

# Local Consolidated Plan (LCP)

2021-2022



## 2021-2022 LCP Carryover Final Expenditure Report Reference Guide

*Due: October 16, 2023*



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

*An Equal Employment/Educational Opportunity Agency*

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# LCP Carryover Final Expenditure Report Reference Guide

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**HEADS UP**  
**Technical and Program Notes**

**Technical Notes:**

<b>Browser Requirements</b>	<p>For the LCP Carryover Final Expenditure Report, KSDE supports the following internet browsers:</p> <ul style="list-style-type: none"> <li>• Microsoft Edge (version 18 or newer)</li> <li>• Apple Safari (version 12.1 or newer)</li> <li>• Google Chrome (version 76 or newer)</li> <li>• Mozilla Firefox (version 68 or newer)</li> </ul> <p>If you are having issues viewing the LCP Carryover Final Expenditure Report, please contact the KSDE IT Help Desk at (785) 296-7935 or send an e-mail to the LCP Help inbox at <a href="mailto:LCPHelp@ksde.org">LCPHelp@ksde.org</a>. Please include the type of computer and browser version you are using.</p>
<b>Session Time Out</b>	<p>After 45 minutes of inactivity (no <i>Save</i> or <i>Calculate Totals and Save</i>), you may need to log in again.</p>
<b>Set Up Bookmarks</b>	<p>It is a good idea to set up bookmarks for the following LCP System sites.</p> <ol style="list-style-type: none"> <li>1. LCP System login screen: <a href="https://apps.ksde.org/authentication/login.aspx">https://apps.ksde.org/authentication/login.aspx</a></li> <li>2. LCP System information page (due dates, help information, etc.): <a href="http://www.ksde.org/Default.aspx?tabid=676">http://www.ksde.org/Default.aspx?tabid=676</a>.</li> </ol>
<b>Program Notes:</b>	
<b>Save Button</b>	<p>Data will be lost if the <i>Save</i> or <i>Calculate Totals and Save</i> buttons are not clicked before leaving each screen.</p>
<b>Error Messages</b>	<p><b>For each page:</b> Error checking will be done for each screen once the <i>Save</i> or <i>Calculate Totals and Save</i> buttons have been clicked. To view the errors, scroll to the bottom of the page and click the 'Show Details' link. If the 'Stop Submit' checkbox has a checkmark, this means the error must be corrected before the LCP Carryover Final Expenditure Report can be submitted. Once any needed changes are made, the <i>Save</i> or <i>Calculate Totals and Save</i> button must be clicked to re-run the error checking for the page.</p> <p>It is a good practice to periodically save and review any errors.</p> <p><b>For the entire LCP Carryover Final Expenditure Report:</b> To review the error messages for the entire LCP Carryover Final Expenditure Report, click on the 'Submit for Approval' menu link and the errors from all the pages will be listed. Click on the page link to be returned to the page that has the error.</p>

## Local Consolidated Plan Carryover Final Expenditure Report

### Basic Overview


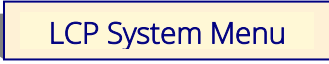



There are five (5) basic steps to complete in order for the user to view, input, update and/or submit data. Following is a basic overview and directions for each screen.

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

Access the 2021-2022 LCP Carryover Final Expenditure Report from the 'LCP System' menu link at the following location: <https://apps.ksde.org/authentication/login.aspx>. You may want to bookmark this page or add it to your favorites.

Before proceeding, it is important to know which version of your computer's web browser you are using. You can determine this by clicking "Help", and then click on "About Internet Explorer". For the LCP Carryover Final Expenditure Report, KSDE supports the following internet browsers:

- Microsoft Edge (version 18 or newer)
- Apple Safari (version 12.1 or newer)
- Google Chrome (version 76 or newer)
- Mozilla Firefox (version 68 or newer)

Steps	Screen Name	Basic Directions
Step 1		<ol style="list-style-type: none"> <li>1. Enter a User Name/Password (LCP Contact / LEA district personnel/Consortium personnel).</li> <li>2. Click the 'Login' button.</li> </ol>
Step 2		<ol style="list-style-type: none"> <li>1. Click on the 'LCP System' menu link.</li> <li>2. When the 'LCP System' menu opens, click on the 'LCP Carryover Final Expenditure Report' menu link.</li> </ol>
Step 3		<p><i>Note: The first time the LCP Carryover Final Expenditure Report is opened, click on the 'Open 2022 LCP Carryover Final Expenditure Report' button.</i></p> <ol style="list-style-type: none"> <li>1. Choose 2021-2022 (or appropriate year) – Click on the <i>Select Year</i> link, then click on the menu on the left-hand side for the desired screen.</li> </ol> <p><i>Note: Make sure that the desired Year displays in the header of the page.</i></p>
Step 4		<ol style="list-style-type: none"> <li>1. On the left side of the screen is a <b>Menu</b> listing for each screen.</li> <li>2. First, review the <i>District Information</i> for accuracy.</li> <li>3. Second, complete the <i>Carryover FE Report</i> page.</li> <li>4. Proceed to the other screens.</li> </ol> <p><i>Note: Screens where funds were carried over will be required.</i></p>
Step 5		<ol style="list-style-type: none"> <li>1. <i>Only the LEA personnel that have login identification as "District Submit" will have access to the Submit for Approval button.</i></li> </ol>

### Login Information

If you have a user name/password on file with KSDE, complete the following steps to access your district's LCP Carryover Final Expenditure Report in order to input, update and/or submit:

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

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

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

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

### Registering

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

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

### Footer Information

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

# KSDE User Registration – Help

## KSDE User Account Management

[Back to Login Page](#)

\* Indicates required field.

