total allocation for each program was budgeted.

Object Totals

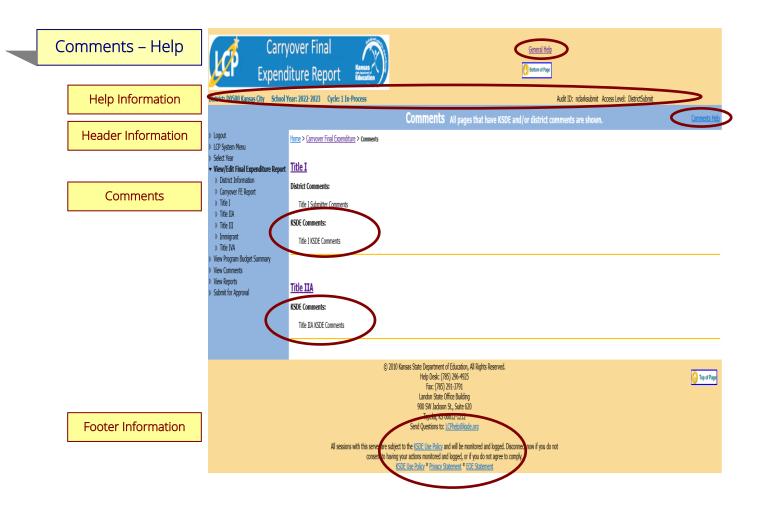
The vertical Object Totals represents the sum of each budget line across ALL programs.

Footer Information

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure 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.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure Report'.

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

Header Information

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

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

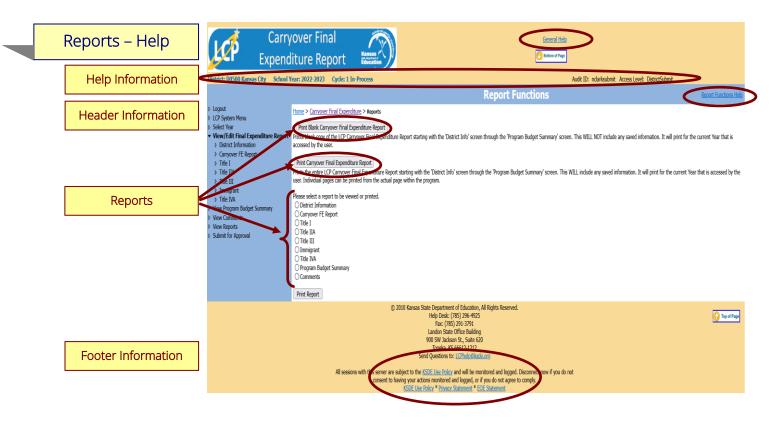
Footer Information

Questions: If there are any questions regarding the LCP Carryover Final Expenditure 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 Carryover Final Expenditure 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.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure Report'.

Reports Help: This link will open the 'Reports Help' page, which will give an overview of the Reports page of the LCP Carryover Final Expenditure Report.

Header Information

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

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

Reports

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

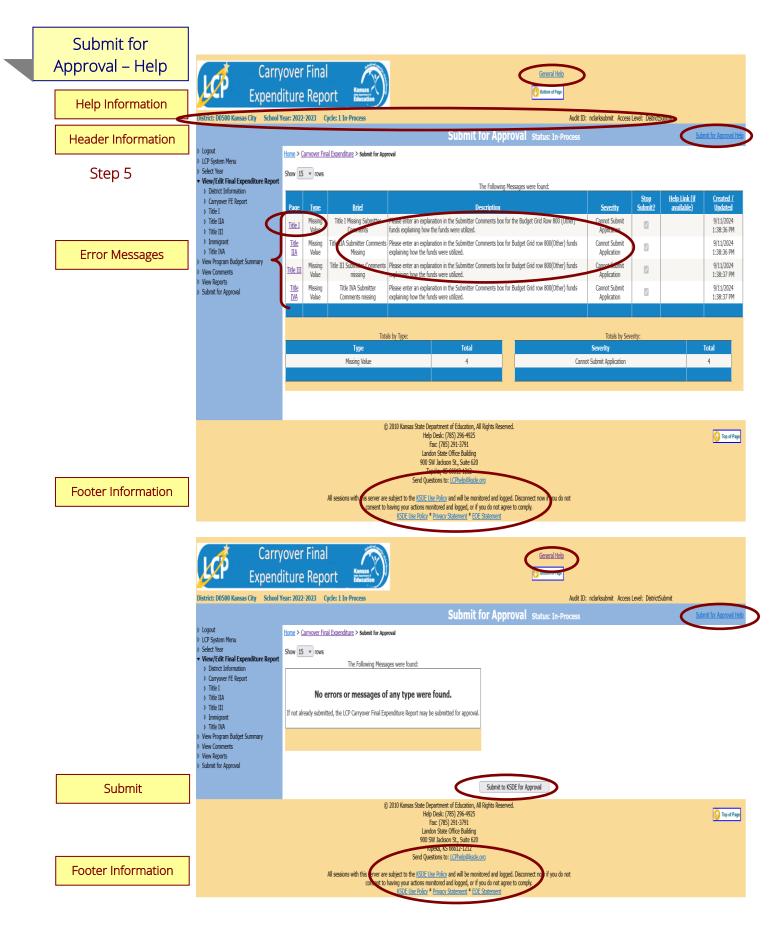
- Print Blank Carryover Final Expenditure Report this option creates a printable pdf Report for all of the screens from 'District Information' through 'Program Budget Summary' and will be blank except for the prepopulated information.
- **Print Carryover Final Expenditure Report** this option creates a printable pdf Report for all of the screens from 'District Information' through 'Program Budget Summary' 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 Carryover Final Expenditure 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 Carryover Final Expenditure 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.



