

2005-2006 LCP Annual Report

Frequently Asked Questions

1) The LCP Annual Report is not in my list of applications:

In order to add the 'LCP Annual Report' to your list of available applications, you will need to follow these steps:

- * Login to the KSDE Web Applications site
- * Click on the 'Manage My Account' link, which is listed below the available applications
- * scroll down to 'LCP Annual Report' and check the box to the left
- * to the right of 'LCP Annual Report', select your access level ('District Admin' — if you need to enter and submit the Annual Report OR 'District Data Entry' — if you only need to enter the information and not submit)
- * scroll down to the bottom of the page and click the 'Submit' button (Note: you will need to provide the answer to the question that you had previously set up in case you forget your password)

Once this has been submitted, it will send an e-mail to KSDE IT department, where they will go through an approval process. Once that is completed, they will send you a confirmation e-mail that your information has been updated. It will be at that time that you will be able to access the LCP Annual Report.

2) I cannot remember my user login information:

In order to get your user login information, go to the KSDE Applications site and click on the 'Forgot Your Password?' link. Then follow the directions on the screen.

3) I am in the LCP Annual Report, but I do not get any drop-down menu items:

If you are using a MAC, you will need to use Safari as your browser in order to get the drop-down menus for the LCP Annual Report.

4) I've completed the LCP Annual Report, but I do not have a submit button:

From what you have described, you have 'District Data Entry' access, and you need 'District Admin' access in order to submit the LCP Annual Report. All of the information you have entered thus far will be saved.

Here are the steps to get that changed:

- * Login to the KSDE Web Applications site
- * Click on the 'Manage My Account' link, which is listed below the available applications
- * scroll down to where you have 'LCP Annual Report' checked and highlight 'District Admin' to the right-hand side
- * scroll down to the bottom of the page and click the 'Submit' button (Note: you will need to provide the answer to the question that you had previously set up in case you forget your password)

Once this has been submitted, it will send an e-mail to KSDE IT department, where they will go through an approval process. Once that is completed, they will send you a confirmation e-mail that your information has been updated. It will be at that time that you will be able to submit the report (you will see a 'Submit' button on the 'Validate and Submit' screen).

If you need to check the status of your request, you can call (785) 296-7935 to our IT Help Desk.

5) I have submitted the LCP Annual Report, but need to make additional changes. It is not allowing any changes. What do I do?

Notify KSDE that you have additional changes, and then we will open the LCP Annual Report for you to be able to make the changes you need. Once your changes have been completed, go to the 'Validate and Submit' screen to resubmit your Annual Report.

6) How do I know if my report has been accepted /approved /completed?

The LCP Annual Report now has an automated e-mail sent once it has been submitted by the district, disapproved by KSDE and completed by KSDE. You can also log in to the LCP Annual Report and check the status at the top of the page.

If the status lists:

Open – the LCP Annual Report is open for the district to make edits/updates/changes

Ready for Review – the LCP Annual Report has been submitted to KSDE for review (not edits/changes can be made at this time)

Completed – the LCP Annual Report has been submitted to KSDE, reviewed by KSDE and has been completed

If you receive notification that the LCP Annual Report has been disapproved and changes are needed, log back in to the LCP Annual Report and check the KSDE Comment boxes on each of the screens to determine the changes needed. Once changes have been made, go to the 'Validate and Submit' menu and resubmit the LCP Annual Report.

7) How to I print a copy of the LCP Annual Report?

A copy of the blank screens has been placed on the following site to be used prior to entering the data:

http://www.ksde.org/sfp/lcp_web_app/lcp_web_app.htm

The LCP Annual Report can be printed by clicking on the 'Printable View' link on each of the pages. (There is not a way to print the report at one time.)

If the screens do not print on one page, try the following options:

* At the top of your browser screen, click View —> Text —> Smaller (or Smallest). This will shrink the size of the text on your screen which will also allow additional information to print on the page.

* At the top of your browser screen, click File —> Page Setup and change your margins. (You may need to do this in conjunction with choosing the Landscape option.)

8) I am receiving errors when I try to submit my report, but I do not know where to make corrections.