### Manage KSDE User Account for User Name nicoleldawn

First Name\*

Last Name\*

Phone #\*

Email Address\*

### KSDE User Registration

#### 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 type="checkbox"/> AMOSS - Academic Measures of Student Success	KSDE Internal
<input type="checkbox"/> Annual Statistical Report (ASR)	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"/> CP System	Auditor Read Only KSDE User
<input type="checkbox"/> Data Entry	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"/> WAPS	KSDE Admin
<input checked="" type="checkbox"/> Neglected or Delinquent	State Admin State Audit

#### Access Information

Please enter a login ID and password.

Login ID\*

Change Your Password (Optional):

New Password:

Please reenter your new password:

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

#### Login Information

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has 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)\*

#### Password Reminders

[System Maintenance Notices](#)

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IT Help Desk: (785) 296-7335  
900 SW Jackson, Suite 106  
Topeka, KS 66612

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#### Footer Information

### 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.



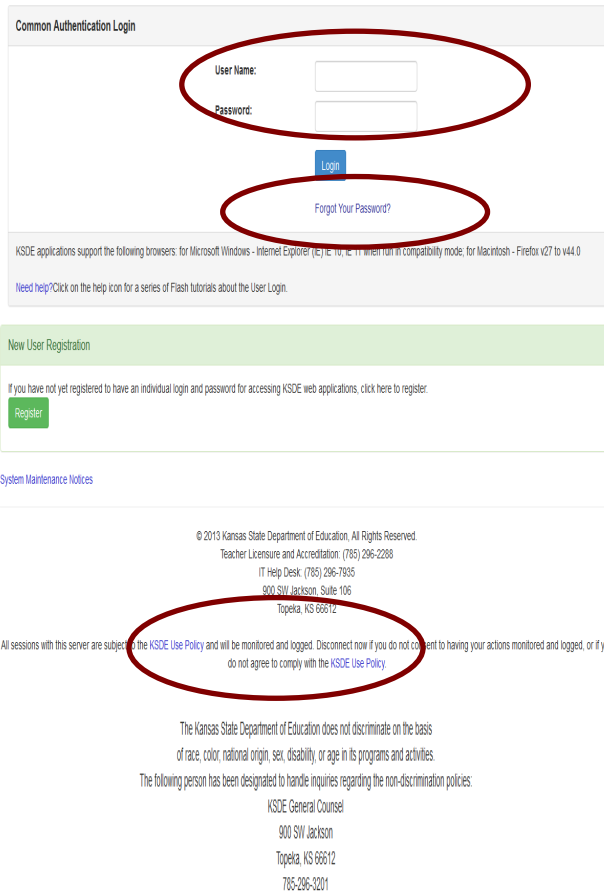
## Login Screen - Help

### Login 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, 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

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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 Carryover Final Expenditure Report.

### 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



## User Login for KSDE Web Applications

### Application Menu Help

Menu Options

Account Links

Footer Information

KSDE Web Applications

My Applications (Click a link below)

1.LCP System

Manage My Account Logoff

System Maintenance Notices

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900 SW Jackson, Suite 106  
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KSDE General Counsel  
900 SW Jackson  
Topeka, KS 66612  
(785) 296-3201

### 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.

The screenshot shows the 'Local Consolidated Plan System Menu' interface. On the left, there are callout boxes: 'LCP System Menu - Help' (Step 2), 'LCP System Menu Menu Options', 'Program Information', and 'Footer Information'. The main menu items are: LCP Consortium Assignments, LCP Application, LCP Annual Report, LCP Revision and Carryover, LCP Final Expenditure, LCP Carryover Final Expenditure Report, Paraprofessional Certificate, KSDE Web Applications, and Logout. A central text box provides details about the LCP Carryover Final Expenditure Report, listing federal titles and a due date of October 16, 2023. The footer contains 'Audit ID: rchrisubmit - Access Levels: DistrictSubmit' and 'Kansas State Department of Education - Send questions to [LCPlan@ksde.ks](mailto:LCPlan@ksde.ks)'.

## Menu Options

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

- **LCP Consortium Assignments** – This program is where Districts indicate whether they are retaining or relinquishing their program funds for the upcoming school year. If relinquishing funds, they specify where their funds will be relinquished to.
- **LCP Application** – This program is where Districts budget their allocated program funds for the current school year.
- **LCP Annual Report** – This program is where Districts enter data for the number of students served with the program funds for the past school year.
- **LCP Revision and Carryover** – This program is where Districts enter any revised and/or carried over allocation information.
- **LCP Final Expenditure Report** – This program is where Districts enter any final expenditure information.
- **LCP Carryover Final Expenditure Report** – this program is where Districts indicate how carryover funds approved on the LCP Revision and Carryover two years prior were actually expended (for FY 2024, districts will report how they expended FY 2022 carryover funds).
- **KSDE Web Applications** – This selection will take the user to the KSDE Authentication system while still logged in. The available KSDE applications for the user will be displayed.
- **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

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

The screenshot shows the LCP Carryover Final Expenditure Report application. On the left, a navigation menu includes 'Select Year', 'View/Edit Final Expenditure Report', and 'District Information'. The main area features a 'Select Year' dropdown and a table of expenditure reports. The table has columns for 'School Year', 'District', 'Status', 'Submit Date', 'Approval Date', 'Disapproval Date', 'Edit by', and 'Edit Date'. The '2021-2022' row is highlighted. The footer contains copyright information for the Kansas State Department of Education and a privacy policy link.

