

Process for Electronically Submitting the Local Control Accountability Plan (LCAP) to the Los Angeles County Office of Education

Districts that have developed their LCAP using LACOE's eLCAP online template will need to follow these steps in order to submit their LCAP to LACOE for review:

1. Ensure that all four sections of the eLCAP indicate "Completed" in the status column on the *Plan Index* page.
2. Request authorization from your district superintendent to submit your plan:
 - Select "Manage Users" found on the top menu bar.
 - Select "Edit" next to the individual's name who will be submitting the eLCAP to LACOE and then select the button that says, "Request Plan Submit Authorization." This action will automatically generate an email to the district superintendent requesting permission to allow the individual to submit the eLCAP on behalf of the district.
 - Once the district superintendent responds affirmatively to the request, an email will be automatically sent to the newly approved individual alerting him/her that they have been authorized to submit the plan.
3. Instruct the approved individual to log back into the system and go to the Plan Index page. A "Submit" button will now appear and can be selected to submit the plan.

Districts that have chosen not to use LACOE's eLCAP online template will need to follow these steps in order to submit their LCAP to LACOE for review:

1. Go to <http://elcap.lacoe.edu> and select "Upload Plan Menu".
2. If you do not have an account, select "Create an LCAP User Account" and complete the information requested; otherwise, continue on to the next step.
3. Select "Upload and Submit a Plan for Review" and complete the information requested. Using the browse button at the bottom of the page, attach a PDF of the LCAP and then select "Create Uploaded Plan and Submit for Review." This action will automatically generate an email to the district superintendent requesting permission to allow the individual to submit the LCAP on behalf of the district.
4. Once the district superintendent responds affirmatively to the request, the LCAP will be automatically submitted to LACOE.