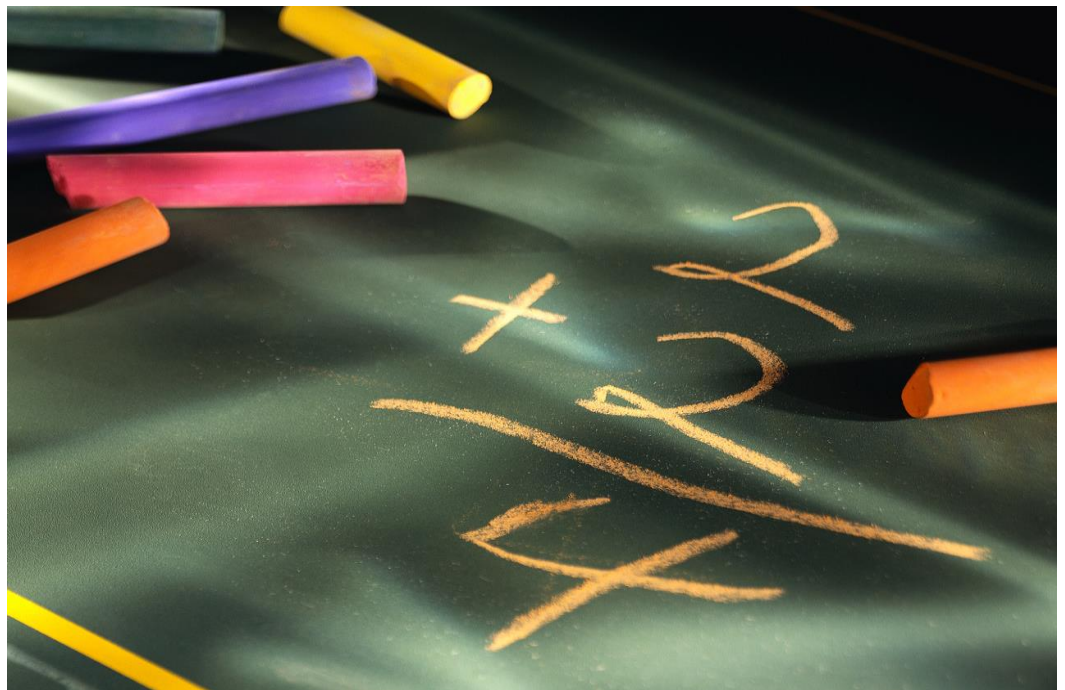


Local Consolidated Plan (LCP)

2024-2025



2024-2025

LCP Application Reference Guide



Assurances Due: June 7, 2024

Application Due: September 30, 2024


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

An Equal Employment/Educational Opportunity Agency

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 and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201

LCP Web Application Reference Guide

Page 2	Heads-Up Page: Technical and Program Issues
Page 3	Basic Overview – Five (5) main steps to complete the web application
 Page 4-7	Step 1 – Login Screen
Page 8	Application Menu
Page 9	Step 2 – LCP System Menu
Page 10-11	Step 3 – Year / Cycle Select
Page 12-13	Step 4 – District Information
Page 14-16	Allocations – Preloaded Allocations, Consortium Information, Transferability & REAP
Page 17-19	Title I, Part A – Improving Basic Programs Operated by State and Local Educational Agencies
Page 20-22	Title I Building Allocation: Step 1 – Attendance Centers/Enrollment
Page 23-25	Title I Building Allocation: Step 2 - Total Enrollment/% Poverty
Page 26-28	Title I Building Allocation: Step 3 – District Set Asides & Building Allocations
Page 29-30	Parent Involvement – Title I
Page 31-32	Homeless – Title I
Page 33-35	Title IIA – Supporting Effective Instruction
Page 36-38	Title III – Language Instruction for English Learners and Immigrant Students
Page 39-41	Immigrant – Instruction and Activities for Immigrant Students
Page 42-44	Title IVA – Student Support and Academic Enrichment Grants
Page 45-47	Migrant
Page 48-49	Migrant – School Readiness
Page 50-51	Migrant – English Language Arts (ELA) and Mathematics
Page 52-53	Migrant – Graduation/Completion of a High School Diploma
Page 54-55	Migrant – Non-Instructional Support Services
Page 56-58	Non-Public Information
Page 59	Program Budget Summary
Page 60	Comments
Page 61	Reports
Page 62-64	Step 5 - Assurances/Submit/Error Listing
Page 65-66	E-Mails

Page 67-69	District Checklist – Before submittal to KSDE, please review this checklist to eliminate any outstanding issues that the web program does not check for accuracy and/or completion.
-------------------	--

HEADS UP Technical and Program Notes

Technical Notes:

Browser Requirements	<p>For the LCP Application, 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 Application, please contact the KSDE IT Help Desk at (785) 296-7935 or send an e-mail to the LCP Help inbox 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 <i>Save</i> or <i>Calculate Totals</i>), you may need to log in again.
Set Up Bookmarks	<p>It is a good idea to set up bookmarks for the following LCP Application sites.</p> <ol style="list-style-type: none"> 1. LCP System login screen: https://apps.ksde.org/authentication/login.aspx 2. LCP Application 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 All</i> button is not clicked before leaving each screen.
Indirect Cost Amount	<p>Budget Grids:</p> <ol style="list-style-type: none"> a. Taking Indirect Cost – Budget for everything except indirect cost amount and the remaining amount will automatically appear in the budget grid under <i>Indirect Cost</i> column. b. Not taking Indirect Cost – Budget entire amount in the grid and no amount will show up under <i>Indirect Cost</i> column. <p>Allowable Activities for Title IIA, Title III, Immigrant, Title IVA, Migrant:</p> <ol style="list-style-type: none"> a. Use of the indirect cost is optional. b. If Indirect Cost is taken for any of these programs, <u>be sure to include that amount in calculating the Public and Non-Public Funding Amounts.</u>
Error Messages	<p>For each page: Error checking will be done for each screen once the <i>Save All</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 Application can be submitted. Once any necessary changes are made, the <i>Save All</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>Note: Error checking will be done for the Budget Grid when the <i>Calculate Totals and Save</i> button is clicked, but it may not run the error checking for the entire page.</p> <p>For the entire LCP Application: To review the error messages for the entire LCP Application, 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>
Building Allocations	<p>Buildings: The buildings will be pre-populated based on the information in the KSDE Directory. If any of this information is incorrect, or if a building is not listed, the <u>District must update the KSDE Directory</u> through the 'Directory Update' program in order to display the correct information.</p>

Local Consolidated Plan Web Application

Basic Overview


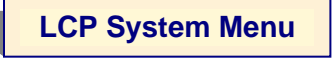
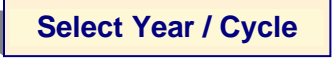


There are five (5) basic steps to complete in order for the user to view, input, update and/or submit data. Following is a basic overview and directions for each screen.

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 2024-2025 Local Consolidated Plan Application 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. Note: To access the LCP Application for the previous years, go to the same location.

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 Application, 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		<ol style="list-style-type: none"> 1. Enter a user ID/Password (LCP Contact / LEA district personnel/Consortium personnel). 2. Click the 'Login' button.
Step 2		<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 Application' menu link.
Step 3		<p>Note: The first time when the LCP Application is opened, click on the 'Open 2025 LCP Application' button.</p> <ol style="list-style-type: none"> 1. Choose 2024-2025 (or appropriate year) Cycle 1 – Click on the Select Cycle link, then click on the menu on the left-hand side for the desired screen. <i>Note: Make sure that the desired Year / Cycle displays in the header of the page.</i> 2. Cycle 1 = initial application Cycle 2 = first amendment (budget) Cycle 3 = second amendment (budget), etc. <p><i>Note: There is a limit of 5 Cycles.</i></p>
Step 4		<ol style="list-style-type: none"> 1. On the left side of the screen is a Menu listing for each screen. 2. First, review the District Information for accuracy. 3. Second, complete the Allocations page. 4. Proceed to the other screens. <p><i>Note: Screens where funds are retained will be required.</i></p>
Step 5		<ol style="list-style-type: none"> 1. Only the LEA personnel that have login identification as "District Submit" will have access to the Submit button. 2. This individual will sign off on the Assurances and verify accuracy and completion of the application.

Login Screen – Help



Step 1

Login Information

Registering

Footer Information

© 2013 Kansas State Department of Education. All Rights Reserved.
Teacher Licensure and Accreditation: (785) 296-2288
IT Help Desk: (785) 296-7935
900 SW Jackson, Suite 106
Topeka, KS 66612

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the [KSDE Use Policy](#).

Login Information

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

- 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)
- Type in your PASSWORD (a maximum of 15 characters and is case sensitive)
- 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.

- Click on the *Register* button.
- 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 Application.

Footer Information

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

KSDE User Registration – Help



KSDE User Account Management

[Back to Login Page](#)

* Indicates required field.

Manage KSDE User Account for User Name nicoleadwn

First Name: *

Last Name: *

Phone #: *

Email Address: *

Contact Information

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 checked="" type="checkbox"/> AMOSS - Academic Measures of Student Success	KSDE Internal
<input type="checkbox"/> Annual Statistical Report(10E)	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"/> ACP 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"/> IAPS	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):

Old 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

Password Reminders

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has nothing 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](#)

Footer Information

© 2013 Kansas State Department of Education. All Rights Reserved.
IT Help Desk: (785) 296-7935
900 SW Jackson, Suite 106
Topeka, KS 66612

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the [KSDE Use Policy](#).

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 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 Screen - Help

Login Information

Forgotten Password

Footer Information

Common Authentication Login

User Name:

Password:

Login

[Forgot Your Password?](#)

KSDE applications support the following browsers: for Microsoft Windows - Internet Explorer (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.

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](#)

[System Maintenance Notices](#)

© 2013 Kansas State Department of Education, All Rights Reserved.
Teacher Licensure and Accreditation: (785) 296-2288
IT Help Desk: (785) 296-7905
900 SW Jackson, Suite 106
Topeka, KS 66612

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the [KSDE Use Policy](#).

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 Application.

Forgotten Password

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

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

Footer Information

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

Application Menu - Help

Menu Options

Account Links

Footer Information

Kansas
state department of
Education

Kansas State Department of Education

KSDE Web Applications

Click a link below.

1. ARRA LCP System
2. LCP System

Manage My Account
Logoff

System Maintenance Notices

© 2005 Kansas State Department of Education, All Rights Reserved.
Help Desk: (785) 296-7935
Front Desk: (785) 296-3201
FAX: (785) 296-7933
120 SE 10th Avenue
Topeka, KS 66612-1182

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply with the [KSDE Use Policy](#).

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.