**Select Year - Help**

**Help Information**

**Header Information**

**Step 3**

**Year Links**

**Application Menu**

**Footer Information**

## Help Information

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

## Header Information

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

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

## Year Links

### Select Year:

The 'Select Year' grid will display each of the Years starting with year 2009-2010 with the most recent Year listed first.

### Directions:

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

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

### Status:

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

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

## Application Menu

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

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

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

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

## Footer Information

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

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

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

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

District Information - Help

Help Information

Header Information

Step 4

District Information

Contact Information

Save Information

Comments

Footer Information

Carryover Final Expenditure Report

General Help

Bottom of Page

Statistics: 06500 Kansas City School Year: 2021-2022 Code: J Open Audit ID: mcdksubmit Access Level: DistrictSubmit

District Information (Primary Contact) [District Information Help](#)

Home > Carryover Final Expenditure > District Information

Logout  
LCP System Menu  
Select Year  
View/Edit Final Expenditure Report  
District Information  
Carryover FE Report  
Title I  
Title IA  
Title III  
Immigrant  
Title IVA  
View Program Budget Summary  
View Comments  
View Reports  
Submit for Approval

Name:   
 Title:   
 Work Telephone Number: (785) 296-4925 Ext:   
 Mailing Address:   
  
 City:  State:  Zip:   
 Email Address:   
  
 Fax: (785) 291-3791 Ext:

Submitter Comments  
(1000 character limit)

KSDE Comments  
(1000 character limit)

[Show Details...](#) No Errors Found. [Show Details...](#)

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 Help Desk: (785) 296-4925  
 Fax: (785) 291-3791  
 Landon State Office Building  
 900 SW Jackson St., Suite 620  
 Topeka, KS 66612-1212  
 Send Questions to: [LCPhelp@ksde.org](mailto:LCPhelp@ksde.org)

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Top of Page

## Help Information

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

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

## Header Information

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

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

## Contact Information

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

### Directions:

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

## Save Information

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

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

## Comments

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

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

## Footer Information

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

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

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

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



Carryover FE Report - Help

Help Information

Header Information

Application Menu

Pre-Loaded Carryover Amount Approved

Save Information

Comments

Footer Information



General Help



District: 10950 Kansas City School Year: 2021-2022 Cycle: 1 In-Process

Audit ID: rdnrksubmit Access Level: DistrictSubmit

Carryover FE Report This page is opened if the district has funds carried over

Carryover FE Report Help

- Logout
- LCP System Menu
- Select Year
- View/Edit Final Expenditure Report**
  - > District Information
  - > Carryover FE Report
    - > Title I
    - > Title IIA
    - > Title III
    - > Immigrant
    - > Title VIIA
  - > View Program Budget Summary
  - > View Comments
  - > View Reports
  - > Submit for Approval

Home > Carryover Final Expenditure > Carryover FE Report

Directions: The report is final if all funds are liquidated. A final report is due immediately after liquidation of funds, but no later than October 16, 2023. Please retain a copy of the report for review by the auditor.  
The Title I, Title IIA, Title III, Immigrant and Title VIIA pages should be completed with the actual expenditures for each program. **DO NOT** include any local funds. **DO NOT** include programs in which funds have been rebudgeted.

	Title I	Title IIA	Title III	Immigrant	Title VIIA
1. FY 2022 Carryover Amount Approved on 2022 Revision and Carryover	23963	56102	30221	0	10790
2. FY 2022 Carryover Amount Expended	23963	56102	30221	0	10790
3. FY 2022 Amount to be Returned or Released (subtract line 2 from 1)	0	0	0	0	0

Save

Clear

Submitter Comments  
(1000 character limit)

KSDE Comments  
(1000 character limit)

Show Details...

No errors found.

Show Details...

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Help Desk: (785) 296-4915

Fax: (785) 291-3791

Landon State Office Building

900 SW Jackson St., Suite 620

Topeka, KS 66612-1212

Send Questions to: [LCPHelp@ksde.org](mailto:LCPHelp@ksde.org)

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## Help Information

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

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

## Header Information

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

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

## Pre-Loaded Carryover Amount Approved

The FY 2022 Carryover Amount Approved on 2022 Revision and Carryover information for each Federal program has been pre-populated based on the most recently approved FY 2022 Revision and Carryover.

*Note: These fields are not editable.*

## Save Information

Directions:

1. Enter the *FY 2022 Carryover Amount Expended* (row 2) for each program in which FY 2022 funds were approved as carryover.
2. Click the *Save* button in order to save any changes made to the 'Carryover FE Report' page.
3. Scroll to the bottom of the page and review any error messages by clicking on the 'Show Details' link.
4. Correct any information and click the *Save* button.
5. Re-check for error messages.

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

## Comments

Directions:

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

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

## Footer Information

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

Title I - Help

Help Information

Header Information

Budget Grid

Save Information

Comments

Footer Information

Carryover Final Expenditure Report

General Help

Home of Page

District: 00500 Kansas City School Year: 2021-2022 Order: 1 In-Process Audit ID: ncrsksubmt Access Level: District/Submit

Title I Improving Basic Programs Operated by State and Local Educational Agencies

Title I Help

Home > Carryover Final Expenditure > Title Program

Logout  
LSP System Menu  
Select Year  
View/Edit Final Expenditure Report  
District Information  
Carryover FE Report  
Title I  
Title IA  
Title III  
Immigrant  
Title IVA  
View Program Budget Summary  
View Comments  
View Reports  
Submit for Approval

Directions: Complete this page reflecting actual expenditures. Please use **WHOLE** numbers.

