(sent on behalf of Colleen Riley, Norma Cregan & Sandy Guidry)

The 2012-2013 Local Consolidated Plan (LCP) Revision and Carryover report is now open. The **LCP Revision and Carryover** is available by clicking on the **LCP System** link through KSDE Authentication at the following web address: https://online.ksde.org/authentication/login.aspx. The report is due **July 1, 2013**. The *2012-2013 LCP Revision and Carryover Reference Guide* is posted on the KSDE web site at the following location: http://www.ksde.org/Default.aspx?tabid=390.

First time users:

- Please go to https://online.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://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.

For questions regarding user information or accessing the LCP Revision and Carryover report, please call the IT Help Desk at 785-296-7935 or send an e-mail to HelpDesk@ksde.org. For any questions regarding entering data into the LCP Revision and Carryover report, email the LCP Help Desk at lcphelp@ksde.org or call Nicole Clark at 785-296-4925.

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. The following person has been designated to handle inquiries regarding the non-discrimination policies:

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