Local Control and Accountability Plan (LCAP) Upload Instructions

California *Education Code* Section 52065(c)(1) requires all local educational agencies (LEAs) to upload their LCAP to the California School Dashboard (Dashboard), beginning with the 2024 Dashboard. Specifically:

- School Districts must upload a portable document file (PDF) of the 2024–25 LCAP that has been **approved** by the county superintendent of schools.
- County Offices of Education (COEs) must upload a PDF of the 2024–25 LCAP that has been **approved** by the state superintendent of schools.
- Charter schools must upload a PDF of the charter school's LCAP that was adopted by the governing body of the charter school and submitted to its chartering authority and the COE, or only to the COE if the COE is the chartering authority.

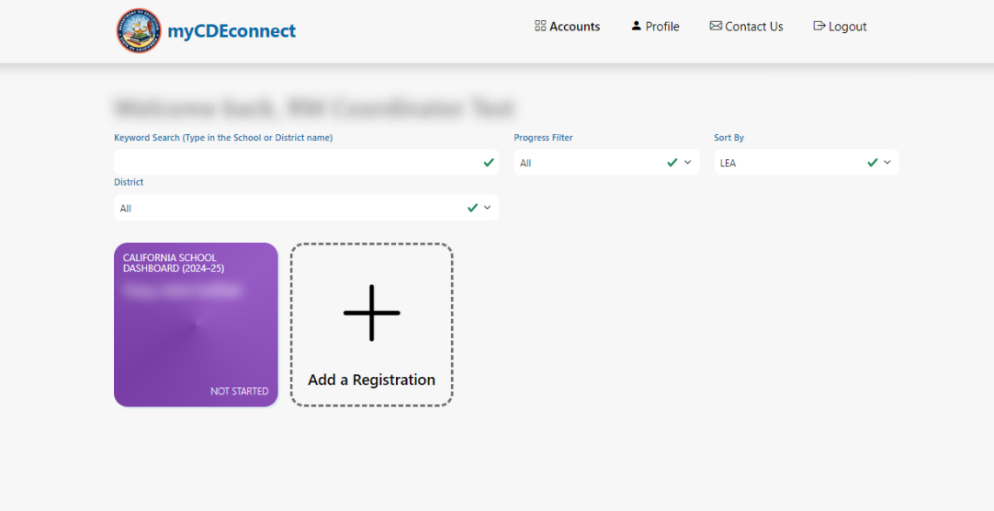
Note: LEAs that have completed the LCAP using the California Department of Education's LCAP electronic template (eTemplate) system are not required to upload a PDF of the LCAP to the Dashboard; the LCAP will be posted to the Dashboard for LEAs using the eTemplate.

These instructions are provided to assist LEAs to upload the 2024–25 LCAP to the myCDEconnect unified system. Dashboard Coordinators, Main Authorizers, and Alternate Authorizers, if applicable, can upload the LCAP in the system. A **single PDF** of the LEA's approved 2024–25 LCAP must be compiled and assembled in the following order:

- Local Control Funding Formula (LCFF) Budget Overview for Parents
- 2023–24 LCAP Annual Update
- Plan Summary
- Engaging Educational Partners
- Goals and Actions
- Increased or Improved Services for Foster Youth, English Learners, and Low-income students
- Action Tables
- Instructions

Login Screen

In a web browser window, navigate to https://www.mycdeconnect.org/login. Enter your login credentials as required. Approved Dashboard Coordinators will see the following screen after logging in:

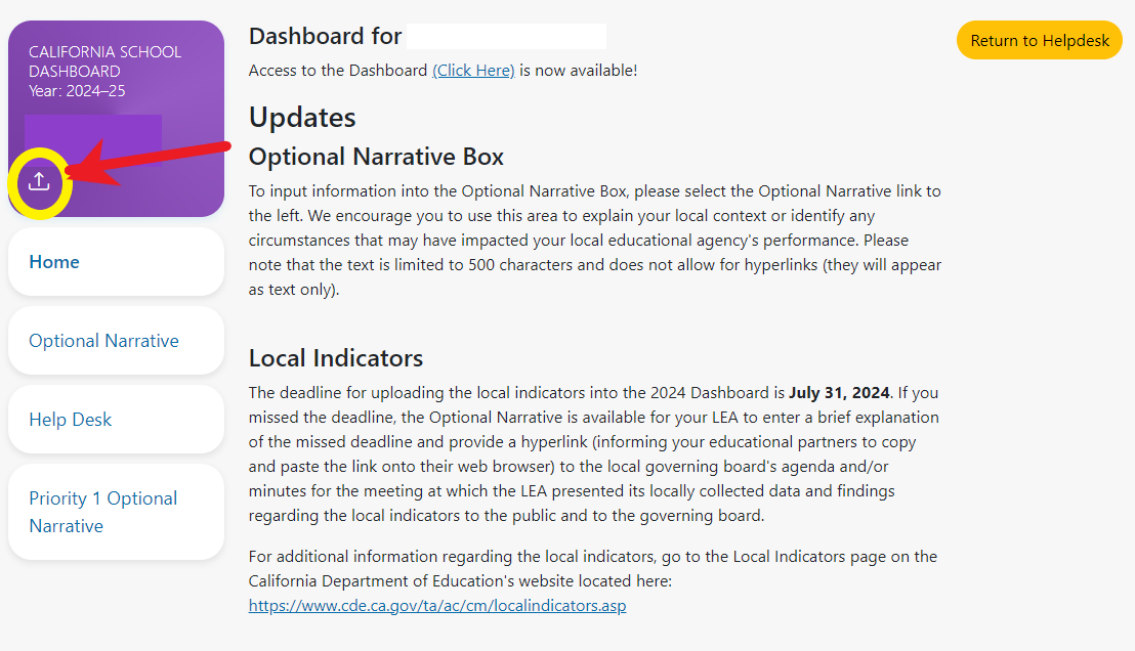


Click on the solid purple square of the LEA that you would like to access.