Title I - FY 2022 Carryover Amount Expended: \$223,663

	1000 Direct	2100 Supp Svcs Students	2200 Supp Svcs Staff	2300 Supp Svcs Gen Adm	2400 Supp Svcs Sch Adm	2600 Opntr Build Svcs	2700 Vehicle Opntr Svcs	3100 Food Svcs Opntr	REGAP	TOTAL
100 Salaries	0	75000	0	0	0	0	0	0		\$75,000
200 Employee Benefits	0	15000	0	0	0	0	0	0		\$15,000
300 Purchased Services	0	30000	0	0	0	0	0	0		\$30,000
400 Purchased Property	0	0	0	0	0	0	0	0		\$0
500 Other Prch Svcs	0	50000	0	0	0	0	0	0		\$50,000
600 Supplies / Materials	0	63663	0	0	0	0	0	0		\$63,663
700 Property	0	0	0	0	0	0	0	0		\$0
800 Other	0	0	0	0	0	0	0	0		\$0
<b>TOTAL</b>	\$0	\$223,663	\$0	\$0	\$0	\$0	\$0	\$0		\$223,663
<b>GRAND TOTAL</b>										\$223,663

Calculate Totals and Save Clear

Submitter Comments (1000 character limit)

KSDE Comments (1000 character limit)

Show Details... No Errors Found. Show Details...

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Top of Page

## Help Information

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

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

## Header Information

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

## Budget Grid

### Directions:

1. Check the budget grid for pre-populated information, and make changes as needed. Note: The information in the budget grid was pre-populated based on what was entered in the Carryover columns of the most recently approved FY 2022 LCP Revision and Carryover.
2. After reviewing/changing budget information in the grid, click on *Calculate Totals and Save* button.
3. The total of the budget grid columns must equal the 'Title I – FY 2022 Carryover Amount Expended' shown above the budget grid.
4. All available funds need to be accounted for in the budget grid.
5. When the total of budget grid columns matches the 'Title I – FY 2022 Carryover Amount Expended' shown above the budget grid, click on the *Calculate Totals and Save* button.

## Save Information

### Directions:

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

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

## Comments

### Directions:

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

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

## Footer Information

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

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Title IIA – Help

Help Information

Header Information

Budget Grid

Save Information

Comments

Footer Information

- Logout
- LCP System Menu
- Select Year
- View/Edit Final Expenditure Report:
  - District Information
  - Carryover FE Report
  - Title I
  - Title IIA
  - Title III
  - Immigrant
  - Title IVA
- View Program Budget Summary
- View Comments
- View Reports
- Submit for Approval

Home > Carryover Final Expenditure > Title Program

Directions: Complete this page reflecting actual expenditures. Please use **WHOLE** numbers.

Title IIA - FY 2022 Carryover Amount Expended: \$501,032

	1100 Instructn	2100 Supt Svcs Students	2200 Supt Svcs Staff	2300 Supt Svcs Gen Adm	2400 Supt Svcs Sch Adm	2500 Optrs Build Svcs	2700 Vehicle Oprts Svcs	3100 Food Svcs Optrs	REAP	TOTAL
100 Salaries	0	0	7500	0	0	0	0	0	0	\$75,000
200 Employee Benefits	0	0	3602	0	0	0	0	0	0	\$36,632
300 Purchased Services	0	0	2500	0	0	0	0	0	0	\$25,000
400 Purchased Property	0	0	0	0	0	0	0	0	0	\$0
500 Other Prch Services	0	0	5000	0	0	0	0	0	0	\$50,000
600 Supplies / Materials	0	0	12500	0	0	0	0	0	0	\$125,000
700 Property	0	0	0	0	0	0	0	0	0	\$0
800 Other	0	0	20000	0	0	0	0	0	0	\$200,000
<b>TOTAL</b>	\$0	\$0	\$501,032	\$0	\$0	\$0	\$0	\$0	\$0	\$501,032
<b>GRAND TOTAL</b>										\$501,032

Calculate Totals and Save

Clear

Submitter Comments

(1,000 character limit)

KSDE Comments

(1,000 character limit)

Show Details

Missing Value : 1

Show Details

## Help Information

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

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

## Header Information

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

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

## Budget Grid

Directions:

1. Check the budget grid for pre-populated information, and make changes as needed. Note: The information in the budget grid was pre-populated based on what was entered in the Carryover columns of the most recently approved FY 2022 LCP Revision and Carryover.
2. After reviewing/changing budget information in the grid, click on *Calculate Totals and Save* button.
3. The total of the budget grid must equal the 'Title IIA – FY 2022 Carryover Amount Expended' shown above the budget grid.
4. All available funds need to be accounted for in the budget grid.
5. When the total of the budget grid matches the 'Title IIA – FY 2022 Carryover Amount Expended' shown above the budget grid, click on the *Calculate Totals and Save* button.

## Save Information

Directions:

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

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

## Comments

Directions:

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

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

## Footer Information

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

Title III – Help

Help Information

Header Information

Budget Grid

Save Information

Comments

Footer Information

- Logout
- LCD System Menu
- Select Year
- View/Edit Final Expenditure Report
  - District Information
  - Carryover FE Report
  - Title I
  - Title II A
  - Title III
  - Immigrant
  - Title III A
- View Program Budget Summary
- View Comments
- View Reports
- Submit for Approval

Home > Carryover Final Expenditure > Title Program

Directions: Complete this page reflecting actual expenditures. Please use WHOLE numbers.