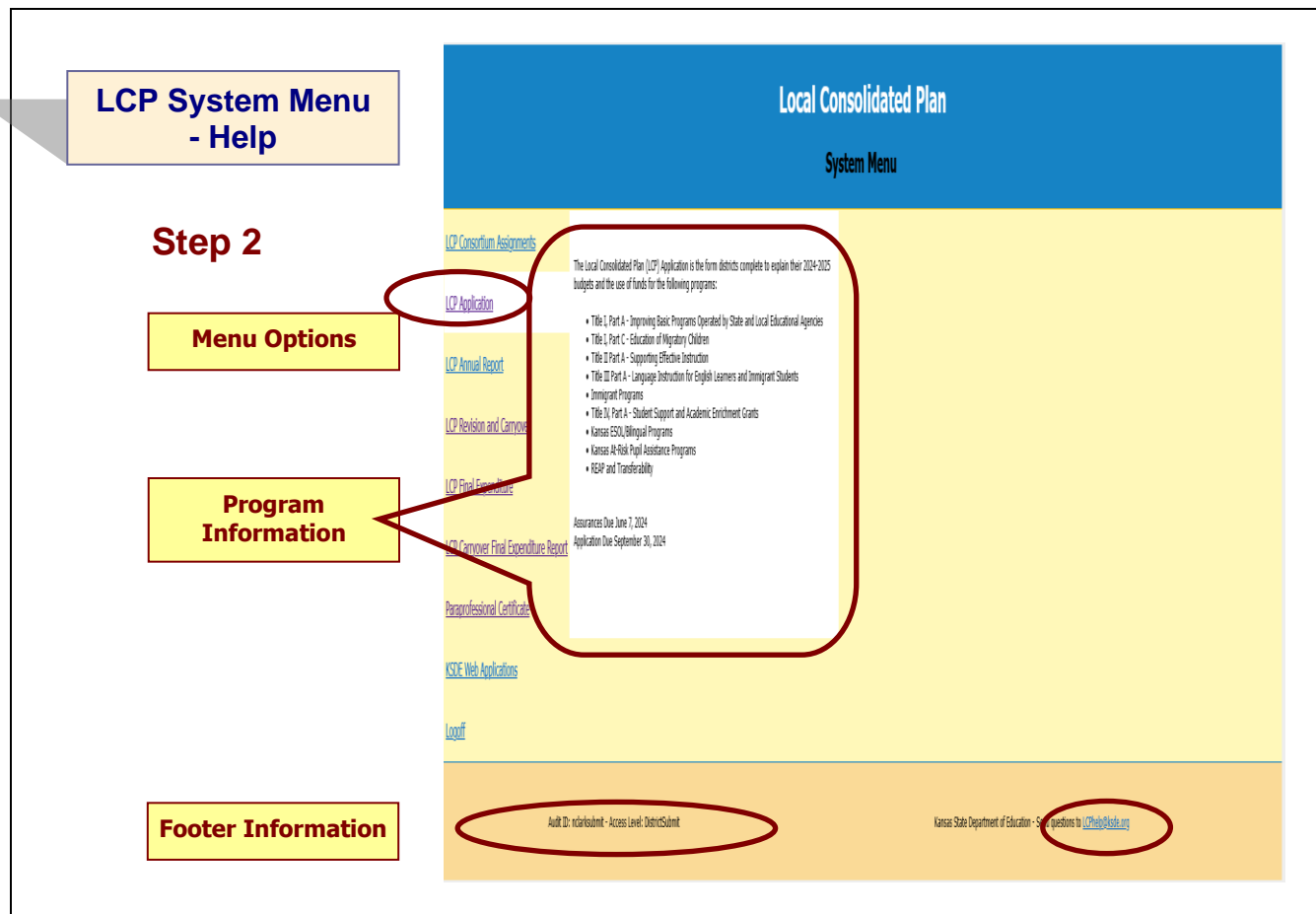
Account Links

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 will 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 program funds for the past school year.
- **LCP Revision & Carryover** – this program 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 program is where Districts enter any final expenditure information.
- **LCP Carryover Final Expenditure Report** – this program 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.
- **Logout** – 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 Application.

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

Questions: If there are any questions regarding the LCP Application, 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 Application Help' populated.

Select Cycle / Year - Help

Help Information

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

Header Information

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

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

Cycle Links

Select Cycle:

The 'Select Year / Cycle' grid will display each of the Cycles starting with year 2007-2008 with the most recent Cycle listed first.

Directions:

- Click on the 'Select Cycle' link to access the desired Cycle. The menu on the left-hand side will display the options for the Cycle selected.
 - Cycle 1 is the initial Application.
 - Cycle 2 is the first Budget Amendment.
 - Cycle 3 is the second Budget Amendment, etc.

Note: There is a limit of 5 Cycles for the LCP Application.
- Click on the desired page link from the menu on the left-hand side.

Note: The first time the LCP application is accessed for the school year, click on the 'Open 2025 LCP Application' button.

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

To create a Budget Amendment:

- Click the *Budget Amendment* button, which will be visible and located above the 'Year / Cycle' table after a Cycle has been approved. A new row will be added to the 'year/cycle' table and the next Cycle number will display in the 'Cycle' field. The approved budget will now be open for changes.
- Once changes have been made, go to the 'Submit for Approval' screen to resubmit the application.

Note: Only click on the 'Budget Amendment' button if there is a change that needs to be made to the current Cycle, which will then be submitted to KSDE for review and approval. A new Cycle will be created and the data that was submitted in the earlier Cycle will be saved and retained.

Status:

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

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

Click on the 'Status' link again in order to 'collapse' the history for the Cycle.

Application Menu

The Application Menu will be listed on the left-hand side of each of the screens for the LCP Application. 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 Application is first opened, it may not display all of the menu listings. Once a Year / Cycle 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 Application, 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 Application 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.

Footer Information

12

Help Information

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

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 Application.

Header Information

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

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

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 Application 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 'School District 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 Application, 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 Application 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.

Help Information

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

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

Header Information

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

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

REAP: If a district is eligible for REAP, the 'REAP Participant' checkbox will be editable. The district can use up to 100% of a program's funds for activities in another federal program. A district needs to have an average daily attendance (ADA) of 600 or less and a locale of 41, 42 or 43.

Directions:

1. Place a check in the 'REAP Participant' checkbox.
2. Enter the funds to be REAPed in the 'REAP' section of the 'Allocations' page

Pre-Loaded Original Allocations

The original allocations for each Federal program have been pre-populated.

Note: These fields are not editable.

Pre-Loaded Allocations Relinquished to a Consortium

1. This information was pre-populated based on the data collected by KSDE through the 'LCP Consortium Assignments' program.
2. If a district chooses to relinquish a program's funds, you need to relinquish **ALL** of that fund. **You may NOT retain part and relinquish part of a fund.**
3. If you are a **school district** relinquishing funds, you will have the following information on the screen:
 - a. **Relinquished to:** The original allocation amount that is being relinquished will appear on this line beneath the programs from which the funds are being relinquished.
 - b. **Fiscal Agent:** The consortium number to which the funds are relinquished will appear on this line for each of the programs from which the funds are being relinquished.
4. If you are a **consortium** receiving funds, you will have the following information on the screen:
 - a. **Relinquished In:** The total sum of all districts relinquishing funds to your consortium will appear on this line for each program. This information will be 'expandable' to display all of the districts that relinquished the program funds.

Transferability

Directions: Transferability: (editable cells)

1. A district may transfer up to 100% of its original Title IIA and/or Title IVA allocation into Title I, Title IIA, Title III, Title IVA, or Migrant. The district should draw down the amount to be transferred in the original account and have a line item indicating into which program it will be transferred.
2. The left column on the grid identifies the program **from** which funds will be transferred. [i.e. Title IIA (+)]
 - a. If the district is transferring \$1,000 **from** Title IIA **into** Title I, enter \$1,000 in the cell under the Title I column on the Title IIA line item.
*The computer will subtract \$1,000 from the Title IIA *Total Available* amount when you click on the *Calculate Totals and Save* button.

The 'Transfer Adjusted Totals' row:

1. This is equal to the Total *Original Allocation* amount plus or minus any amount transferred into another program.

REAP

Directions: REAP Flexibility: (editable cells)

1. Eligible districts have an average daily attendance less than 600 and a school locale of 41, 42, or 43.
2. REAP flexibility allows a district to use 100% or a portion of the original program's funds for activities in a different program.
 - a. **Bookkeeping:** if the district chooses to REAP its Title IIA funds for activities in Title I, draw down the funds in the original account and indicate by line item the program in which activities will be funded.
3. The left column on the grid identifies the program **from** which funds will be used for activities in another program [i.e. Title IIA]
 - a. If the district is REAPing \$1,000 **from** Title IIA for activities in Title I, enter \$1,000 in the cell under the Title I column on the Title IIA line item.
4. Title IIA program funds can be REAPed for activities in Title I, Title III, and Title IVA. Title IVA funds can be REAPed for activities in Title I, Title IIA, and Title III.

Save Information

Directions:

1. Click the *Calculate Totals and Save* button in order to save any changes made to the 'Allocations' 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 'School District 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 Application, 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 Application 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

Budget Grid

Indirect Cost

FTEs

Title I Preschool

Content Areas

Delivery Systems

Save Information

Comments

Footer Information

LCP Application

Application Help

© 2025 Kansas State Department of Education. All Rights Reserved.
Help Desk: (785) 296-4925
Front Desk: (785) 296-3281
Fax: (785) 291-3791
Kansas State Office Building
900 SW Jackson St., Suite 620
Topeka, KS 66612
Send Questions to: LCPinfo@ksde.org

© 2025 Kansas State Department of Education. All Rights Reserved.

Home

Select Year / Cycle

LCP System Menu

Logout

Application

District Information

Federal

Title I

Building Allocations

Step 1

Step 2

Step 3

Parent Involvement

Homeless

Title IA

Title III

Immigrant

Title IVA

Migrant

School Readiness

English Language Arts (ELA) and Mathematics

Graduation/Completion of a High School Diploma

Non-Instructional Support Services

Non-Public Information

Amendment Revisions

Program Budget Summary

Comments

Reports

CEPA

Assurances

Submit for Approval

Total Title I Funds Available: \$31,700

Restricted Indirect Cost Rate: 0.2511

Maximum Indirect Cost Funds: \$6,362

Amount Available After Maximum Indirect Cost: \$25,338

	1000 Indirects	2100 Supt Svcs Students	2200 Supt Svcs Staff	2300 Supt Svcs Gen Adm	2400 Supt Svcs Sch Adm	2600 Opertr Build Svcs	2700 Vehicle Opertr Svcs	3100 Food Svcs Opertr	REAP	TOTAL
1000 Salaries	25000	0	0	0	0	0	0	0		\$25,000
200 Employee Benefits	0	0	0	0	0	0	0	0		\$0
300 Purchased Services	0	0	0	0	0	0	0	0		\$0
400 Purchased Property	0	0	0	0	0	0	0	0		\$0
500 Other Pch Svcs	5000	0	0	0	0	0	0	0		\$5,000
600 Supplies / Materials	500	0	0	0	0	0	0	0		\$500
700 Property	0	0	0	0	0	0	0	0		\$0
800 Other	500	0	0	0	0	0	0	0		\$500
TOTAL	\$31,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$31,000
									Indirect Cost	\$700
									GRAND TOTAL	\$31,700

Calculate Totals and Save

FTEs Paid with Title I Funds

	TAS	SWP	Other
Administrators	0.00	0.00	0.00
Clerical Staff	0.00	0.00	0.00
Guidance/Counseling	0.00	0.00	0.00
Paraprofessionals	0.00	0.00	0.00
Parent Involvement Staff	0.00	0.00	0.00
Parent Liaison	0.00	0.00	0.00
Professional Development Providers	0.00	0.00	0.00
Pupil Transportation	0.00	0.00	0.00
Social Work, Outreach or Advocacy	0.00	0.00	0.00
Teachers	0.00	0.65	0.00
Translators	0.00	0.00	0.00
FTE Totals	0.00	0.65	0.00

Total Number Participating in a Title I Preschool in the Following Age Groups

4 years: 0 5 years: 0

Content Areas

☐ ESOL/Bilingual

☒ Library Media

☐ Professional Development

☐ Technology

☐ Family Literacy

☒ Mathematics

☒ Reading

☐ Vocational Education

☐ Health, Dental, Eye Care

☐ Parent Involvement

☐ Science

☐ Other (Please explain)

☐ Language Arts

☐ Preschool

☐ Social Studies

If other, please explain:

Delivery Systems

☐ Before / After School

☐ Extended Year

☒ Pull-Out

☐ Extended Day Kindergarten

☐ In-Class

☐ Summer School

Save All

School District Comments (1000 character limit)

KSDE Comments (1000 character limit)

© 2025 Kansas State Department of Education. All Rights Reserved.

No errors found.

Show Details... Show Details...

Help Information

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

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 Application.

Header Information

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

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

Budget Grid

Directions:

1. After completing budget information in the grid, click on *Calculate Totals and Save* button.
2. The amount in the cell *Grand Total* should equal the amount next to the heading *Total Title I Funds Available*.
3. All available funds need to be accounted for in the budget grid.
4. When the *Grand Total* amount equals *Total Title I Funds Available* amount, click on *Calculate Totals and Save*.

Note: The fields above the Budget Grid will be pre-populated and are for informational purposes.

Indirect Cost

Directions:

1. Use of indirect cost funds is optional, not required.
2. If the district chooses not to use indirect cost, simply account for the entire amount of program funds in the budget grid. Click on *Calculate Totals and Save*.
3. If the district chooses to use all or part of its indirect cost, determine the allowable amount of indirect cost funds you wish to retain for program administration.
 - a. Do not include the indirect cost amount in the budget grid.
 - b. Account for the remaining program funds in the budget grid.
 - c. Click on *Calculate Totals and Save*. Your indirect cost amount will show up at the bottom of the budget grid as *Indirect Cost*.

Note: The maximum allowed Indirect Cost will display in the 'Maximum Indirect Cost Funds' field above the Budget Grid.

FTEs

Directions:

1. If any portion of a staff's salary is paid with Title I funds, enter the prorated FTE amount under the specific category.
2. Click on *Save All*. The Total FTEs will be calculated/displayed when you tab out of the FTE fields.

Title I Preschool

Directions:

1. If the district is operating a Title I preschool program, enter the number of attending 4 and 5 year olds. Click on *Save All*.

Content Areas

Directions:

1. Check all content areas in which Title I services are provided. Click on *Save All*. At least one selection is required.

Delivery Systems

Directions:

1. Check all delivery systems that are implemented in providing Title I services. Click on *Save All*. At least one selection is required.

