

The 2022-2023 Local Consolidated Plan (LCP) Annual Report is now open. The **LCP Annual Report** is available by clicking on the **LCP System** link through KSDE Authentication at the following web address: <https://apps.ksde.org/authentication/login.aspx>. The report is due on **July 14, 2023**. The *2022-2023 LCP Annual Report Reference Guide* is posted on the KSDE web site at: <http://www.ksde.org/Default.aspx?tabid=676>.

The LCP Annual Report provides KSDE with required data that is reported to the US Department of Education and the Kansas state legislature. The LCP Annual Report consists of three sections; Title I, Title III, and K-12 State At-Risk. Districts with Targeted Assistance Schools (TAS) may complete and save the Title I, Title III, and State At-Risk pages, **but will need to wait to submit the LCP Annual Report until the KIDS EOYA collection is finalized on June 30, 2023. The number of Title I TAS participants is pre-populated at the top of the Title I page of the LCP Annual Report based on what is entered on the KIDS EOYA collection, so please be sure that your KIDS person codes your district's Title I students correctly on EOYA.** If a district only has schoolwide program (SWP) buildings, they may complete and submit the LCP Annual Report any time after it becomes available and prior to the due date.

**The State At-Risk page is extremely important. The data from this page is required by, and collected for, the Kansas state legislature. The report serves as a means to track the use and success of the K-12 At-Risk funding provided to school districts.**

For information regarding filling out the LCP Annual Report for Title I, Title III, and K-12 State At-Risk, please click on the following link: [Recording of Live Workshop held on 4-26-2023](#).

It may be helpful to print a blank copy of the LCP Annual Report to use before actually entering data into the report. To do so, after logging in to the LCP Annual Report, click on the Reports link in the blue menu on the left-hand side of the page. On the Reports page, click on the Print Blank Annual Report button. A pdf will be generated after clicking that button, and you can choose to save and/or print the blank report.

First time users:

- Please go to <https://apps.ksde.org/authentication/login.aspx>, and click on the 'Register' button and follow instructions.
- After this information is received at KSDE, an approval request e-mail is sent to the Superintendent.
- When the approval request form is completed and returned to the KSDE, the user information is entered into the system, and a confirmation e-mail is sent to the user.
- Upon confirmation that the user information is registered, the LCP System is accessible.

Existing users that do not have the 'LCP System' listed as an available application:

- Please go to <https://apps.ksde.org/authentication/login.aspx> and logon.

- Then click on the 'Manage My Account' link, which is below the list of available applications and provide the requested information.
- Select the 'LCP System' application and either the 'District Submit' (to update and submit – for principals/superintendents) or 'District Update' (to update, but not submit – for other district personnel), then click 'Submit'.
- After this information is received at KSDE, an approval request e-mail is sent to the Superintendent.
- When the approval request form is completed and returned to the KSDE, the user information is entered into the system, and a confirmation e-mail is sent to the user.
- Upon confirmation that the user information is registered, the LCP System is accessible.

For questions regarding user information or accessing the LCP Annual Report, please call the IT Help Desk at 785-296-7935 or send an e-mail to [HelpDesk@ksde.org](mailto:HelpDesk@ksde.org). If you have questions about the LCP Annual Report, please email the LCP Help Desk at [lcphelp@ksde.org](mailto:lcphelp@ksde.org) or contact your LCP consultant.

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