Title III - FY 2022 Carryover Amount Expended: \$30,221

	1000	2100	2200	2300	2400	2600	2700					TOTAL
	Instructs	Svcs Students	Svcs Staff	Svcs Gen Adm	Svcs Scll Adm	Build Svcs	Vehicle Oprtrs Svcs	3100 Food	REAP			
100 Salaries	0	0	0	0	0	0	0	0	0			\$0
200 Employee Benefits	0	0	0	0	0	0	0	0	0			\$0
300 Purchased Services	0	0	0	0	0	0	0	0	0			\$0
400 Purchased Property	0	0	0	0	0	0	0	0	0			\$0
500 Other												
Preh Services	0	0	1900	0	0	0	1993	0				\$17,431
600 Supplies / Materials	1270	0	0	0	0	0	0	0				\$12,790
700 Property	0	0	0	0	0	0	0	0				\$0
800 Other	0	0	0	0	0	0	0	0				\$0
<b>TOTAL</b>	<b>\$12,790</b>	<b>\$0</b>	<b>\$1,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,923</b>	<b>\$0</b>				<b>\$30,221</b>
							<b>GRAND TOTAL</b>					<b>\$30,221</b>

Calculate Totals and Save Clear

Submitter Comments (1000 character limit)

KSDE Comments (1000 character limit)

Show Details Missing Value: 1 Show Details

## Help Information

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

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

## Header Information

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

## Budget Grid

Directions:

1. Check the budget grid for pre-populated information, and make changes as needed. Note: The information in the budget grid was pre-populated based on what was entered in the Carryover columns of the most recently approved FY 2022 LCP Revision and Carryover.
2. After reviewing/changing budget information in the grid, click on *Calculate Totals and Save* button.
3. The total of the budget grid must equal the 'Title III – FY 2022 Carryover Amount Expended' shown above the budget grid.
4. All available funds need to be accounted for in the budget grid.
5. When the total of the budget grid matches the 'Title III – FY 2022 Carryover Amount Expended' shown above the budget grid, click on the *Calculate Totals and Save* button.

## Save Information

Directions:

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

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

## Comments

Directions:

1. Enter any comments in the 'Submitter Comments' box that are necessary to support information that has been entered on this screen and click the *Calculate Totals and Save* button.
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Immigrant – Help

Help Information

Header Information

Budget Grid

Save Information

Comments

Footer Information

Carryover Final Expenditure Report

District: 00500 Kansas City School Year: 2021-2022 Cycle: 1 In-Process Audit ID: ncbksubmit Access Level: DistrictSubmit

General Help

Home > Carryover Final Expenditure > Title Program

Immigrant Immigrant Programs

**No Title funds available! No entry required.**

Directions: Complete this page reflecting actual expenditures. Please use **WHOLE** numbers.

Immigrant - FY 2022 Carryover Amount Expended: \$0

	1000 Instruct	2100 Supt Svcs	2200 Supt Svcs Staff	2300 Supt Svcs Gen Adm	2400 Supt Svcs Sch Adm	2500 Ovrth Bldg Svcs	2700 Vehicle Ovrth Svcs	3100 Food Ovrth Svcs	REAP	TOTAL
100 Salaries	0	0	0	0	0	0	0	0		\$0
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 Prch Svcs	0	0	0	0	0	0	0	0		\$0
600 Supplies / Materials	0	0	0	0	0	0	0	0		\$0
700 Property	0	0	0	0	0	0	0	0		\$0
800 Other	0	0	0	0	0	0	0	0		\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
<b>GRAND TOTAL</b>										\$0

Calculate Totals and Save Clear

Submitter Comments (1000 character limit)

KSDE Comments (1000 character limit)

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

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## Help Information

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

## Header Information

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## Budget Grid

Directions:

1. Check the budget grid for pre-populated information, and make changes as needed. Note: The information in the budget grid was pre-populated based on what was entered in the Carryover columns of the most recently approved FY 2022 LCP Revision and Carryover.
2. After reviewing/changing budget information in the grid, click on *Calculate Totals and Save* button.
3. The total of the budget grid must equal the 'Immigrant – FY 2022 Carryover Amount Expended' shown above the budget grid.
4. All available funds need to be accounted for in the budget grid.
5. When the total of the budget grid matches the 'Immigrant – FY 2022 Carryover Amount Expended' shown above the budget grid, click on the *Calculate Totals and Save* button.

## Save Information

Directions:

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

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

## Comments

Directions:

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

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

Title IVA - Help

Help Information

Header Information

Budget Grid

Save Information

Comments

Footer Information

Title IVA Student Support and Academic Enrichment Grants

- Logout
- LCP System Menu
- Select Year
- View/Edit Final Expenditure Report
  - District Information
  - Carryover FE Report
  - Title I
  - Title IA
  - Title III
  - Immigrant
  - Title IVA
  - View Program Budget Summary
  - View Comments
  - View Reports
  - Submit for Approval

Home > Carryover Final Expenditure > Title Program

Directions: Complete this page reflecting actual expenditures. Please use **WHOLE** numbers.