Save Information

Directions:

1. Click the 'Save All' 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 All' 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 'School District 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 Application, 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 Application 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.

Footer Information

20

Help Information

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

Building Allocations, Step 1 Help: This link will open the 'Building Allocations, Step 1 Help' page, which will give an overview of how to complete the Building Allocations, Step 1 page of the LCP Application.

Header Information

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

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

Enrollment Date

Directions:

1. Add the enrollment date that was used to determine the count, in the required format – mm/dd/yyyy. (This is a required field.)

Feeder Pattern

Feeder Buildings: The 'Feeder Pattern Used' field will contain a checkbox, that when checked will indicate that the school building will "feed" into another building.

Directions:

1. If the district is combining two or more buildings into one attendance center for funding purposes, determine which building will be designated as the combined attendance center name.
2. Click on the 'Edit' link in the 'Feeder Pattern Used' column of the Attendance Center that will "feed" into another building.
3. In the drop-down box, select the building that will be designated as the combined attendance center name.
4. Click on the 'Update' link.
5. Enter enrollment and low-income data for this building. Note: The data will be combined with the building designated as the combined attendance center on the 'Building Allocations, Step 2' page.

Example:

1. West Elementary and Wheatland Elementary will be combined. Wheatland Elementary will be the name of the combined attendance center.
2. Click on the 'Edit' link in the 'Feeder Pattern Used' column of the 'West Elementary' row.
3. From the drop-down box, select 'Wheatland Elementary'.
4. The row will be updated and will now show a 'check' in the checkbox.
5. Enter the enrollment and low-income data for this building. Note: The data will be combined with Wheatland Elementary and will display on the 'Building Allocations, Step 2' page.

Enrollment Data

Feeder and Non-Feeder Buildings:

Directions:

1. Enter public and non-public enrollment and low-income data for each building using either the previous or current school year data for unduplicated student counts.

Note: Make sure to enter the feeder buildings data separately as the application will combine the enrollment data on the 'Building Allocations, Step 2' page.

Save Information

Directions:

1. Click the *Save and Continue Step 1* or *Save and Go to Step 2* button in order to save any changes made to the 'Building Allocations, Step 1' 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 and Continue Step 1* or *Save and Go to Step 2* 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 'School District Comments' box that are necessary to support information that has been entered on this screen and click the *Save and Continue Step 1* or *Save and Go to Step 2* 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 Application, 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 Application 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.

Building Allocations – Help

Application

[Application Help](#)[Bottom of Page](#)

District: 00316 Golden Plains School Year: 2024-2025 Cycle: 1 In-Process

Audit ID: ncdarksubmit2 Access Level: DistrictSubmit

Building Allocations, Step 2 Title I

[Building Allocations, Step 2 Help](#)

Help Information

Header Information

Step 2 Total Enrollment/ Percent Poverty

Attendance Center Grid

Feeder Count

Enrollment Data

Ranking Options

Save Information

Comments

Footer Information

Step 2 - Total Enrollment / Percent Poverty

☐ Show extended items

Bldg #	Attendance Center	Feeder Count	Total Enrollment	Total Low Income Enrollment	Percent of Poverty (Public and Non-public)	Percent of Poverty (Public)
3318	Golden Plains Elem	0	56	29	51.79%	51.79%
3316	Golden Plains High	0	43	16	37.21%	37.21%
3314	Golden Plains Middle	0	26	12	46.15%	46.15%
---	Elementary Total		56	29	51.79%	51.79%
---	High School Total		43	16	37.21%	37.21%
---	Middle School Total		26	12	46.15%	46.15%
---	DISTRICT TOTAL		125	57	45.60%	45.60%

* For districts over 1000 enrollment, the building cannot be served with Title I funds unless the building percent poverty is at or above the district poverty OR the building is at or above 35% poverty OR the building is grandfathered in (served the year before). NOTE: The grandfather clause can only be used for one year.

Select one of the following choices for ranking:

- ☐ Use public and non-public % poverty for ranking
☒ Use only public % poverty for ranking

Ranking Method:

Select the desired ranking method for attendance areas.

1. Districts with total enrollment less than 1,000.

- ☒ Ranking within entire district

2. Districts with total enrollment equal to or greater than 1,000 serving at least one eligible building below 35% poverty.

- ☐ Ranking within entire district
☐ Ranking by same or similar grade spans

3. Districts with total enrollment equal to or greater than 1,000 serving eligible buildings at or above 35% poverty.

- ☐ Ranking with entire district
☐ Ranking by same or similar grade spans

[Save and Continue Step 2](#)[Save and Go to Step 3](#)

School District Comments (1000 character limit)

KSDE Comments (1000 character limit)

[Show Details...](#)

No errors found.

[Show Details...](#)[Go to Step 1](#)[Go to Step 3](#)

© 2025 Kansas State Department of Education. All Rights Reserved.

Help Desk: (785) 296-4925

Front Desk: (785) 296-3201

Fax: (785) 291-3791

Landon State Office Building

900 SW Jackson St, Suite 620

Topeka, KS 66612

Send Questions to: LCPhoto@ksde.org

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply.

[KSDE Use Policy](#) * [Privacy Statement](#) * [EOE Statement](#)[Top of Page](#)

Help Information

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

Building Allocations, Step 2 Help: This link will open the 'Building Allocations, Step 2 Help' page, which will give an overview of how to complete the Building Allocations, Step 2 page of the LCP Application.

Header Information

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

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

Attendance Center Grid

The Attendance Center information will be loaded based on the information entered on the 'Building Allocations, Step 1' page.

Note: The columns of the Attendance Center Grid can be sorted by any of the column headers. By default, the rows will display in alphabetical order by the Attendance Center.

Note: The Attendance Center grid is not editable. Any necessary changes must be made on the 'Building Allocations, Step 1' page.

Feeder Count

Non-Feeder Buildings: The total enrollment and low-income data for each building will display along with the percent of poverty.

Feeder Buildings: If the Feeder Count column has a value greater than 0 in it, then it indicates that the school building listed has that number of school buildings that feed into it. The data entered for this row will be the combined data of the listed school and the feeder school(s).

Directions:

1. In order to view the data for each individual building, click on the name of the school building. An information box will open displaying all of the data for the buildings that feed in to the designated building.

Enrollment Data

The data displayed will be calculated based on the Enrollment Data that was entered on the 'Building Allocations, Step 1' page.

Directions:

1. Review the Enrollment Data, Percent of Poverty, and the 'Totals' rows.
2. If there are discrepancies, return to the 'Building Allocations, Step 1' page and make and necessary changes.

Note: Click on the 'Show Extended Items' checkbox to see the additional columns that were used to calculate the Enrollment Data.

Ranking Options

Directions:

1. Select one of the following choices for ranking by clicking on the appropriate radio button:
 - a. Use Public and Non-Public % Poverty for Ranking
 - b. Use Only Public % Poverty for Ranking
2. If Total Enrollment is less than 1000 students, select the following radio button under #1:
 - a. Ranking within entire district (This will be the only option if enrollment is less than 1000.)
3. If the Total Enrollment is equal to or greater than 1000 students, select one of the following radio buttons under #2 or #3:
 - a. Districts with total enrollment equal to or greater than 1,000 serving at least one eligible building below 35% poverty.
 - o Ranking within entire district
 - o Ranking by same or similar grade spans
 - b. Districts with total enrollment equal to or greater than 1,000 serving eligible buildings at or above 35% poverty.
 - o Ranking within entire district
 - o Ranking by same or similar grade spans
4. Click on one of the following 'Save' buttons:
 - a. Save and Continue Step 2 – Clicking this button will save all of the data entered on the 'Building Allocations, Step 2', page. The page will remain open and the list of error messages should be reviewed at the bottom of the page.
 - b. Save and Go to Step 3 – Clicking this button will save all of the data entered on the 'Building Allocations, Step 2', page. The page will close and the 'Building Allocations, Step 3' will open.

Note: All data will be saved even if there are errors, so the 'Building Allocations, Step 2', page will need to be re-opened if the errors are to be reviewed.

Save Information

Directions:

1. Click the *Save and Continue Step 2* or *Save and Go to Step 3* button in order to save any changes made to the 'Building Allocations, Step 2' 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 All* 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 'School District Comments' box that are necessary to support information that has been entered on this screen and click the *Save and Continue Step 2* or *Save and Go to Step 3* 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 Application, 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 Application 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.

Footer Information

Help Information

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

Building Allocations, Step 3 Help: This link will open the 'Building Allocations, Step 3 Help' page, which will give an overview of how to complete the Building Allocations, Step 3 page of the LCP Application.

Header Information

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

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

Set Aside Categories

Directions:

1. The Non-Public Per Pupil Amount and Non-Public Allocation/Set Aside fields will be automatically populated based on which building(s) the district selects at Title I TAS or Title I Schoolwide in the attendance center allocation grid at the bottom of this page.
2. Input all necessary public set asides that may apply to your district. Click on *Building Allocations Help* to review specific requirements and/or restrictions for each set aside in addition to the ones listed below:
 - a. Administrative – Enter any administrative funds that are to be set aside.
 - b. Homeless – Set aside for serving Homeless students.
 - c. Indirect Cost – If there is no amount in the grayed cell, and you wish to take indirect cost, review the district's allocation letter to determine the maximum indirect cost amount and include it in your Title I budget screen. Use of Indirect Cost is optional. (If a change needs to be made to this amount, it must be done from the Title I screen.)
 - d. ISI, CSI, TSI, ATS – This district-level set aside allows a district with ISI, CSI, TSI, or ATS buildings to provide additional funding for school improvement for their Title I buildings identified, and provide non-Title I schools identified as ISI, CSI, TSI, or ATS district-level funding for school improvement. This is above and beyond what the building may or may not receive through Title I rank and serve.
ISI is Intensive Support and Improvement Schools,
CSI is Comprehensive Support and Improvement Schools,
TSI is Targeted Support and Improvement Schools, and
ATS is Additional Targeted Support and Improvement Schools.
 - e. Neglected – Set aside for Title I funded program to address the needs of children placed in a public or private facility (not to include foster homes). *Note: This amount will be pre-populated if it applies to your district.*
 - f. Parent Involvement - If a district's allocation is \geq \$500,000, the district needs to set aside 1% of the total public allocation for Parental Involvement activities.
 - g. Preschool – Set aside for Title I funded educational program preceding kindergarten or elementary school.
 - h. Professional Development – Set aside for Title I funded Professional Development.
 - i. Salary Differential – If the building allocation does not generate enough funds to cover teacher salaries and you wish to use salary differential, please contact KSDE.
 - j. Summer School – Set aside for Title I funded educational program taking place during the summer months, following the previous school year or prior to the upcoming school year.
 - k. Transportation – Set aside for Title I funded transportation costs.

Total Public Distribution Amount

Directions:

1. Click on *Calculate Distribution Amount* once all set aside amounts have been entered.
2. The *Total Distribution Amount* is the amount available for distribution to individual public attendance centers.

Distribute Amount Manually

Directions:

1. **Follow the directions in the middle of the screen** to determine if you want to distribute funding **manually**.
1. Make sure you check buildings that will not be served in the *Not Served* column.
2. Make sure you check buildings that are *Title I TAS* or *Title I Schoolwide*. **Note: Cannot check Not Served, Title I TAS, and Title I Schoolwide.**

Note: The resulting per pupil amount for each eligible center that is served must be greater than or equal to the per pupil amount for all lower ranking eligible centers.

Distribute Amount Evenly

Directions:

1. **Follow the directions in the middle of the screen** to determine if you want to distribute funding **evenly**.
2. Make sure you check buildings that will not be served in the *Not Served* column.
3. Make sure you check buildings that are *Title I TAS* or *Title I Schoolwide*. **Note: Cannot check Not Served, Title I TAS, and Title I Schoolwide.**

Not Served

Directions:

1. Place a check next to each attendance center that **WILL NOT BE SERVED**.

Note: When you distribute your funding, these schools will not be allocated any funding.

Note: If an attendance center with >75% poverty has been marked as 'Not Served', a comment will need to be entered in the 'School District Comments' box.

Note: If 'Title I TAS' or 'Title I Schoolwide' is checked, 'Not Served' cannot also be checked.

Title I TAS

Directions:

1. Place a check next to each attendance center listed as Title I TAS (Targeted Assistance School).

Note: If 'Not Served' or 'Title I Schoolwide' is checked, 'Title I TAS' cannot also be checked.

Title I Schoolwide

Directions:

1. Place a check next to each attendance center listed as Title I Schoolwide.

Note: If 'Not Served' or 'Title I TAS' is checked, 'Title I Schoolwide' cannot also be checked.

Note: If 'Title I Schoolwide' is checked, a 'Continuing Schoolwide Program' application must be submitted to KSDE.