When you receive an error on the Validate and Submit page, it gives you the page where the error was found in the right-hand column. You can click on this link to be taken directly to the page.

9) What do the errors mean?

Here is a listing of the errors and what they mean:

Error	Description	Page
Null Values	Cannot have all null values in the Gender or Ethnic tables. Click edit then update on at least one row of each table (Gender and Ethnic).	Student Placement by Gender/Ethnicity
<u>Meaning:</u> You have retained funds in at least one of the programs per the Table A or Table B REAP pages, but you have not included any counts on the 'Student Placement by Gender/Ethnicity' page. You will need to enter student counts both		

in the Gender and Ethnicity tables on this page for each program where funds were retained. (Note: The total of each column on this page must match the total of each column on the 'Student Placement by Grade' page.)

Required Entry	Retained allocation for 'Title I' requires entry in the corresponding title column(s) or section in 'Student Placement by Gender/Ethnicity'.	Student Placement by Gender/Ethnicity
<p><u>Meaning:</u> You have retained Title I [or could be listed as: Title IIA, Title IID, Title III, Title IVA, Title V, Migrant, Kansas/ESOL Bilingual, At Risk] funds per the Table A or Table B REAP pages, but you have not included any counts on the 'Student Placement by Gender/Ethnicity' page. You will need to enter student counts both in the Gender and Ethnicity tables on this page for the Title I [or corresponding program] funds retained. (Note: The total of each column on this page must match the total of each column on the 'Student Placement by Grade' page.)</p>		

Totals Mismatch	The total of each column in the Gender table must match the corresponding column total in the Ethnic table.	Student Placement by Gender/Ethnicity
<p><u>Meaning:</u> The totals in the Gender table on the 'Student Placement – by Gender/Ethnicity' page, must match the totals in the Ethnicity table. (Note: The total of each column on this page must match the total of each column on the 'Student Placement by Grade' page.)</p>		

Null Values	Cannot have all null values in the Gender or Ethnic tables. Click edit then update on at least one row of each table (Grade and Gender).	Student Placement by Grade
<p><u>Meaning:</u> You have retained funds in at least one of the programs per the Table A or Table B REAP pages, but you have not included any counts on the 'Student Placement by Grade' page. You will need to enter student counts in the Grade table on this page for each program where funds were retained. (Note: The total of each column on this page must match the total of each column on the 'Student Placement by Gender/Ethnicity' page.)</p>		

Required Entry	Retained allocation for 'Title I' requires entry in the corresponding title column(s) or section in 'Student Placement by Grade'.	Student Placement by Grade
<p><u>Meaning:</u> You have retained Title I [or could be listed as: Title IIA, Title IID, Title III, Title IVA, Title V, Migrant, Kansas/ESOL Bilingual, At Risk] funds per the Table A or Table B REAP pages, but you have not included any counts on the 'Student Placement by Grade' page. You will need to enter student counts in the Grade table on this page for the Title I [or corresponding program] funds retained. (Note: The total of each column on this page must match the total of each column on the 'Student Placement by Gender/Ethnicity' page.)</p>		

Totals Mismatch	The total of each column in the Grade table must match the corresponding column in the Gender table with the exception of Migrant related columns.	Student Placement by Grade
<p><u>Meaning:</u> The totals in the Grade table on the 'Student Placement – by Grade' page, must match the totals in the Gender and Ethnicity tables, with the exception of the Migrant information, as it is on a different page.</p>		

Required Entry	Retained allocation for 'Title I' requires entry in the corresponding title column(s) or section in 'Student Placement by Subject Program'.	Student Placement by Subject Program
<p><u>Meaning:</u> You have retained Title I [or could be listed as: Title IIA, Title IID, Title III, Title IVA, Title V, Migrant, Kansas/ESOL Bilingual, At Risk] funds per the Table A or Table B REAP pages, but you have not included any counts on the 'Student Placement by Subject Program' page. You will need to enter student counts in the Grade table on this page for the Title I [or corresponding program] funds retained. (Note: The total of each column on this page may not match the total of the columns on the 'Student Placement by Gender/Ethnicity' or 'by Grade' page because the counts on this page can be duplicated.)</p>		

