(sent on behalf of Colleen Riley, Norma Cregan, Sandy Guidry, Kerry Haag, and Jana Bradfield)

2013-2014 LCP Application:

The Local Consolidated Plan (LCP) Application for 2013-2014 is now open. The LCP Application is accessible through the KSDE authentication system at https://online.ksde.org/authentication/login.aspx. **The due date for completing the application is October 1, 2013.**

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

- If you already have access to the LCP System, click on the 'LCP System' link after you login. Click on this link to go to the LCP Application.
- Existing users that do not have the 'LCP System' listed as an available application:
  - Please go to https://online.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.
- First time users:
  - Please go to https://online.ksde.org/authentication/login.aspx and click on the 'Register' button and follow instructions.
  - 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 will be accessible.

A copy of the 2013-2014 *LCP Application Reference Guide* is posted on the KSDE web site at the following location: http://www.ksde.org/Default.aspx?tabid=390. Remember there are help pages on each screen of the application.

If you have questions:

- For user information or accessing the LCP System, please call the Help Desk at 785-296-7935 or send an e-mail to HelpDesk@ksde.org.
- For any questions regarding the LCP System application, email the LCP Help Desk at lcphelp@ksde.org.
- For any Program specific questions (i.e., Title I), contact your LCP Consultant.
- Check the 'LCP Application' information site periodically for updates: http://www.ksde.org/Default.aspx?tabid=390.

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KSDE General Counsel, 120 SE 10th Ave.,Topeka, KS 66612; 785-296-3201