Title IVA - FY 2022 Carryover Amount Expended: \$102,760

	1000 Instruct	2100 Supt Svcs Students	2200 Supt Svcs Staff	2300 Supt Svcs Gen Adm	2400 Supt Svcs Sch Adm	2500 Optrs Build Svcs	2700 Vehicle Optrs Svcs	3100 Food Svcs Optrs	REAP	TOTAL
100 Salaries	0	0	0	0	0	0	0	0	0	\$0
200 Employee Benefits	0	0	0	0	0	0	0	0	0	\$0
300 Purchased Services	25000	0	0	0	0	0	0	0	0	\$25,000
400 Purchased Property	0	0	0	0	0	0	0	0	0	\$0
500 Other Prch Services	0	0	0	0	0	0	0	0	0	\$0
600 Supplies / Materials	25000	0	0	0	0	0	0	0	0	\$25,000
700 Property	25000	0	0	0	0	0	0	0	0	\$25,000
800 Other	27760	0	0	0	0	0	0	0	0	\$27,760
<b>TOTAL</b>	<b>\$102,760</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$102,760</b>
<b>GRAND TOTAL</b>										<b>\$102,760</b>

Calculate Totals and Save

Clear

Submitter Comments

(1,000 character limit)

KSDE Comments

(1,000 character limit)

Show Details

Missing Value: 1

Show Details

## Help Information

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

## Header Information

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

## Budget Grid

Directions:

1. Check the budget grid for pre-populated information, and make changes as needed. Note: The information in the budget grid was pre-populated based on what was entered in the Carryover columns of the most recently approved FY 2022 LCP Revision and Carryover.
2. After reviewing/changing budget information in the grid, click on *Calculate Totals and Save* button.
3. The total of the budget grid must equal the 'Title IVA – FY 2022 Carryover Amount Expended' shown above the budget grid.
4. All available funds need to be accounted for in the budget grid.
5. When the total of the budget grid matches the 'Title IVA – FY 2022 Carryover Amount Expended' shown above the budget grid, click on the *Calculate Totals and Save* button.

## Save Information

Directions:

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

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

## Comments

Directions:

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

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

## Footer Information

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**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

Help Information

Header Information

Object Totals

Program Totals

Footer Information

Carryover Final Expenditure Report

District: 00500 Kansas City School Year: 2021-2022 Cycle: 1 In-Process Audit ID: nckrksubmit Access Level: DistrictSubmit

### Program Budget Summary

Program Budget Summary Help

- Logout
- LCP System Menu
- Select Year
- View/Edit Final Expenditure Report
  - District Information
  - Carryover FE Report
  - Title I
  - Title IA
  - Title III
  - Immigrant
  - Title IVA
  - View Program Budget Summary
  - View Comments
  - View Reports
  - Submit for Approval

	Title I	Title IA	Title IID	Title III	Immigrant	Title IVA	REAP	Object Totals
100 Salaries	7500	7500			0	0	0	15000
200 Employee Benefits	1500	2622			0	0	0	4122
300 Purchased Services	3000	2500			0	0	2500	8000
400 Purchased Property	0	0			0	0	0	0
500 Other Pch Services	5000	5000		1742	0	0	0	11742
600 Supplies/Materials	6363	12500		1279	0	2500	0	22642
700 Property	0	0			0	0	2500	2500
800 Other	0	20000			0	0	2780	22780
<b>TOTAL</b>	<b>\$233,663</b>	<b>\$501,032</b>		<b>\$30,222</b>	<b>\$0</b>	<b>\$102,760</b>	<b>\$0</b>	<b>\$667,674</b>

Note: The REAP column funding amounts are not included in the individual program totals but are included in the object totals.

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Fax: (785) 291-3791  
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Topeka, KS 66612-1212  
Send Questions to: [LCPhelp@ksde.org](mailto:LCPhelp@ksde.org)

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

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

### Help Information

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

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

### Header Information

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

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

### Program Totals

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

## Object Totals

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

## Footer Information

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

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

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

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

## Comments – Help

### Help Information

### Header Information

### Comments

### Footer Information

The screenshot shows the LCP Carryover Final Expenditure Report interface. The header includes the LCP logo, 'Carryover Final Expenditure Report', and 'Kansas Education'. A navigation menu on the left lists options like 'Logout', 'LCP System Menu', and 'View/Edit: Final Expenditure Report'. The main content area displays 'Title IIA' and 'Title IVA' sections, each with 'District Comments' and 'Title IA Submitter Comments'. A 'Comments Help' link is circled in the top right. A 'General Help' link is circled in the top right. A 'Comments Help' link is circled in the top right. A 'KSDE Comments' section is circled in the middle. A footer section contains contact information for the Kansas State Department of Education and a disclaimer.