Required Entry	Retained allocation for 'Title II A' requires entry in the corresponding title column(s) or section in 'Program Information – Title IIA, funds'.	Program Information – Title II A, funds
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Meaning: You have retained Title IIA funds per the Table A or Table B REAP pages, but you have not included any counts on the 'Program Information – Title IIA' page. You will need to fill out Table 1 with the percentage of how funds were used. If a percentage is in the 'Professional Development' field, you will need to fill out Table 2 to show the number of teachers who received Professional Development with Title IIA funds. If a percentage is in the 'Recruitment/Hiring' and/or 'Retention' fields, then you will need to fill out Table 3 to show the number of FTE's only if the Title IIA funds were used for Class-Size Reduction.

Required Entry	Must have some values greater than zero OR check the box titled 'Check here if there are no ELL students in your district.'	(ELL) – Students by Language and Grade
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Meaning: If you have any ELL students in your district, you will need to enter the student counts by grade in the table. If you do not have any ELL students in your district, you will need to put a check in the box next to 'Check here if there are no ELL students in your district.' (Note: If you do not see the language listed, you can add the language. You should check throughout the table first in case it is listed differently. i.e., Low German will be listed as 'German: (Low)').

Required Entry	Retained allocation for 'Title I' requires entry in the corresponding title column(s) or section in the 'Program Information – Title I, Homeless – Table C'.	Program Information – Title I, Homeless – Table C
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Meaning: You have retained Title I funds per the Table A or Table B REAP pages, but you have not filled out Table C of the 'Program Information – Title I, Homeless' page. You will need to include the Homeless set aside that you included on the corresponding year of the LCP Web Application (i.e., 04-05 LCP Web Application has 500 listed as Homeless set aside, so you will enter 500 in the first column of Table C.) If funds were set aside in the listed year for Homeless, include an explanation in the middle column as to how the funds were used in your district. If funds were not set aside in the listed year for Homeless, include an explanation in the far right column as to why funds were not set aside. (Note: You will not have an explanation in both columns.)

Required Entry	Retained allocation for 'Title IV A' requires at least 1 method of informing/including parents of drug and violence prevention efforts in 'Program Information – Title IV A' (check boxes at bottom of the page).	Program Information – Title IV A
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Meaning: You have retained Title IVA funds per the Table A or Table B REAP pages, but you have not filled out drug and violence prevention efforts information on the 'Program Information – Title IV A' page.

Required Entry	Retained allocation for 'Title V' requires entry in the corresponding title column(s) or section in 'Program Information – Title V, Student'.	Program Information – Title V, Student
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Meaning: You have retained Title V funds per the Table A or Table B REAP pages, but you have not included any counts on the 'Program Information – Title V - Student' page. You will need to fill out the table with the count of students who participated in each of the activities listed. If a count is in the 'Programs designed to recruit, train, and hire highly qualified teachers to reduce class size, especially in the early grades' field, you will need to fill out the 'Program Information – Title V – Teacher' page to show the number of FTEs used for Class-Size Reduction with Title V funds.

Null Values	Page appears to have never been accessed. Null values found.	Program Information – Title V, Student Achievement
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Meaning: You have retained Title V funds per the Table A or Table B REAP pages, but you have not included any information on the 'Program Information – Title V – Student Achievement' page. You will need to fill out both Section I and II. Note: N/A can only be used once.

Required Entry	No retained allocation for 'Title V', but nonzero values found in the corresponding title column(s) or section in 'Program Information – Title V, Student Achievement'.	Program Information – Title V, Student Achievement
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Meaning: Values had been entered and saved on the 'Program Information – Title V – Student Achievement' page, but need to be removed because the district does not retain the Title V funds. Remove all the values as the screen allows,

but the remaining values (i.e., radio buttons) will need to be removed by KSDE. Contact Melissa Tillman at mtillman@ksde.org to have these values removed. Once this has been completed, you will be notified that the values have been removed, and you will no longer receive this error.