

To: LCP Contacts:

The 2005-2006 LCP Annual Report is ready for your data! The **LCP Annual Report** is available at the following web address: <https://online.ksde.org/authentication/login.aspx>
The report is due July 1, 2006. A copy of the 2005-2006 LCP Annual Report Reference Guide is being mailed today along with other forms to each LCP Contact. In addition, the Reference Guide can be accessed on the KSDE web site at the following location: http://www.ksde.org/sfp/lcp_web_app/lcp_web_app.htm. At this location, there is also a blank copy of the screen prints to use when compiling information, as well as a list of Frequently Asked Questions (FAQs).

The data from this report is used in many ways including reports to US Department of Education and Congress so accurate data is important. In future years much of the information will be drawn from the KIDS system.

First time users: Go to <https://online.ksde.org/authentication/login.aspx> and click on the 'Register' button and follow instructions.

Existing users that do not have the 'LCP Annual Report' listed as an available application: Login and then click on the 'Manage My Account' link, which is below the list of available applications. Complete the requested information. Then select the 'LCP Report' application and either the 'District Admin' (to update and submit – for principals/superintendents) or 'District Data Entry' (to update, but not submit – for other district personnel), then click 'Submit'. Once this information is received at KSDE, an approval request e-mail will be sent to the Superintendent. Once the approval request form has been received back by our IT Department, the user information will be entered into the system, and a confirmation e-mail will be sent to the user. Once confirmation has been received that the user information has been registered, the LCP Annual Report can be accessed.

If there are any questions regarding user information or if there is trouble accessing the LCP Annual Report, please call the Help Desk at (785) 296-7935 or send an e-mail to HelpDesk@ksde.org. If there are any questions regarding the LCP Annual Report application, send them to lcphelp@ksde.org or call Melissa Tillman at (785) 296-1103 (mtillman@ksde.org), Judi Miller at (785) 296-5081 (jmiller@ksde.org) or Nicole Clark at (785) 296-4925 (nclark@ksde.org).

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