Save Information

Directions:

1. Click the 'Save All' button in order to save any changes made to the 'Building Allocations, Step 3' page.
2. If the 'Total Allocated' field does not match the 'Total Distribution Amount', an error will be returned. Check the values entered per building for accuracy and make any needed adjustments. Then click the *Save All* button.
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 All* 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 'School District 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 Application, 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 Application 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.

Footer Information

29

Note: This page will only be editable and required if the 'Title I Allocation Funds Available' minus the 'Non-Public Allocation/Set Aside' on the Building Allocations, step 3 page is \geq \$500,000.

Help Information

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

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

Header Information

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

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

Set Aside Amount

Directions:

1. Parental Involvement Set Aside for district schools – will display the value that was entered in the 'Parent Involvement' set aside field on the Building Allocation, Step 3 page.
2. Minimum Parent Involvement Set Aside for district schools – will display the minimum amount that is required to be distributed among the attendance centers.

Activities/Materials

Directions:

1. Check all activities/materials that will be funded with the Parent involvement set aside.
2. At least one selection will be required.

Distribute Amount Evenly

Directions:

1. Click the 'Distribute Amount Evenly' button if the allocations for each of the listed buildings are to be distributed evenly.

Note: *The buildings displayed will be the same buildings that were allocated Title I funds on the Building Allocations, Step 3 page.*

Distribute Amount Manually

Directions:

1. Enter the amount of funds to be allocated to each listed building manually.

Note: *A value must be entered for each of the buildings listed.*

Save Information

Directions:

1. Click the 'Save All' button in order to save any changes made to the 'Parent Involvement' page.
2. If the 'Total Allocated' field is greater than the 'Minimum Parent Involvement set aside for District Schools' field, or less than the 'Minimum Parent Involvement set aside for District Schools' field, an error will be returned.
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 All' 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 'School District 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 Application, 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 Application 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.

Footer Information

- if other, please explain:

Indicate how the district will spend the Title I, Part A Homeless Set Aside.

Title I - Homeless Set Aside

- ☒ Clothing required by school
- ☒ Fees to participate in general education program
- ☒ School supplies/backpacks
- ☐ Testing fees (AP, IB, SAT, ACT, GED, etc)
- ☐ Tutoring/Extended learning time
- ☐ Medical and dental expenses (immunizations, eyeglasses, hearing aids, etc)
- ☐ Birth certificates, records, etc
- ☐ Parental involvement activities (specifically for parents of homeless students)
- ☒ Transportation
- ☐ Salary of liaison
- ☐ Other

If other, please explain:

Save All

School District Comments (1000 character limit)

KSDE
Comments
(1000
character
limit)[Show Details...](#)

No errors found.

[Show Details...](#)

Help Desk: (785) 296-4925

Front Desk: (785) 296-3201

Fax: (785) 201-3701

London City Office Building

Landon State Office Building
600 East Main Street, Suite 100
Landon, West Virginia 26040

[illegible]

Send Questions to: LCPhelp@ksde.org

All sessions with this server are subject to the [USOE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply.

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

Help Information

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

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

Header Information

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

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

Homeless Liaison Contact Information

Directions:

1. If the Homeless Liaison is the same as the LCP Contact, check the check box next to 'Homeless Liaison: Same as LCP Contact?' The Homeless Liaison contact information will automatically populate with the information from the District Information page.
2. If the Homeless Liaison is not the same as the LCP Contact, complete the Homeless Liaison contact information.

Method to Determine Homeless Set Aside

Directions:

1. Select one of the radio buttons to indicate the method that was used by the Title I Coordinator and the District Homeless Liaison to determine the Homeless set aside.
2. One selection will be required.

How District will spend Homeless Set Aside

Directions:

1. Check all activities/materials that will be funded with the Homeless set aside.
2. At least one selection will be required.

Save Information

Directions:

1. Click the 'Save All' button in order to save any changes made to the 'Homeless' 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 All' 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 'School District 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 Application, 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 Application 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 II-A Help](#)

Help Information

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

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 Application.

Header Information

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

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

Budget Grid

Directions:

1. After completing budget information in the grid, click on *Calculate Totals and Save* button.
2. The amount in the cell *Grand Total* should equal the amount next to the heading *Total Title IIA Funds Available*.
3. All available funds need to be accounted for in the budget grid.
4. When the *Grand Total* amount equals *Total Title IIA Funds Available* amount, click on *Calculate Totals and Save*.

Note: The fields above the Budget Grid will be pre-populated and are for informational purposes.

Indirect Cost

Directions:

1. Use of indirect cost funds is optional, not required.
2. If the district chooses not to use indirect cost, simply account for the entire amount of program funds in the budget grid. Click on *Calculate Totals and Save*.
3. If the district chooses to use all or part of its indirect cost, determine the allowable amount of indirect cost funds you wish to retain for program administration.
 - a. Do not include the indirect cost amount in the budget grid.
 - b. Account for the remaining program funds in the budget grid.
 - c. Click on *Calculate Totals and Save*. Your indirect cost amount will show up at the bottom of the budget grid as *Indirect Cost*.

Note: The maximum allowed Indirect Cost will display in the 'Maximum Indirect Cost Funds' field above the Budget Grid.

FTES

Directions:

1. If any portion of a staff's salary is paid with Title IIA funds, enter the prorated FTE amount under the specific category.
2. Click on *Save All*. The Total FTES will be calculated/displayed.

Content Areas

Directions:

1. Check all content areas in which Title IIA services are provided. At least one selection is required.
2. Click on *Save All*.

Allowable Activities

Directions:

1. For each section as required, insert the amount of Public and/or Non-Public funding, and the number of participating Public staff.
2. Place a check in the activities that will be funded in each section.
3. Click on *Save All*.

Save Information

Directions:

1. Click the *Save All* 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 *Save All* 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 'School District 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 Application, 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 Application 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.

[illegible]36

Help Information

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

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 Application.

Header Information

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

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

Budget Grid

Directions:

1. After completing budget information in the grid, click on *Calculate Totals and Save* button.
2. The amount in the cell *Grand Total* should equal the amount next to the heading *Total Title III Funds Available*.
3. All available funds need to be accounted for in the budget grid.
4. When the *Grand Total* amount equals *Total Title III Funds Available* amount, click on *Calculate Totals and Save*.

Note: The fields above the Budget Grid will be pre-populated and are for informational purposes.

Note: No more than 2% of the Title III Funds can be used for Administrative costs (columns 2300 & 2400), which includes Indirect Cost.

Indirect Cost

Directions:

1. Use of indirect cost funds is optional, not required.
2. If the district chooses not to use indirect cost, simply account for the entire amount of program funds in the budget grid. Click on *Calculate Totals and Save*.
3. If the district chooses to use all or part of its indirect cost, determine the allowable amount of indirect cost funds you wish to retain for program administration.
 - a. Do not include the indirect cost amount in the budget grid.
 - b. Account for the remaining program funds in the budget grid.
 - c. Click on *Calculate Totals and Save*. Your indirect cost amount will show up at the bottom of the budget grid as *Indirect Cost*.

Note: The maximum allowed Indirect Cost will display in the 'Maximum Indirect Cost Funds' field above the Budget Grid.

FTEs

Directions:

1. If any portion of a staff's salary is paid with Title III funds, enter the prorated FTE and Headcount amounts under the specific category.
2. Click on *Save All*. The Total FTEs will be calculated/displayed when you tab out of the FTE fields.

Content Areas

Directions:

1. Check all content areas in which Title III services are provided. At least one selection is required.
2. Click on *Save All*.

Delivery Systems

Directions:

1. Check all delivery systems that are implemented in providing Title III services. At least one selection is required.
2. Enter a description of how the selected delivery systems ensure that English Language Learners develop English fluency.
3. Click on *Save All*.

Program Types

Directions:

1. Check all program types that will be used to provide services with Title III funds. At least one selection is required.
2. Click on *save all*.

Students Served

Directions:

1. Provide the count of identified English Learner (EL) students in each age category who are receiving services funded with Title III funds.
2. Click on *Save All*.

Allowable Activities

Directions:

1. For the English Language Learners section, insert the amount of Public and/or Non-Public funding.
2. Place a check in the activities that will be funded in each section. At least one selection is required.
3. Enter a description of how the activities checked will be utilized to increase language proficiency and/or student achievement. This is required.
4. Click on *Save All*.

Title III Requirements

Directions:

1. For each section, check the appropriate selections. At least one selection is required in each section.
2. Click on *Save All*.

Save Information

Directions:

1. Click the *Save All* 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 *Save All* 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 'School District 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 Application, 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 Application 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.

Footer Information

39

Help Information

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

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 Application.

Header Information

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

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

Budget Grid

Directions:

1. After completing budget information in the grid, click on *Calculate Totals and Save* button.
2. The amount in the cell *Grand Total* should equal the amount next to the heading *Total Immigrant Funds Available*.
3. All available funds need to be accounted for in the budget grid.
4. When the *Grand Total* amount equals *Total Immigrant Funds Available* amount, click on *Calculate Totals and Save*.

Note: The fields above the Budget Grid will be pre-populated and are for informational purposes.

Indirect Cost

Directions:

1. Use of indirect cost funds is optional, not required.
2. If the district chooses not to use indirect cost, simply account for the entire amount of program funds in the budget grid. Click on *Calculate Totals and Save*.
3. If the district chooses to use all or part of its indirect cost, determine the allowable amount of indirect cost funds you wish to retain for program administration.
 - a. Do not include the indirect cost amount in the budget grid.
 - b. Account for the remaining program funds in the budget grid.
 - c. Click on *Calculate Totals and Save*. Your indirect cost amount will show up at the bottom of the budget grid as *Indirect Cost*.

Note: The maximum allowed Indirect Cost will display in the 'Maximum Indirect Cost Funds' field above the Budget Grid.

FTEs

Directions:

1. If any portion of a staff's salary is paid with Immigrant funds, enter the prorated FTE and Headcount amounts under the specific category.
2. Click on *Save All*. The Total FTEs will be calculated/displayed when you tab out of the FTE fields.

Content Areas

Directions:

1. Check all content areas in which Immigrant services are provided. At least one selection is required.
2. Click on *Save All*.

Delivery Systems

Directions:

1. Check all delivery systems that are implemented in providing Immigrant services. At least one selection is required.
2. Click on *Save All*.

Students Served

Directions:

1. Provide the total count of identified Immigrant students who are receiving services funded with Immigrant funds. This field is required.
2. Click on *Save All*.

Allowable Activities

Directions:

1. For the Immigrant Students section, insert the amount of Public and/or Non-Public funding.
2. Place a check in the activities that will be funded in this section. At least one selection is required.
3. Enter a description of how Immigrant funds will be utilized for the selected Allowable Activities. This is required.
4. Click on *Save All*.

Save Information

Directions:

1. Click the *Save All* 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 *Save All* 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 'School District 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 Application, 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 Application 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.

LCP Application

Kansas City School Year: 2024-2025 Cycle: 3 In Progress

Title IVA Student Support And Academic Enrichment Funds

Total Title IVA Funds Available \$115,000 Restricted Indirect Cost Rate: 0.0756
Title IVA Funds Available REAP Amount: \$0 Maximum Indirect Cost Funds: \$8,083
Total Title IVA Funds Available Less REAP: \$115,000 Amount Available After Maximum Indirect Cost: \$106,917

Home

LCP System Menu

Logout

District Information

Funding

Education

Allocation

Step 1

Step 2

Step 3

Parent Investment

Homeschool

Title IVA

School Readiness

English Language Arts (ELA) and Mathematics

Graduation/Completion of a High School Diploma

Non-Instructional Support Services

Non-Public Information

Amendment Revisions

Program Budget Summary

Comments

Reports

CEPA

Amenities

Submit for Approval

Well Rounded Educational Opportunities

25000 Public Funding 10000 Non-Public Funding

For the 2024-2025 school year, what is your school district's goal when utilizing funding for the Well Rounded Educational Opportunities section?

In the table below you can add, edit, and/or delete a maximum of 5 goals for this section by selecting the "Show Details" or the arrows in the right hand corner of the test box:

Add Well Rounded Educational Opportunities Goal (Show Details...)	Goal
ELB Goals	Well-Rounded Educational Opportunities goal 1

☐ College and career counseling

☒ Music and arts education

☒ Science, technology, engineering, and mathematics (STEM), including computer science

☐ Accelerated learning programs, including Advanced Placement (AP) and International Baccalaureate (IB) programs

☐ Dual or concurrent enrollment programs and early college high school courses

☐ American history, civics, economics, geography, or government

☐ Foreign language instruction

☐ Environmental education

☐ Volunteerism and community involvement

☐ Multi-disciplinary programs

☐ Social emotional learning

☐ Career and technical education

☐ Other (Please explain)

If other, please explain:

Safe and Healthy Students

25000 Public Funding 10000 Non-Public Funding

For the 2024-2025 school year, what is your school district's goal when utilizing funding for the Safe and Healthy Students section?