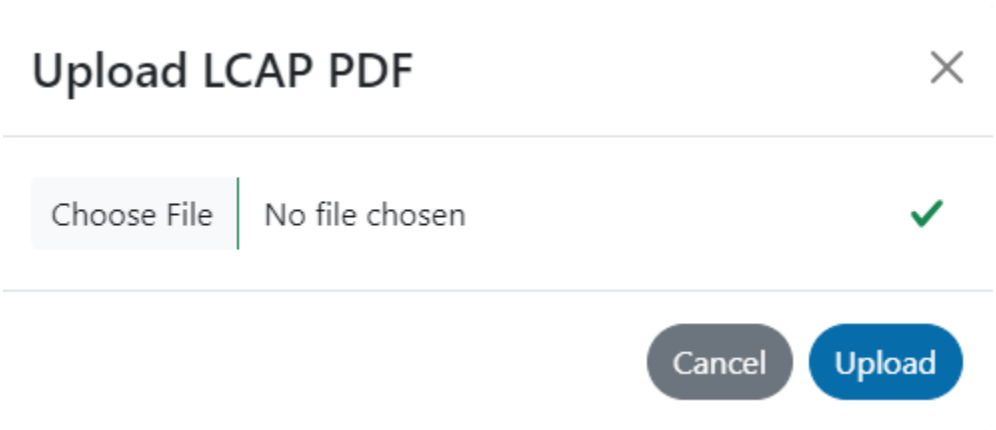
If you do not see the LEA that you would like to access, click on “Add a Registration” and complete the registration process. Your superintendent or charter school administrator will receive an email to approve your designation. Once approved, you will see the solid purple square.

Dashboard Screen

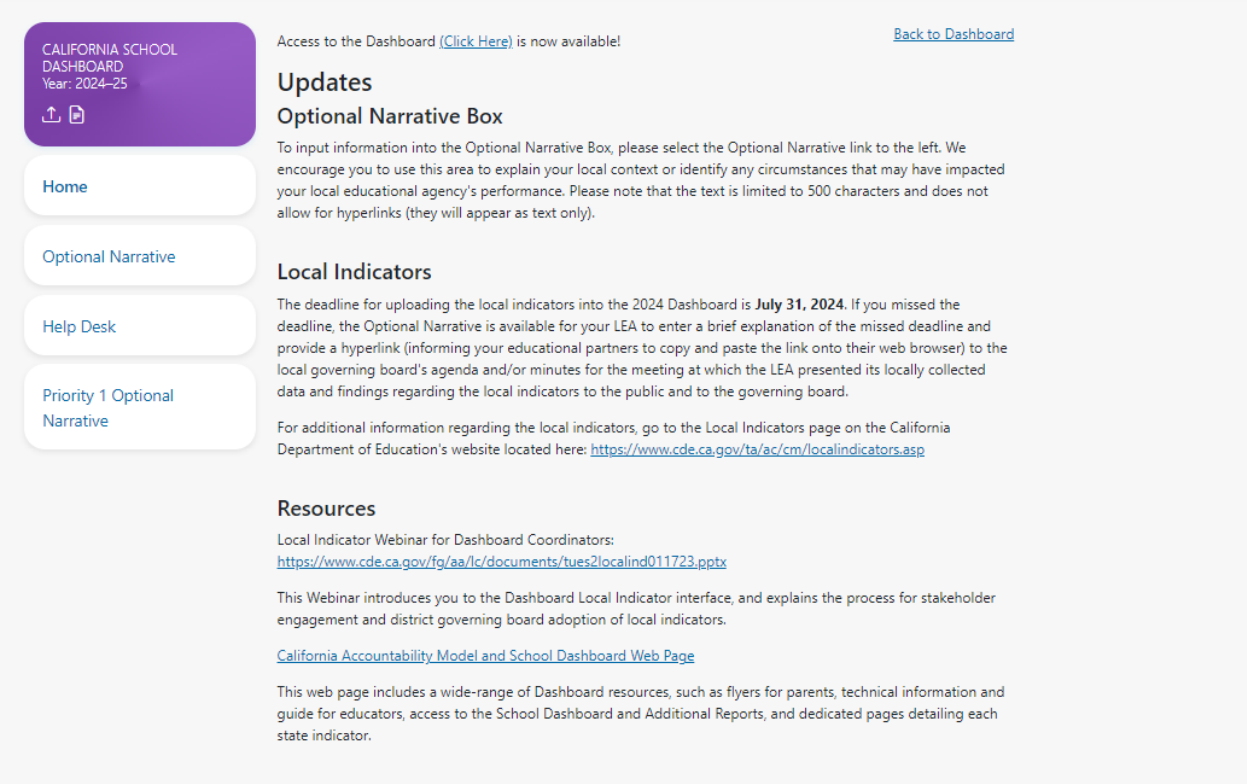
Ensure that you are on the correct LEA that you would like to access (LEA name appears in the purple solid square and on the top of the screen). Under the LEA name, there will be an Upload icon (circled in yellow in screenshot below).



Click on the Upload icon. The popup window “Upload LCAP PDF” will appear. Click on “Choose File” and choose the PDF that you would like to upload. The name of the file will appear and then click on the blue “Upload” button.



When the upload is complete, the View PDF icon will appear next to the Upload icon. Click on the View PDF icon to view and confirm the correct PDF has been uploaded.



If everything is correct, your LEA's LCAP upload is complete! CONGRATULATIONS!

Should you have any questions related to this process please email LCFF@cde.ca.gov.