### Help Information

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

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

### Header Information

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

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

### Comments

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

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

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

## Footer Information

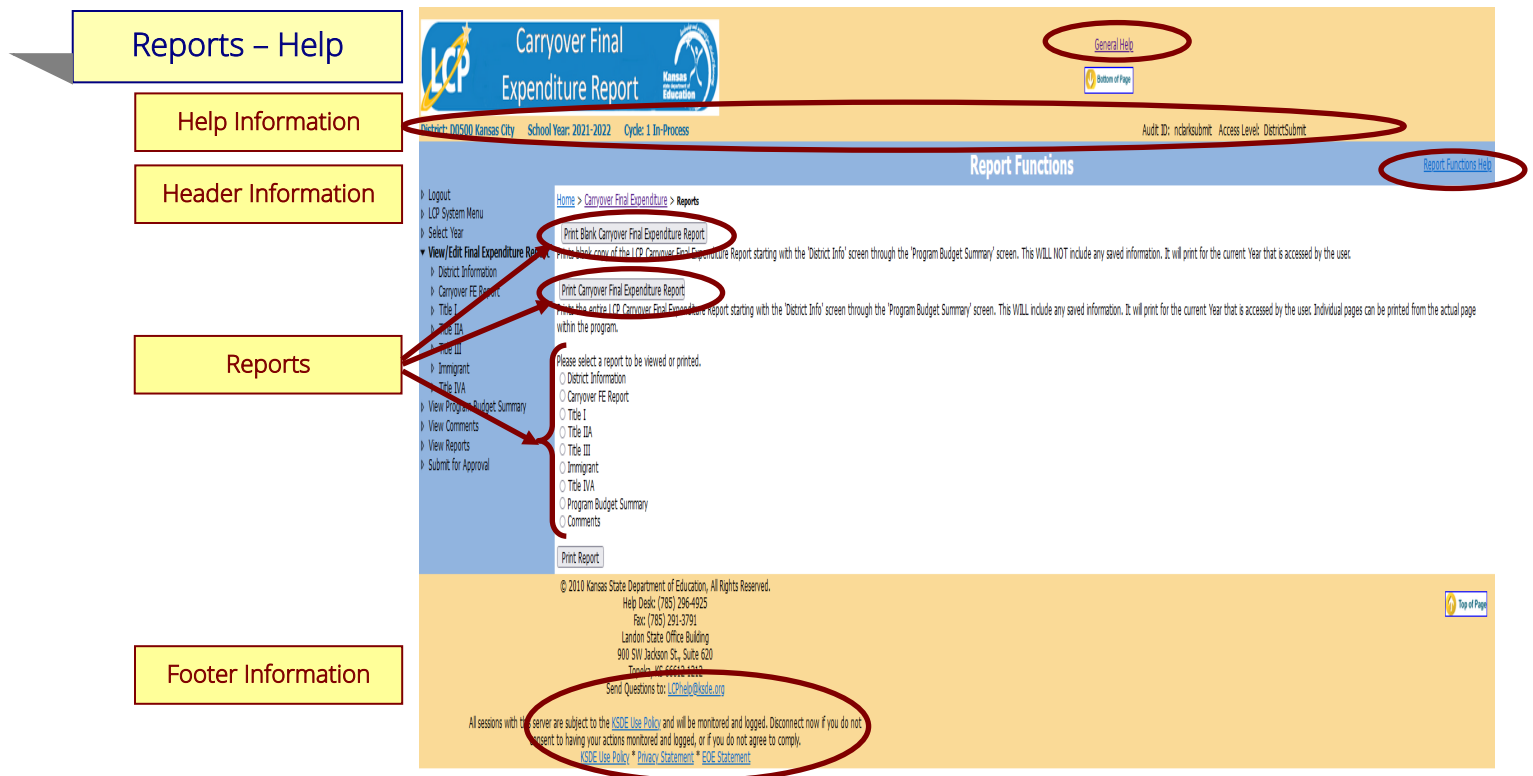
**Questions:** If there are any questions regarding the LCP Carryover Final Expenditure Report, click on the '[LCPHelp@ksde.org](mailto:LCPHelp@ksde.org)' e-mail address to e-mail your question. An e-mail message that is addressed to the LCP Help team will open with the subject line of 'LCP Carryover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

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

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

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





## Help Information

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

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

## Header Information

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

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

## Reports

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

- **Print Blank Carryover Final Expenditure Report** – this option creates a printable pdf Report for all of the screens from 'District Information' through 'Program Budget Summary' and will be blank except for the pre-populated information.
- **Print Carryover Final Expenditure Report** – this option creates a printable pdf Report for all of the screens from 'District Information' through 'Program Budget Summary' and will contain all data that has been saved.
- **Print Report** – this option creates a printable pdf Report for the specific page selected from the list. The report will contain all data that has been saved.

## Footer Information

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

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

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

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

Submit for Approval – Help

Help Information

Header Information

Step 5

Error Messages

Footer Information

This screenshot shows the 'Submit for Approval' page with two error messages. The messages are circled in red, indicating the specific error details. The messages state: 'Please enter an explanation in the Submitter Comments box for Budget Grid row 800(Other) funds explaining how the funds were utilized. Cannot Submit Application'.

Page	Type	Brief	Description	Severity	Stop Submit?	Help Link (if available)	Created / Updated
Title IIIA	Missing Value	Title IIIA Submitter Comments Missing	Please enter an explanation in the Submitter Comments box for Budget Grid row 800(Other) funds explaining how the funds were utilized.	Cannot Submit Application	<input type="checkbox"/>		9/18/2023 8:16:50 AM
Title IVIA	Missing Value	Title IVIA Submitter Comments Missing	Please enter an explanation in the Submitter Comments box for Budget Grid row 800(Other) funds explaining how the funds were utilized.	Cannot Submit Application	<input type="checkbox"/>		9/18/2023 8:16:51 AM

Totals by Type:

Type	Total
Missing Value	2

Totals by Severity:

Severity	Total
Cannot Submit Application	2

Footer information includes: © 2010 Kansas State Department of Education, All Rights Reserved. Help Desk: (785) 296-4925. Fax: (785) 291-3791. Landon State Office Building, 900 SW Jackson St., Suite 620, Topeka, KS 66612-2012. Send Questions to: [LCPHelp@ksde.org](mailto: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](#) \* [EEO Statement](#)

Submit

Footer Information

This screenshot shows the 'Submit for Approval' page after successful submission. A message box states: 'No errors or messages of any type were found. If not already submitted, the LCP Carryover Final Expenditure Report may be submitted for approval.' A 'Submit to KSDE for Approval' button is visible at the bottom of the message box.

Footer information includes: © 2010 Kansas State Department of Education, All Rights Reserved. Help Desk: (785) 296-4925. Fax: (785) 291-3791. Landon State Office Building, 900 SW Jackson St., Suite 620, Topeka, KS 66612-2012. Send Questions to: [LCPHelp@ksde.org](mailto: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](#) \* [EEO Statement](#)

## Help Information

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

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

## Header Information

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

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

## Error Messages

### Directions:

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

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

**Cannot Submit Application** – this error means that it must be corrected or the LCP Carryover Final Expenditure Report cannot be submitted.