In the table below you can add, edit, and/or delete a maximum of 5 goals for this section by selecting the "Show Details" or the arrows in the right hand corner of the test box:

Add Safe and Healthy Students Goal (Show Details...)	Goal
ELB Goals	Safe and Healthy Students Goal 1

☐ Drug prevention

☒ Prevent bullying, harassment, and violence

☒ School-based mental health services and partnership programs

☐ Health and safety practices in school or athletic programs, including nutrition and physical education

☐ Mentoring and school counseling

☐ Practices for developing relationship-building skills

☐ School dropout and re-entry programs

☐ Integrated systems of student and family supports

☐ Child sexual abuse awareness and prevention

☐ Reduce exclusionary discipline practices

☐ Strategies to improve school climate, including schoolwide positive behavioral interventions and supports

☐ Site resource coordinator for community partnerships

☐ Pay for success initiatives

☐ Other (Please explain)

If other, please explain:

Effective Use of Technology

25000 Public Funding 10000 Non-Public Funding

For the 2024-2025 school year, what is your school district's goal when utilizing funding for the Effective Use of Technology section?

In the table below you can add, edit, and/or delete a maximum of 5 goals for this section by selecting the "Show Details" or the arrows in the right hand corner of the test box:

Add Effective Use of Technology Goal (Show Details...)	Goal
ELB Goals	Effective Use of Technology Goal 1

☐ Professional development and capacity building to improve the use of educational technology

☐ Implement school- and district-wide approaches for using technology to support instruction, collaboration, and learning

☒ Provide professional development in the use of technology for STEM, including computer science

☐ Provide personalized learning

☐ Implement blended learning strategies

☐ Develop or deliver specialized or rigorous academic courses and curricula using technology

☐ Provide students in rural, remote, and underserved areas with digital learning opportunities

☐ Create, adapt, and share educational resources, including open educational resources (OER)

☐ Purchase digital instructional resources or content

☐ Build technological capacity and infrastructure, including purchasing devices, equipment, software applications or platforms

☐ Make assistive technology available to students with disabilities

☐ Use technology to support English learners

☐ Other (Please explain)

If other, please explain:

Note: No more than 15% of this section can be expended for personnel.

School District Comments (2000 character limit)

KIDS Comments (2000 character limit)

Save All

No errors found

© 2025 Kansas State Department of Education. All Rights Reserved.
KDE NCSL (785) 295-2766
Fax: (785) 295-2763
Landon State Office Building
900 SW Jackson St., Suite 620
Topeka, KS 66612
Send Questions to: LCP@kde.org

All sessions with this server are subject to the KDE Use Policy and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply.

Help Information

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

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 Application.

Header Information

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

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

Budget Grid

Directions:

1. After completing budget information in the grid, click on *Calculate Totals and Save* button.
2. The amount in the cell *Grand Total* should equal the amount next to the heading *Total Title IVA Funds Available*.
3. All available funds need to be accounted for in the budget grid.
4. When the *Grand Total* amount equals *Total Title IVA Funds Available* amount, click on *Calculate Totals and Save*.

Note: The fields above the Budget Grid will be pre-populated and are for informational purposes.

Indirect Cost

Directions:

1. Use of indirect cost funds is optional, not required.
2. If the district chooses not to use indirect cost, simply account for the entire amount of program funds in the budget grid. Click on *Calculate Totals and Save*.
3. If the district chooses to use all or part of its indirect cost, determine the allowable amount of indirect cost funds you wish to retain for program administration.
 - a. Do not include the indirect cost amount in the budget grid.
 - b. Account for the remaining program funds in the budget grid.
 - c. Click on *Calculate Totals and Save*. Your indirect cost amount will show up at the bottom of the budget grid as *Indirect Cost*.

Note: The maximum allowed Indirect Cost will display in the 'Maximum Indirect Cost Funds' field above the Budget Grid.

FTES

Directions:

1. If any portion of a staff's salary is paid with Title IVA funds, enter the prorated FTE amount under the specific category.
2. Click on *Save All*. The Total FTES will be calculated/displayed.

Content Areas

Directions:

1. Check all content areas in which Title IVA services are provided. At least one selection is required.
2. Click on *Save All*.

Allowable Activities & Goals

Directions:

1. For each section as required, insert the amount of Public and/or Non-Public funding, and the number of participating **Public** staff.
2. If Public and/or Non-Public funding is entered in an allowable activity section, the district must enter at least one goal for that section.
3. Place a check in the activities that will be funded in each section.
4. Click on *Save All*.

Save Information

Directions:

1. Click the *Save All* 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 *Save All* 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 'School District 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 Application, 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 Application 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.

[illegible]

Help Information

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

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

Header Information

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

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

Budget Grids

Directions:

1. After completing budget information in the Regular School Year and Summer Session grids, click on *Calculate Totals and Save* button.
2. The amount in the cell *Grand Total* should equal the amount next to the heading *Total Migrant Funds Available*.
3. All available funds need to be accounted for in the budget grid.
4. When the *Grand Total* amount equals *Total Migrant Funds Available* amount, click on *Calculate Totals and Save*.
5. Click on *Save All*.

Note: *The fields above the Budget Grid will be pre-populated and are for informational purposes.*

Indirect Cost

Directions:

1. Use of indirect cost funds is optional, not required.
2. If the district chooses not to use indirect cost, simply account for the entire amount of program funds in the budget grid. Click on *Calculate Totals and Save*.
3. If the district chooses to use all or part of its indirect cost, determine the allowable amount of indirect cost funds you wish to retain for program administration.
 - a. Do not include the indirect cost amount in the budget grid.
 - b. Account for the remaining program funds in the budget grid.
 - c. Click on *Calculate Totals and Save*. Your indirect cost amount will show up at the bottom of the budget grid as *Indirect Cost*.

Note: *The maximum allowed Indirect Cost will display in the 'Maximum Indirect Cost Funds' field above the Budget Grid.*

FTES / Headcounts

Directions:

1. If any portion of a staff's salary is paid with Migrant funds, enter the prorated FTE and Headcount amounts under the specific category.
2. The amount of FTES can be entered in hundredths (Examples: 12.25; 0.05; etc.).
3. The amount of Headcounts can be entered in whole numbers (Examples: 12; 1, etc.).
4. The amount of FTES and Headcounts will be calculated once you tab out of each field.
5. Click on *Save All*. The Total FTES and Headcounts will be calculated/displayed.

Note: *If an FTE is entered, then the corresponding Headcount must be entered, and vice versa.*

Position

Directions:

1. Enter the Name and E-Mail Address of the district's Migrant Director.
2. Enter the Name and E-Mail Address of the district's Migrant Data Coordinator
3. Enter the Name and E-Mail Address of the district's Migrant Recruiter.
4. Click on *Save All*.

Note: *If Migrant funds are retained, then each of the fields is required in the Position section.*

Needs Assessment

Directions:

1. Review the data generated by the district needs assessment to identify areas of need and the activities that will be implemented to address those needs.
2. Use the drop-down boxes to select the priority of each of the four areas in which the Migrant funds will be utilized.
3. Click on *Save All*.

Note: *If Migrant funds are retained, then a priority level must be set on all three areas of the Needs Assessment*

section.

Content Areas

Directions:

1. Check all content areas in which Migrant services are provided. At least one selection is required.
2. Click on *Save All*.

Support Services

Directions:

1. Check all support services in which Migrant funds will be utilized.
2. Click on *Save All*.

Delivery Systems

Directions:

1. Check all delivery systems that are implemented in providing Migrant services. At least one selection is required.
2. Click on *Save All*.

Allowable Activities

Directions:

1. For each section as required, insert the amount of Public and/or Non-Public funding.
2. Place a check in the activities that will be funded in each section. At least one selection is required.
3. Click on *Save All*.

Save Information

Directions:

1. Click the *Save All* button in order to save any changes made to the 'Migrant' 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 All* 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 'School District 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 Application, 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 Application 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.

Migrant – School Readiness – Help

Help Information

Header Information

Strategies/Activities

Resources

Sites

District Totals

Save Information

Comments

Footer Information

- Home
 - Select Year / Cycle
 - LCP System Menu
 - Logout
- Application
 - Allocations
 - District Information
 - Federal
 - Title I
 - Building Allocations
 - Step 1
 - Step 2
 - Step 3
 - Parent Involvement
 - Homeless
 - Title IIA
 - Title III
 - Immigrant
 - Title IVA
 - Migrant
 - School Readiness
 - English Language Arts (ELA) and Mathematics
 - Graduation/Completion of a High School Diploma
 - Non-Instructional Support Services
 - Non-Public Information
 - Amendment Revisions
 - Program Budget Summary
 - Comments
 - Reports
 - GEPA
 - Assurances
 - Submit for Approval

The Kansas MEP provides supplemental programs and services that support developmentally appropriate environments to prepare migrant pre-K students for lifelong success.

Measurable Program Outcomes

MPO 1A: By the end of the 2024-25 performance period, 70% of 3- and 4-year-old migratory children participating in early learning services fully or partially funded by the MEP will demonstrate age-appropriate skills leading toward kindergarten readiness on local school readiness post-test assessments.

MPO 1B: By the end of the 2024-25 performance period, 70% of eligible migratory children ages 3-5 not attending kindergarten will receive MEP instructional services.

School Readiness - Strategies/Activities to Meet Outcomes

☒ Coordinate with local preschool service providers and families to ensure that migratory children receive school readiness services.

☒ Coordinate/ provide high quality early learning instruction during the regular year and summer that is fully or partially funded by the MEP to 3- and 4-year-old migratory children who are not yet in school.

☒ Other (Please explain)

If other, please explain:

Explanation

Description

For each identified strategy, describe how it is carried out, along with the personnel involved and Migrant resources devoted to its execution:

School Readiness - Migrant Resources Needed from KSDE to Implement these Services

☒ Professional Development

☒ Research Based Curriculum

☒ Technical Assistance from SEA

Name of Site Where Services will be Provided

Services Provided	Site #	Attendance Center	Building Level
<input checked="" type="checkbox"/>	3318	Golden Plains Elem	Elementary
<input checked="" type="checkbox"/>	3316	Golden Plains High	High School
<input checked="" type="checkbox"/>	3314	Golden Plains Middle	Middle School

District Totals

Age	Number of Children to be Served by Age
3	5
4	5
5	5
TOTAL	15

Save and Continue School Readiness

Save and Go to English Language Arts (ELA) and Mathematics

School District Comments (1000 character limit)

KSDE Comments (1000 character limit)

Show Details...

No errors found.

Show Details...

Go to the English Language Arts (ELA) and Mathematics page

Go to the Graduation/Completion of a High School Diploma page

Go to the Non-Instructional page

© 2025 Kansas State Department of Education. All Rights Reserved.

Help Desk: (785) 296-4925

Front Desk: (785) 296-3201

Fax: (785) 291-3791

Landon State Office Building

300 SW Jackson St, Suite 400

Topeka, KS 66612

Send Questions to: L2help@ksde.org

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply.

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

Help Information

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

School Readiness Help: This link will open the 'Migrant – School Readiness Help' page, which will give an overview of how to complete the Migrant – School Readiness page of the LCP Application.

Header Information

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

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

School Readiness – Strategies/Activities

Directions:

1. Check all the strategies/activities in which Migrant funds will be utilized to meet objectives.
2. If your district does not serve any Migrant students for school readiness, check the N/A selection. Then, no additional information is necessary on this page.
3. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

School Readiness – Resources

Directions:

1. Check all the resources from KSDE which will be needed in order to implement these services.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

School Readiness – Sites

Directions:

1. Check all the sites where Migrant services will be provided.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

School Readiness – District Totals

Directions:

1. Enter the ages of the students to be served with Migrant funds for School Readiness.
2. Click on *Save All*.

Note: *At least one of the items in this section must contain a value.*

Save Information

Directions:

1. Click the *Save All* button in order to save any changes made to the 'School Readiness' 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 All* 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 'School District 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 Application, 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 Application 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.

