<u>2024-2025 LCP Application</u>:

The Local Consolidated Plan (LCP) Application for 2024-2025 is now open. The LCP Application is accessible through the KSDE authentication system at <u>https://apps.ksde.org/authentication/login.aspx</u>. Districts must submit the LCP Application before funds will be awarded. **The due date for completing the application is** <u>Monday, September 30, 2024</u>.

After the login screen opens, one of the following will apply:

- <u>If you already have access to the LCP System</u>, click on the 'LCP System' link after you login. Click on this link to go to the LCP Application.
- <u>Existing users that do not have the 'LCP System' listed as an available application</u>:
    o Please go to <u>https://apps.ksde.org/authentication/login.aspx</u> and logon.
    o Then click on the 'Manage My Account' link, which is below the list of available applications and provide the requested information.
    o Select the 'LCP System' application and either the 'District Submit' (to update and submit – for principals/superintendents) or 'District Update' (to update, but not submit – for other district personnel), then click 'Submit'.
    o After this information is received at KSDE, an approval request e-mail is sent to the Superintendent.
    o When the approval request form is completed and returned to the KSDE, the user information is entered into the system, and a confirmation e-mail is sent to the user.
    o Upon confirmation that the user information is registered, the LCP System is accessible.
- <u>First time users</u>:
    o Please go to <u>https://apps.ksde.org/authentication/login.aspx</u> and click on the 'Register' button and follow instructions.
    o Select the 'LCP System' application and either the 'District Submit' (to update and submit – for principals/superintendents) or 'District Update' (to update, but not submit – for other district personnel), then click 'Submit'.
    o After this information is received at KSDE, an approval request e-mail is sent to the Superintendent.
    o When the approval request form is completed and returned to the KSDE, the user information is entered into the system, and a confirmation e-mail is sent to the user.
    o Upon confirmation that the user information is registered, the LCP System will be accessible.

A copy of the *2024-2025 LCP Application Reference Guide* is posted on the KSDE web site at the following location: <u>http://www.ksde.org/Default.aspx?tabid=676</u>. Remember, there are help pages on each screen of the application.

<u>If you have questions</u>:
- For user information or accessing the LCP System, please call the Help Desk at 785-296-7935 or send an e-mail to <u>HelpDesk@ksde.org</u>.
- For any questions regarding the LCP System application, email the LCP Help Desk at <u>lcphelp@ksde.org</u>.
- For any Program specific questions (i.e., Title I), contact your LCP Consultant. A link to the LCP Consultant list is posted on our website at: <u>https://www.ksde.org/Portals/0/Title/LCP/LCPConsultants.pdf</u>.
- Check the 'LCP Application' information site periodically for updates: <u>http://www.ksde.org/Default.aspx?tabid=676</u>.