General Help: This link will open the 'LCP Carryover Final Expenditure Report General Application Help' page, which will give an overview of how the complete the 'LCP Carryover Final Expenditure Report'.

Submit for Approval 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 Carryover Final Expenditure Report.

Header Information

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

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

Error Messages

Directions:

- 1. Click on the *Submit for Approval* menu link at any time throughout the LCP Carryover Final Expenditure 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.

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 Carryover Final Expenditure Report cannot be submitted.

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

Informational – this error is informational only and the LCP Carryover Final Expenditure 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:

1. After all 'Cannot Submit Application' error messages have been corrected, then the 'Submit to KSDE for Approval' button will appear for the users that have the access to submit the LCP Carryover Final Expenditure 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.
- KSDE User This level will be for KSDE users only who will be reviewing the LCP Carryover Final Expenditure Reports.

Once the 'Submit to KSDE for Approval' button appears, the LCP Carryover Final Expenditure Report can be submitted:

- Click the 'Submit to KSDE 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 Carryover Final Expenditure Report has been submitted for the current Cycle.
- KSDE will review the data entered. Based on the data, the LCP Carryover Final Expenditure Report will either be 'Approved' or 'Disapproved'.

Footer Information

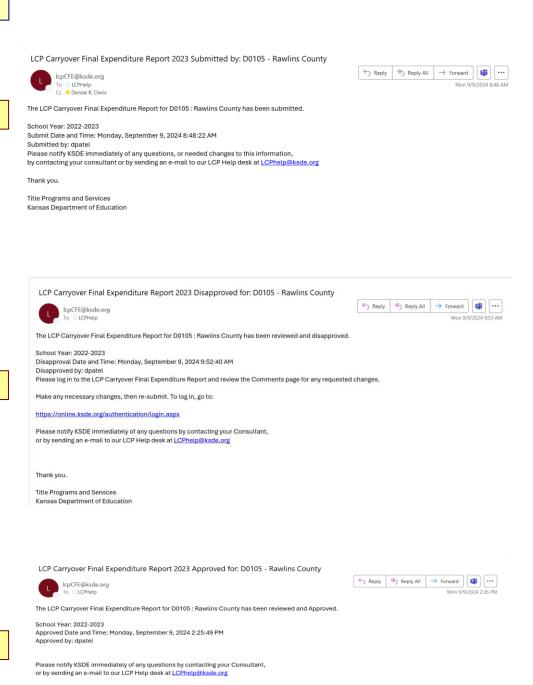
Questions: If there are any questions regarding the LCP Carryover Final Expenditure Report, click on the 'LCPHelp@ksde.org' e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of 'LCP Carryover Final Expenditure Help' populated.

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



Approved

Disapproved

Thank you.

Title Programs and Services Kansas Department of Education

Submitted

Once the LCP Carryover Final Expenditure Report has been successfully submitted, an e-mail will be automatically sent to the address listed on the 'District Information' page stating that the report has been submitted.

Disapproved

If the LCP Carryover Final Expenditure 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 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 Carryover Final Expenditure Report.

Approved

Once the LCP Carryover Final Expenditure 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 has been approved.

Note: If changes need to be made after the LCP Carryover Final Expenditure Report has been approved, you will need to email <u>LCPHelp@ksde.org</u> and request to have the LCP Carryover Final Expenditure Report re-opened.

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.

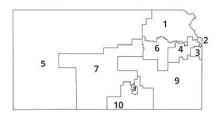
OUTCOMES

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





900 S.W. Jackson Street, Suite 600 Topeka, Kansas 66612-1212 (785) 296-3203 www.ksde.org/board



DISTRICT 1



Danny Zeck dzeck@ksde.org



Melanie Haas Chair mhaas@ksde.org



Michelle Dombrosky mdombrosky@ksde.org



Ann E. Mah Legislative Liaison amah@ksde.org



Cathy Hopkins chopkins@ksde.org

DISTRICT 6



Dr. Deena Horst Legislative Liaison dhorst@ksde.org



Dennis Hershberger dhershberger@ksde.org



Betty Arnold barnold@ksde.org



Jim Porter Vice Chair jporter@ksde.org



Jim McNiece jmcniece@ksde.org



900 S.W. Jackson Street, Suite 102 Topeka, Kansas 66612-1212 (785) 296-3201 www.ksde.org

COMMISSIONER OF EDUCATION



Dr. Randy Watson

DEPUTY COMMISSIONERDivision of Fiscal and Administrative Services



Dr. Frank Harwood

DEPUTY COMMISSIONER
Division of Learning Services



Dr. Ben Proctor

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

Kansas leads the world in the success of each student.

Jan. 18, 2024