Migrant – English Language Arts (ELA) and Mathematics – Help

Help Information

Header Information

Strategies/Activities

Resources

Sites

District Totals

Save Information

Comments

Footer Information

Application

00216 Golden Plains School Year: 2024-2025 Cycle: 1 In-Process

Audit ID: ndarksubm02 Access Level: DistrictSubmit

English Language Arts (ELA) and Mathematics Migrant

English Language Arts (ELA) and Mathematics Help

Home

Select Year / Cycle

LCP System Menu

Logout

Application

Allocations

District Information

Federal

Title I

Building Allocations

Step 1

Step 2

Step 3

Parent Involvement

Homeless

Title IA

Title II

Immigrant

Title IVA

Migrant

School Readiness

English Language Arts (ELA) and Mathematics

Graduation/Completion of a High School Diploma

Non-Instructional Support Services

Non-Public Information

Amendment Revisions

Program Budget Summary

Comments

Reports

GEPA

Assurances

Submit for Approval

The Kansas MEP provides programs and services in reading and mathematics to ensure that the special educational needs of migrant children are identified and addressed through evidence-based reading curriculum, instruction, and assessment. The MEP provides supplemental instruction after local, state, and other federal resources have been utilized to ensure that migrant students receive opportunities to meet the same challenging state academic content standards in reading and mathematics that all children are expected to meet.

Measurable Program Outcomes

MPO 2A.1: By the end of the 2024-25 performance period, 70% of migratory students receiving MEP-funded supplemental reading instruction will demonstrate a 2% gain on local reading assessments.

MPO 2A.2: By the end of the 2024-25 performance period, 55% of the migratory students served during the summer will receive needs-based ELA instruction.

MPO 2B.1: By the end of the 2024-25 performance period, 70% of migratory students receiving MEP-funded supplemental math instruction will demonstrate a 2% gain on local math assessments.

MPO 2B.2: By the end of the 2024-25 performance period, 40% of the migratory students served during the summer will receive needs-based math instruction.

English Language Arts (ELA) and Mathematics - Strategies/Activities to Meet Outcomes

☒ Coordinate/provide evidence-based, supplemental academic interventions/tutoring in ELA for migratory students according to individual student needs in reading during the school day, extended day, and in summer programs.

☒ Coordinate/provide evidence-based, supplemental academic interventions/tutoring in math for migratory students according to individual student needs in math during the school day, extended day, and in summer programs.

☒ Other (Please explain)

If other, please explain:
explanation

description

For each identified strategy, describe how it is carried out, along with the personnel involved and Migrant resources devoted to its execution:

English Language Arts (ELA) and Mathematics - Migrant Resources Needed from KSDE to Implement these Services

☒ Professional Development

☒ Research Based Curriculum

☒ Technical Assistance from SEA

Name of Site Where Services will be Provided

Services Provided	Site #	Attendance Center	Building Level
<input checked="" type="checkbox"/>	3318	Golden Plains Elem	Elementary
<input checked="" type="checkbox"/>	3316	Golden Plains High	High School
<input checked="" type="checkbox"/>	3314	Golden Plains Middle	Middle School

District Totals

Grade Level	Number of Children to be Served by Grade Level
K-6	5
7-8	5
9-12	5
TOTAL	15

Save and Continue English Language Arts (ELA) and Mathematics Save and Go to Graduation/Completion of a High School Diploma

School District Comments (1000 character limit)

KSDE Comments (1000 character limit)

Show Details... No errors found. Show Details...

Go to the School Readiness page

Go to the Graduation/Completion of a High School Diploma

Go to the Non-Instructional page

© 2025 Kansas State Department of Education. All Rights Reserved.
Help Desk: (785) 296-4925
Front Desk: (785) 296-3201
Fax: (785) 291-3791
Location: State Office Building
900 SW Jackson St, Suite 620
Topeka, KS 66612
Send Questions to: LCPhelp@ksde.org

All servers with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply.
[KSDE Use Policy](#) * [Privacy Statement](#) * [EOE Statement](#)

Top of Page

Help Information

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

English Language Arts (ELA) and Mathematics Help: This link will open the 'Migrant – English Language Arts (ELA) and Mathematics Help' page, which will give an overview of how to complete the Migrant – English Language Arts (ELA) and Mathematics page of the LCP Application.

Header Information

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

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

English Language Arts (ELA) and Mathematics – Strategies/Activities

Directions:

1. Check all the strategies/activities in which Migrant funds will be utilized to meet objectives.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

English Language Arts (ELA) and Mathematics – Resources

Directions:

1. Check all the resources from KSDE which will be needed in order to implement these services.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

English Language Arts (ELA) and Mathematics – Sites

Directions:

1. Check all the sites where Migrant services will be provided.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

English Language Arts (ELA) and Mathematics – District Totals

Directions:

1. Enter the ages of the students to be served with Migrant funds for English Language Arts (ELA) and Mathematics.
2. Click on *Save All*.

Note: *At least one of the items in this section must contain a value.*

Save Information

Directions:

1. Click the *Save All* button in order to save any changes made to the 'English Language Arts (ELA) and Mathematics' 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 All* 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 'School District 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 Application, 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 Application 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.

Help Information

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

Graduation/Completion of a High School Diploma Help: This link will open the 'Migrant – Graduation/Completion of a High School Diploma Help' page, which will give an overview of how to complete the Migrant – Graduation/Completion of a High School Diploma page of the LCP Application.

Header Information

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

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

Graduation/Completion of a High School Diploma – Strategies/Activities

Directions:

1. Check all the strategies/activities in which Migrant funds will be utilized to meet objectives.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

Graduation/Completion of a High School Diploma – Resources

Directions:

1. Check all the resources from KSDE which will be needed in order to implement these services.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

Graduation/Completion of a High School Diploma – Sites

Directions:

1. Check all the sites where Migrant services will be provided.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

Graduation/Completion of a High School Diploma – District Totals

Directions:

1. Enter the ages of the students to be served with Migrant funds for Graduation/Completion of a High School Diploma.
2. Click on *Save All*.

Note: *At least one of the items in this section must contain a value.*

Save Information

Directions:

1. Click the *Save All* button in order to save any changes made to the 'Graduation/Completion of a High School Diploma' 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 All* 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 'School District 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 Application, 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 Application 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.

Footer Information

54

Help Information

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

Migrant – Non-Instructional Support Services Help: This link will open the 'Migrant – Non-Instructional Support Services Help' page, which will give an overview of how to complete the Migrant – Non-Instructional Support Services page of the LCP Application.

Header Information

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

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

Non-Instructional Support Services – Strategies/Activities

Directions:

1. Check all the strategies/activities in which Migrant funds will be utilized to meet objectives.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

Non-Instructional Support Services – Resources

Directions:

1. Check all the resources from KSDE which will be needed in order to implement these services.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

Non-Instructional Support Services – Sites

Directions:

1. Check all the sites where Migrant services will be provided.
2. Click on *Save All*.

Note: *At least one of the items in this section must be checked.*

Save Information

Directions:

1. Click the *Save All* button in order to save any changes made to the 'Non-Instructional Support Services' 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 All* 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 'School District 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 Application, 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 Application 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.

Non-Public Information – Help

Help Information

Header Information

Radio Buttons

Private School Consultation

Allocations

Non-Public School Information

Save Information

Comments

Footer Information

Application Help

Logout

District: 00500 Kansas City

School Year: 2024-2025

Cycle: 1 In-Process

Audit ID: ncharksubmt

Access Level: DistrictSubmit

Non-Public Information

[Non-Public Information Help](#)

Home

Select Year / Cycle

LCP System Menu

Logout

Application

Allocations

District Information

Federal

Title I

Building Allocations

Step 1

Step 2

Step 3

Parent Involvement

Homeless

Title IA

Title III

Immigrant

Title IVA

Migrant

School Readiness

English Language Arts (ELA) and Mathematics

Graduation/Completion of High School Diploma

Non-Instructional Support Services

Non-Public Information

Amendment Revisions

Program Budget Summary

Comments

Reports

GEPA

Assurances

Submit for Approval

☐ District does not have any Non-Public schools within its boundaries.

☐ All Non-Public schools do not wish to participate.

☒ District does have Non-Public schools that participate.

Click here to download a copy of the required consultation document that needs to be submitted to KSDE.

Title I

Title IA

Title III

Immigrant

Title IVA

Migrant

1463904

30000

28000

10000

20000

0

* Title I funds on this page are determined by the Non-Public Total Allocation (See Allocation Step 2 of the Building Allocation screen.

Add Schools (Show Details...)

Non-public school name	address	city	state	zip	Title I	Title IA	Title III	Immigrant	Title IVA	Migrant
<input type="checkbox"/> School is participating Bishop Ward High School 700 N 12th St Kansas City, KS 661024212 Bldg #: 20029 9434	Reading Lang Arts Students	Mathematics Students	Students	Staff	Students	Students	Students	Students	Students	Students
<input type="checkbox"/> School is participating Christ The King (Kansas City) 2027 N 54th Street Kansas City, KS 661042118 Bldg #: 20029 9430	Reading Lang Arts Students	Mathematics Students	Students	Staff	Students	Students	Students	Students	Students	Students
<input type="checkbox"/> School is participating Holy Name 2001 West 12th St Kansas City, KS 661010190 Bldg #: 20029 8384	Reading Lang Arts Students	Mathematics Students	Students	Staff	Students	Students	Students	Students	Students	Students
<input type="checkbox"/> School is participating John Paul II Catholic School 6915 W 71st Street Overland Park, KS 662041905 Bldg #: 20029 9893	Reading Lang Arts Students	Mathematics Students	Students	Staff	Students	Students	Students	Students	Students	Students
<input type="checkbox"/> School is participating Our Lady Of Unity 2646 S 34th Street Kansas City, KS 661064260 Bldg #: 20029 9400	Reading Lang Arts Students	Mathematics Students	Students	Staff	Students	Students	Students	Students	Students	Students
<input type="checkbox"/> School is participating Resurrection Catholic School at the Cathedral 425 N 15th St Kansas City, KS 661024327 Bldg #: 20029 9897	Reading Lang Arts Students	Mathematics Students	Students	Staff	Students	Students	Students	Students	Students	Students
<input type="checkbox"/> School is participating St Agnes Elem 5130 Mission Rd Overland Park, KS 662051659 Bldg #: 20029 9014	Reading Lang Arts Students	Mathematics Students	Students	Staff	Students	Students	Students	Students	Students	Students
<input type="checkbox"/> School is participating St. Patrick Elementary 1066 N 94th St Kansas City, KS 661121514 Bldg #: 20029 9421	Reading Lang Arts Students	Mathematics Students	Students	Staff	Students	Students	Students	Students	Students	Students
<input type="checkbox"/> School is participating V. Lindsay SGA School 2310 Garfield Ave. Kansas City, KS 66104 Bldg #: 20072 9981	Reading Lang Arts Students	Mathematics Students	Students	Staff	Students	Students	Students	Students	Students	Students

Save All

School District Comments (1000 character limit)

KSDE Comments (1000 character limit)

Show Details...

Match Error : 3 Other : 1

Show Details...

© 2025 Kansas State Department of Education. All Rights Reserved.
Help Desk: (785) 296-4925
Front Desk: (785) 296-2201
Fax: (785) 293-2791
Kansas State Office Building
900 SW Jackson St., Suite 620
Topeka, KS 66612
Send Questions to: L2help@ksde.org

Top of Page

All sessions with this server are subject to the [KSDE User Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply.
[KSDE User Policy](#) * [Privacy Statement](#) * [GIS Statement](#)

56

Help Information

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

Non-Public Information Help: This link will open the 'Non-Public Information Help' page, which will give an overview of how to complete the Non-Public Information page of the LCP Application.

Header Information

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

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

Radio Buttons

Directions:

1. Select the appropriate radio button as it applies to non-public schools within your district.
 - District does not have any Non-Public schools within its boundaries.
 - All Non-Public schools do not wish to participate.
 - District does have Non-Public schools that participate.
2. If the district does not have any non-public schools participating, click on *Save All* and continue to another screen.

Private School Consultation

Directions:

1. On the screen, click on the link to download a copy of the document that needs to be submitted.
2. Complete the required *Private School Consultation* form and submit to KSDE for each Non-Public school that participates.

Note: *The LCP Application cannot be approved until the 'Private School Consultation' forms have been submitted to KSDE for each Non-Public school that participates.*

Allocations

Directions:

The district is NOT transferring funds:

1. If non-public schools are participating in any of the federal programs, consultation needs to occur between the public and non-public entities.
2. Review the district allocation letter to determine the amount generated by non-public students for each program in which the non-public school is eligible to participate.
3. That amount has been pre-populated in the appropriate field in the table.
4. The total amount for each program identified on this screen should be the same as the *Allowable Activities Non-Public Funding* total on each corresponding program screen.
5. Click on *Save All*.