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

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

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

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

## Submit

### Directions:

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

The user levels that have Submit access are:

- **District Submit** – This level will be for District personnel who can update the data, and will have the authority to submit.
- **Multi-District Submit** – This level will be for Consortium personnel who can update the data, and will have the authority to submit.
- **KSDE User** – This level will be for KSDE users only who will be reviewing the LCP Carryover Final Expenditure Reports.

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

- **Click the 'Submit to KSDE for Approval' button** -- The application status will change to 'Submitted' and will become non-editable for all user levels except the 'KSDE User'.
- An e-mail will be automatically sent to the e-mail address listed on the 'District Information' page informing you that the LCP Carryover Final Expenditure Report has been submitted for the current Cycle.
- KSDE will review the data entered. Based on the data, the LCP Carryover Final Expenditure Report will either be 'Approved' or 'Disapproved'.

#### Footer Information

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

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

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

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

E-Mail – Help

LCP Carryover Final Expenditure Report 2022 Submitted by: D0233 - Olathe

LcpCFE@ksde.org  
To: LCPHelp  
Cc: Freddy Richter

Reply Reply All Forward

Wed 9/13/2023 3:09 PM

The LCP Carryover Final Expenditure Report for D0233 : Olathe has been submitted.

School Year: 2021-2022  
Submit Date and Time: Wednesday, September 13, 2023 3:09:27 PM  
Submitted by: Fred233Approve  
Please notify KSDE immediately of any questions, or needed changes to this information, by contacting your consultant or by sending an e-mail to our LCP Help desk at [LCPhelp@ksde.org](mailto:LCPhelp@ksde.org)

Thank you.

Title Programs and Services  
Kansas Department of Education

Submitted

LCP Carryover Final Expenditure Report 2022 Disapproved for: D0500 - Kansas City

LcpCFE@ksde.org  
To: Nicole Clark

Reply Reply All Forward

Mon 9/18/2023 1:08 PM

The LCP Carryover Final Expenditure Report for D0500 : Kansas City has been reviewed and disapproved.

School Year: 2021-2022  
Disapproval Date and Time: Monday, September 18, 2023 1:07:44 PM  
Disapproved by: jnlclark  
Please log in to the LCP Carryover Final Expenditure Report and review the Comments page for any requested changes.

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

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

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

Thank you.

Title Programs and Services  
Kansas Department of Education

Disapproved

LCP Carryover Final Expenditure Report 2022 Approved for: D0233 - Olathe

LcpCFE@ksde.org  
To: LCPHelp

Reply Reply All Forward

Wed 9/13/2023 3:11 PM

The LCP Carryover Final Expenditure Report for D0233 : Olathe has been reviewed and Approved.

School Year: 2021-2022  
Approved Date and Time: Wednesday, September 13, 2023 3:10:38 PM  
Approved by: FredKSDEUser

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](mailto:LCPhelp@ksde.org)

Thank you.

Title Programs and Services  
Kansas Department of Education

Approved

### Submitted

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

### Disapproved

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

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

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

### Approved

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

*Note: If changes need to be made after the LCP Carryover Final Expenditure Report has been approved, you will need to email [LCPHelp@ksde.org](mailto:LCPHelp@ksde.org) and request to have the LCP Carryover Final Expenditure Report re-opened.*

## MISSION

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

## VISION

Kansas leads the world in the success of each student.

## MOTTO

Kansans Can

## SUCCESS DEFINED

A successful Kansas high school graduate has the

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

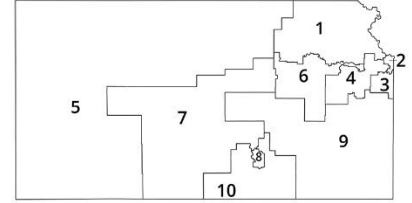
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

## OUTCOMES

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



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<p>DISTRICT 1</p>  <p>Danny Zeck <a href="mailto:dzeck@ksde.org">dzeck@ksde.org</a></p>	<p>DISTRICT 2</p>  <p>Melanie Haas Chair <a href="mailto:mhaas@ksde.org">mhaas@ksde.org</a></p>	<p>DISTRICT 3</p>  <p>Michelle Dombrosky <a href="mailto:mdombrosky@ksde.org">mdombrosky@ksde.org</a></p>	<p>DISTRICT 4</p>  <p>Ann E. Mah Legislative Liaison <a href="mailto:amah@ksde.org">amah@ksde.org</a></p>	<p>DISTRICT 5</p>  <p>Cathy Hopkins <a href="mailto:chopkins@ksde.org">chopkins@ksde.org</a></p>
<p>DISTRICT 6</p>  <p>Dr. Deena Horst Legislative Liaison <a href="mailto:dhorst@ksde.org">dhorst@ksde.org</a></p>	<p>DISTRICT 7</p>  <p>Dennis Hershberger <a href="mailto:dherhshberger@ksde.org">dherhshberger@ksde.org</a></p>	<p>DISTRICT 8</p>  <p>Betty Arnold <a href="mailto:barnold@ksde.org">barnold@ksde.org</a></p>	<p>DISTRICT 9</p>  <p>Jim Porter Vice Chair <a href="mailto:jporter@ksde.org">jporter@ksde.org</a></p>	<p>DISTRICT 10</p>  <p>Jim McNiece <a href="mailto:jmcniece@ksde.org">jmcniece@ksde.org</a></p>



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Dr. Ben Proctor

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Jan. 13, 2023