Note: *The Title I amount will be pre-populated from the 'Building Allocations, Step 3' screen per pupil amount from the 'Non-Public Total Allocation/Set Aside' field.*

Note: *If an amount has been entered in the grid, at least one non-public school must have staff and student counts for that Title program. Also, if there is a staff and/or student count for a non-public school, you must enter an amount in the grid for that Title.*

The district IS transferring funds:

1. If non-public schools are participating in any of the federal programs, consultation needs to occur between the public and non-public entities before transferring or REAPing funds.
2. If a program's funds are transferred from one program to another, the non-public allocation will be determined by the remaining funds. Please contact KSDE for the revised non-public allocation amount.
3. Insert that amount into the appropriate program field in the table.
4. The total amount for each program identified on this screen should be the same as the *Allowable Activities Non-Public Funding* total on each corresponding program screen.
5. Click on *Save All*.

Non-Public School Information

Directions:

The Non-Public school is NOT participating:

1. For each non-public school that is not participating in funds from the district, click on the 'Delete' link to the left of the school name. This will delete the school from the list, but not from the Directory.

The Non-Public school IS participating:

1. For each non-public school that is participating, click on the 'Edit' link to the left of the school name.
2. Review the school building data. **Note: If changes to the school building data are needed, it must be done through the 'Directory Update' program by the non-public school.**
3. Check the 'School is Participating' checkbox.
4. For each program where non-public funds have been allocated, enter the number of participating Staff and the number of Students being served.
5. Click the *Update* link. **Note: If the changes should not be saved, click the 'Cancel' link.**
6. Click the *Save All* button to run the error checking for this page. **Note: You can wait to click 'Save All' after all of the non-public buildings have been updated. The data will be saved, but the error checking will not be done.**

Adding Schools: If a non-public building for the District is not displaying in the pre-populated list, follow this process to add the school to the list:

1. Click on the 'Add Schools' link.
2. Enter the search criteria and click on the *Find Now* button.
3. A list of schools will be returned matching the search criteria.
4. Scroll through the list to find the school and click the 'Add School' link. The non-public school will be added to the list of non-public schools where data can be entered for the Non-Public page. Note: This school will be added alphabetically in the list of non-public schools.
5. If the needed school is not found in the list, then the school will need to be added through the 'Directory Update' program by the non-public school. Once the school has been added, it will go through an approval process at KSDE, and then return to the LCP Application to add the non-public school to the list.

Deleting Schools: If a non-public building for the District does not need to display in the list of participating schools, you can click on the *Delete* link. **Note: This will only remove the non-public school from your list of participating schools and will not delete the school from the 'KSDE Directory'.**

Save Information

Directions:

1. Click the *Save All* button in order to save any changes made to the 'Non-Public Information' 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 All* 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 'School District 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 Application, 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 Application 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.

Program Budget Summary

Help Information

Header Information

Object Totals

REAP Totals

Program Totals

Footer Information

LCP Application

District: 00316 Golden Plains School Year: 2024-2025 Cycle: 1 In-Process

Audit ID: ndarksubmit2 Access Level: DistrictSubmit

Program Budget Summary

	Title I	Title II	Title III	Immigrant	Title IV	Migrant	State ESOL	State A	REAP	Object Totals
100 Salaries	25,000	0	30,000	0	0	0	0	0	19,000	\$82,500
200 Employee Benefits	0	0	0	0	0	1,500	0	0	0	\$1,500
300 Purchased Services	0	15,000	500	0	0	0	0	0	0	\$15,500
400 Purchased Property	0	0	0	0	0	0	0	0	0	\$0
500 Other Pch Services	5,000	1,000	0	0	0	0	0	0	0	\$6,000
600 Supplies / Materials	500	975	4,000	0	0	1,000	0	0	0	\$6,475
700 Property	0	0	0	0	0	0	0	0	0	\$0
800 Other	500	0	0	0	0	0	0	0	0	\$500
Indirect Cost	700	4,025	500	0	0	1,000	0	0	0	\$6,225
Totals	\$32,700	\$21,000	\$35,000	\$0	\$0	\$12,000	\$0	\$0	\$19,000	\$118,700

© 2025 Kansas State Department of Education. All Rights Reserved.
 Help Desk: (785) 296-4925
 Front Desk: (785) 296-3201
 Fax: (785) 291-3791
 Kansas State Office Building
 900 SW Jackson St., Suite 620
 Topeka, KS 66612
 Send Questions to: LCPHelp@ksde.org

Sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply.
[KSDE Use Policy](#) * [Privacy Statement](#) * [EEO Statement](#)

Note: 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

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

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 Application.

Header Information

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

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

Object Totals

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

Program Totals

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

REAP Totals

The REAP column funding amounts **are not** included in the vertical Object Totals or the horizontal Program totals. Each REAP budget line item represents the total amount budgeted across ALL programs.

Footer Information

Questions: If there are any questions regarding the LCP Application, 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 Application 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.


Comments – Help

Help Information

Header Information

Comments

Footer Information



Application Help

Bottom of Page

District: District Kansas City School Year: 2024-2025 Cycle: 2 In-Process

Audit ID: nclarksubmit Access Level: DistrictSubmit

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

Comments Help

Home

- Select Year / Cycle
- LCP System Menu
- Logout

Application

- Allocations
- District Information
- Federal
 - Title I
 - Building Allocations
 - Step 1
 - Step 2
 - Step 3
 - Parent Involvement
 - Homeless
 - Title IIA
 - Title III
 - Immigrant
 - Title IVA
 - Migrant
 - School Readiness
 - English Language Arts (ELA) and Mathematics
 - Graduation/Completion of High School Diploma
 - Non-Instructional Support Services
- Non-Public Information
- Amendment Revisions
- Program Budget Summary
- Comments
- Reports
- GEPA
- Assurances
- Submit for Approval

Title I

District Comments:

homeless and parent involvement

Last edited by: nclarksubmit on: 4/28/2024 12:32:36 PM

KSDE Comments:

Title I KSDE Comments

Last edited by: jniclark on: 7/25/2024 2:26:06 PM

Title IIA

KSDE Comments:

Title IIA KSDE Comments

Last edited by: jniclark on: 7/25/2024 2:26:20 PM

© 2025 Kansas State Department of Education, All Rights Reserved.

Help Desk: (785) 296-4925

Front Desk: (785) 296-3201

Fax: (785) 291-3791

Landon State Office Building

900 SW Jackson St., Suite 620

Topeka, KS 66612

Send Questions to: LCPhelp@ksde.org

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Discontinue now if you do not consent to having your actions monitored and logged, or if you do not agree to comply

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

Top of Page

Help Information

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

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

Header Information

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

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

Comments

Click on the Comments menu item. When this screen is opened, it will show any comments that have been entered by the Districts 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 requested budget 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 Application, 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 Application 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 Application interface. On the left, a sidebar menu lists various options under 'Application', 'Reports', and 'Footer Information'. The main content area displays the 'Reports' page, which includes buttons for 'Print Original Grant Award Letters', 'Print Blank Application', 'Print Application', and 'Print Report'. The interface also shows user information at the top, including 'District: D0500 Kansas City', 'School Year: 2024-2025', 'Cycle: 1 Approved', 'Audit ID: ncdarksubmit', and 'Access Level: DistrictSubmit'. A 'Reports Help' link is visible in the top right corner. The footer contains contact information for the Kansas State Department of Education, including phone numbers, fax, and email, along with links to the KSDE Use Policy, Privacy Statement, and EEO Statement.

Help Information

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

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

Header Information

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

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

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 Original Grant Award Letters** – this option creates a printable pdf of each of the original grant awards for the federal programs the district receives (Title I, Title IIA, Title III, Immigrant, Title IVA, Migrant). Note: This button will not show up until the district has completed budgets for Title I, Title IIA, Title III, Immigrant, Title IVA, and Migrant and agreed to the Assurances the first time the district opens Cycle 1 of the LCP Application each year.
- **Print Blank Application** – this option creates a printable pdf Report for all of the screens from 'District Information' through 'Assurances' and will be blank except for the pre-populated information.
- **Print Application** – this option creates a printable pdf Report for all of the screens from 'District Information' through 'Assurances' 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 Application, 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 Application 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 – Help

Step 5

Assurances

Footer Information

Help Information

Header Information

Error Messages

Footer Information

Submit

Footer Information

HEREBY CERTIFY that all records necessary to ensure the correctness of the information provided by the agency will be kept for at least three years beyond the final reporting date, or for such period as may be required, and access to such records will be provided to the SEA; that, on behalf of the participating public educational agencies, all applicable state and federal statutes, rules, and regulations will be complied with, including the uniform grant guidance Title 2 C.F.R. 200 of the federal regulation, and the Education Department General Administrative Regulations (EDGAR).

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.) *

Name Title

© 2019 Kansas State Department of Education, All Rights Reserved.
Help Desk: (785) 296-4925
Front Desk: (785) 296-3201
Fax: (785) 291-3791
London State Office Building
900 SW Jackson St, Suite 620
Topeka, KS 66612
Send Questions to: LCPhelp@ksde.org

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply.
[KSDE Use Policy](#) * [Privacy Statement](#) * [EOE Statement](#)

LCP Application

District: D0316 Golden Plains School Year: 2024-2025 Cycle: 1 In-Process

Audit ID: ndarksubm2 Access Level: DistrictSubmit

Submit for Approval Cycle Status: In-Process

▼ Home
 Select Year / Cycle
 LCP System Menu
 Logout
▼ Application
 Allocations
 District Information
▼ Federal
 Title I
 Building Allocations
 Step 1
 Step 2
 Step 3
 Parent Involvement
 Homeless
 Title IIA
 Title III
 Immigrant
 Title IIA
 Migrant
 School Readiness
 English Language Arts (ELA) and Mathematics
 Graduation/Completion of a High School Diploma
 Non-Instructional Support Services
 Non-Public Information
 Amendment Revisions
 Program Budget Summary
 Comments
 Reports
 GEPA
 Assurances
 Submit for Approval

The following messages were found:

Page	Type	Brief	Description	Severity	Stop Submit?	Help Link (if available)	Created / Updated
Title IIA	Missing Value	Allowable Activities	If funds were used for Professional Development, you must check the ways in which the funds were used.	Cannot Submit Application	<input type="checkbox"/>		4/28/2024 12:30:36 PM
Homeless	Missing Value	Set Aside parta- Homeless	Please indicate how the district will spend the Homeless set aside by checking at least one of the checkboxes in the Title I - Homeless Set Aside section.	Warning	<input type="checkbox"/>		4/28/2024 12:30:36 PM
Title I Building Allocations - Step 2	Other	Schoolwide Program	Reminder: Continuing Schoolwide Application forms are due at this time, if not already submitted.	Informational	<input type="checkbox"/>		4/28/2024 12:30:36 PM

Totals by Type:

Type	Total
Missing Value	2
Other	1

Totals by Severity:

Severity	Total
Cannot Submit Application	1
Warning	1
Informational	1

The assurances were agreed to on: 4/25/2024 4:19:24 PM

© 2025 Kansas State Department of Education, All Rights Reserved.
Help Desk: (785) 296-4925
Front Desk: (785) 296-3201
Fax: (785) 291-3791
London State Office Building
900 SW Jackson St, Suite 620
Topeka, KS 66612
Send Questions to: LCPhelp@ksde.org

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply.
[KSDE Use Policy](#) * [Privacy Statement](#) * [EOE Statement](#)

LCP Application

District: D0316 Golden Plains School Year: 2024-2025 Cycle: 2 Open

Audit ID: ndarksubm2 Access Level: DistrictSubmit

Submit for Approval Cycle Status: Open

▼ Home
 Select Year / Cycle
 LCP System Menu
 Logout
▼ Application
 Allocations
 District Information
▼ Federal
 Title I
 Building Allocations
 Step 1
 Step 2
 Step 3
 Parent Involvement
 Homeless
 Title IIA
 Title III
 Immigrant
 Title IIA
 Migrant
 School Readiness
 English Language Arts (ELA) and Mathematics
 Graduation/Completion of a High School Diploma
 Non-Instructional Support Services
 Non-Public Information
 Amendment Revisions
 Program Budget Summary
 Comments
 Reports
 GEPA
 Assurances
 Submit for Approval

The following messages were found:

Page	Type	Brief	Description	Severity	Stop Submit?	Help Link (if available)	Created / Updated
Homeless	Missing Value	Set Aside parta- Homeless	Please indicate how the district will spend the Homeless set aside by checking at least one of the checkboxes in the Title I - Homeless Set Aside section.	Warning	<input type="checkbox"/>		4/28/2024 12:51:41 PM
Title I Building Allocations - Step 2	Other	Schoolwide Program	Reminder: Continuing Schoolwide Application forms are due at this time, if not already submitted.	Informational	<input type="checkbox"/>		4/28/2024 12:51:41 PM

Totals by Type:

Type	Total
Missing Value	1
Other	1

Totals by Severity:

Severity	Total
Warning	1
Informational	1

The assurances were agreed to on: 4/25/2024 4:19:24 PM

© 2025 Kansas State Department of Education, All Rights Reserved.
Help Desk: (785) 296-4925
Front Desk: (785) 296-3201
Fax: (785) 291-3791
London State Office Building
900 SW Jackson St, Suite 620
Topeka, KS 66612
Send Questions to: LCPhelp@ksde.org

All sessions with this server are subject to the [KSDE Use Policy](#) and will be monitored and logged. Disconnect now if you do not consent to having your actions monitored and logged, or if you do not agree to comply.
[KSDE Use Policy](#) * [Privacy Statement](#) * [EOE Statement](#)

Help Information

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

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 Application.

Header Information

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

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

Assurances

Once all of the errors have been corrected and before the LCP Application can be submitted, the Assurances need to be reviewed and agreed to.

Directions:

1. Click on the *Assurances* link the menu.
2. Review the Assurances.
3. Click on the *District Agrees* button at the bottom of the page.

Note: *The date and time the Assurances were agreed to will display at the bottom of the 'Assurances' page and the 'Submit for Approval' page.*

Error Messages

Directions:

1. Click on the *Submit for Approval* menu link at any time throughout the LCP Application 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 Application cannot be submitted.

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

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

Note: *See Help pages for the 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' button once the errors have been corrected.*

Submit

Directions:

1. After the Assurances have been agreed to and 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 Application.

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 Applications.

Once the *Submit for Approval* button appears, the LCP Application 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 Application has been submitted for the current Cycle.

Your KSDE Consultant will review the data entered. Based on the data, the LCP Application will either be 'Approved' or 'Disapproved'.

Footer Information

Questions: If there are any questions regarding the LCP Application, 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 Application Help' populated.

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

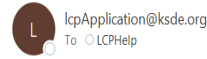
Privacy Statement link: This link will open the 'KSDE Privacy Statement' page.

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

E-Mail – Help

Assurances

The LCP Assurances Submitted by: Sterling - D0376



Tue 6/25/2024 11:05 AM

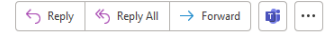
The LCP Assurances for D0376 : Sterling have been submitted. With this submission, you may begin obligating funds under § 34 CFR 76.708.

School year: 2024-2025
Cycle: 1
Submit date and time: Tuesday, June 25, 2024 11:04 AM
Submitted by: gorackej@usd376.com

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.

Submitted

LCP Application Submitted by: Kansas City - D0500



Sun 4/28/2024 12:01 PM

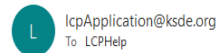
The LCP application for D0500 : Kansas City has been submitted.

School year: 2024-2025
Cycle: 1
Submit date and time: Sunday, April 28, 2024 12:00 PM
Submitted by: nclarksubmit

Grant awards for each program may now be accessed on the Reports screen within the LCP Application.
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.

Disapproved

LCP Application Disapproved for: Kansas City - D0500



Sun 4/28/2024 12:03 PM

The LCP application for D0500 : Kansas City has been disapproved.

To review the requested changes, please log in to the LCP Application and click on the 'Comments' menu item on the left side of the screen.

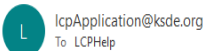
Once the corrections have been made, click on the 'Submit for Approval' menu item, then click the 'Submit' button.

School year: 2024-2025
Cycle: 1
Disapproval date and time: Sunday, April 28, 2024 12:03 PM
Disapproved by: jnlclark

Thank you.

Approved

LCP Application Approved for: Golden Plains - D0316



Sun 4/28/2024 12:39 PM

The LCP application for D0316 : Golden Plains has been approved.

School year: 2024-2025
Cycle: 1
Approval date and time: Sunday, April 28, 2024 12:39 PM
Approved by: jnlclark

Thank you.

Assurances

Once the Assurances have been agreed to, an e-mail will automatically be sent to the address listed on the 'District Information' page stating that they have been submitted.

Submitted

Once the LCP Application has been successfully submitted, an e-mail will automatically be sent to the address listed on the 'District Information' page stating that the submission of the current Cycle has been submitted. At that time, grant award letters will be available to print on the Reports page of the LCP Application.

Disapproved

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

Approved

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

Note: If changes need to be made after the Cycle has been approved, you will need to log in and click on the Budget Amendment button on the 'Select Year/Cycle' page.

**LCP Web Application 2024-2025
District Checklist**

NOTE: The following sections/issues need to be reviewed before submission to KSDE.

SCREEN NAME		SECTIONS/ISSUES TO REVIEW
Allocations		Checkboxes – REAP flexibility Status
		If the box is checked for REAP flexibility, complete REAP table at bottom of screen.
Title I		Program Information
		Budget Grid – completed
		FTE Section – completed
		Total Number Participating on Title I Preschool – completed
		Content Areas – completed
		Delivery Systems – completed
		District Comments – if applicable
Building Allocations		Step 1 – Enrollment/Feeder Pattern Information
		Enrollment Date – completed; required field
		Enter the Enrollment data for public, non-public and low income, as applicable.
		Enter any Feeder school information.
		District Comments – if applicable
Building Allocations		Step 2 – Total Enrollment/Percent Poverty
		Review the Enrollment and Percent of Poverty information.
		Ranking – select ranking for poverty
		District Comments – if applicable
Building Allocations		Step 3 – Set Asides
		Administration – Enter the amount of administrative funds used.
		Homeless – Federal Law requires that Title I funds be set aside to provide comparable services for homeless children in non-Title I attendance centers. For districts with less than 1000 students, the minimum set aside is \$500. For districts with 1000 or more students, the minimum set aside is \$1500.
		Indirect Cost – If there is no indirect cost amount in the grayed cell and the district takes administrative costs, the district needs to review its allocation letter to determine the maximum indirect cost amount and revise their Title I budget screen accordingly.
		Neglected – Refer to District Allocation letter to verify to if funds for neglected children should be pre-populated. Do not include delinquent as this is a different program and has a separate application.
		Parent Involvement – If a district's allocation is \geq \$500,000, the district needs to set aside 1% of that total in this cell.
		Preschool – Enter the set aside for Title I funded educational program preceding kindergarten or elementary school.
		Professional Development – Enter the set aside for Professional Development for Title I.
		Salary Differential – If the building allocation does not generate enough funds to cover teacher salaries and you wish to use salary differential, please contact KSDE.
		Summer School – Enter the set aside for Title I funded educational program taking place during the summer months, following the previous school year or prior to the upcoming school year.
		Transportation – An amount above and beyond the required set aside for schools on improvement.
		ISI, CSI, TSI, ATS – district-level setaside that allows a district to provide additional funding to the buildings identified
Building Allocations		Distributing Funding
		Distribute Funds Manually -- input the desired allocations for each attendance center and then click the 'Check Distribution' button.
		Distribute Funds Evenly – click the 'Distribute Amount Evenly' button to distribute funds based on the average dollar per low income students.
		Not Served – if an eligible building is <u>not</u> served, check the 'Not Served' box and enter comments. Note: If 'Title I TAS' or 'Title I Schoolwide' is checked, 'Not Served' cannot also be checked.
		Title I TAS – if an eligible building is served and in a Targeted Assistance (TAS) program, check the 'Title I TAS' box. Note: If 'Title I Schoolwide' or 'Not Served' is checked, 'Title I Schoolwide' cannot also be checked.
		Title I Schoolwide – if an eligible building is served and in a Schoolwide program, check the 'Title I Schoolwide' box. Note: If 'Not Served' or 'Title I TAS' is checked, 'Title I Schoolwide' cannot also be checked.
		District Comments – if applicable

Parent Involvement		Required for Districts with Title I Allocation ≥ \$500,000 - if funding has been retained for regular activities, the following sections need to be completed.
		Attendance Center Grid is complete.
		Funds have been allocated to each Title I district school.
Homeless		Required for Districts with Title I Allocation
		Homeless Liaison Contact Information is complete.
		Appropriate 'Method used to determine homeless set aside' radio button has been selected.
		At least one checkbox has been marked to indicate how the district will spend the homeless set aside.
Title IIA		Program Information - if funding has been retained for regular activities, the following sections need to be completed.
		Budget Grid -- completed
		FTE Section -- completed
		Content Areas -- completed
		Allowable Activities -- at least 1 box checked for each focus area identified in needs assessment
		District Comments -- if applicable
Title III		Program Information - if funding has been retained for regular activities, the following sections need to be completed.
		Budget Grid -- completed
		FTE / Headcount Section -- completed
		Content Areas -- completed
		Delivery Systems -- completed- District must describe how this will benefit Title III students.
		Program Types - completed
		Number of Students Served - completed
		Allowable Activities -- at least 1 box needs to be checked
		Title III Acquisition Requirements - completed
		District Comments - if applicable
Immigrant		Program Information - if funding has been retained for regular activities, the following sections need to be completed.
		Budget Grid -- completed
		FTE Section -- completed
		Content Areas -- completed
		Delivery Systems -- completed
		Number of Students Served - completed
		Allowable Activities -- at least 1 box needs to be checked
		District Comments - if applicable
Title IVA		Program Information - if funding has been retained for regular activities, the following sections need to be completed.
		Budget Grid -- completed
		FTE Section -- completed
		Allowable Activities -- if a district has more than \$30,000 allocation, 20% or more must be allocated in Well-Rounded Educational Opportunities section, 20% or more must be allocated in Healthy and Safe Students section, and some funds must be allocated in Effective Use of Technology
		District Goals -- each activity selected under a content area must have a goal. There is a limit of 5 goals for each content area. Goals should be SMART goals
		District Comments -- if applicable
Migrant		Program Information - if funding has been retained for regular activities, the following sections need to be completed.
		Budget Grids -- completed
		FTE / Headcount Section -- completed
		Position - completed
		Content Areas -- completed
		Delivery Systems -- completed
		Needs Assessment - completed
		Allowable Activities -- at least 1 box needs to be checked
		District Comments - if applicable
Migrant – School Readiness		Program Information - if funding has been retained for regular activities, the following sections need to be completed.
		Strategies/Activities -- completed
		Resources Needed from KSDE -- completed
		Sites Where Services Provided -- completed
		District Totals by Age -- completed
		District Comments - if applicable
Migrant – English Language Arts (ELA) and Mathematics		Program Information - if funding has been retained for regular activities, the following sections need to be completed.
		Strategies/Activities -- completed
		Resources Needed from KSDE -- completed
		Sites Where Services Provided -- completed
		District Totals by Age -- completed
		District Comments - if applicable

Migrant – Graduation/ Completion of a High School Diploma		Program Information - if funding has been retained for regular activities, the following sections need to be completed.
		Strategies/Activities – completed
		Resources Needed from KSDE – completed
		Sites Where Services Provided – completed
		District Totals by Age – completed
		District Comments - if applicable
Migrant – Non-Instructional Support Services		Program Information - if funding has been retained for regular activities, the following sections need to be completed.
		Strategies/Activities – completed
		Resources Needed from KSDE – completed
		Sites Where Services Provided – completed
		District Comments - if applicable
Non-Public		Set Asides
		Non-Public Title I - Amount should equal <i>Non-Public Total Allocation/Set Aside</i> figure on <i>Step 3 – Building Allocations</i> . This will be pre-populated and not editable.
		Non-Public Title IIA, Title III, Immigrant, Title IVA, & Migrant – Refer to District Allocations posted on KSDE website to verify program amounts or check with Nicole Clark (785-296-4925) to determine if amounts need to be refigured due to transferability.
		Documentation – Documentation of consultation exists for each participating non-public school.
		District Comments – if applicable
GEPA		Completed – at least one box needs to be checked
Assurances		Completed
Submit		Completed

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

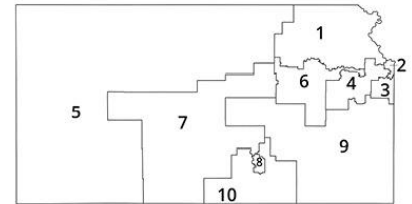
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

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

DISTRICT 2



Melanie Haas
Chair
mhaas@ksde.org

DISTRICT 3



Michelle Dombrosky
mdombrosky@ksde.org

DISTRICT 4



Ann E. Mah
Legislative Liaison
amah@ksde.org

DISTRICT 5



Cathy Hopkins
chopkins@ksde.org

DISTRICT 6



Dr. Deena Horst
Legislative Liaison
dhorst@ksde.org

DISTRICT 7



Dennis Hershberger
dhershberger@ksde.org

DISTRICT 8



Betty Arnold
barnold@ksde.org

DISTRICT 9



Jim Porter
Vice Chair
jporter@ksde.org

DISTRICT 10



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 COMMISSIONER

Division 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