

LCAP WRITING PROGRESS CHECKLIST				
	Not Started	In Progress	Projected Completion Date	Completed
PLAN SUMMARY				
The Story				
LCAP Highlights				
Review of Performance:				
Greatest Progress				
Greatest Needs				
Performance Gaps				
Increased or Improved Services				
Budget Summary				
ANNUAL UPDATE				
Goal 1				
Measureable Outcomes				
Action/Services				
Expenditures				
Analysis (Degree of Implementation, Overall Effectiveness, Differences Budget vs Expenditures, Changes)				
Goal 2				
Measureable Outcomes				
Action/Services				
Expenditures				
Analysis (Degree of Implementation, Overall Effectiveness, Differences Budget vs Expenditures, Changes)				
Goal 3				
Measureable Outcomes				
Action/Services				
Expenditures				
Analysis (Degree of Implementation, Overall Effectiveness, Differences Budget vs Expenditures, Changes)				
ADD MORE GOALS AS NEEDED				
STAKEHOLDER ENGAGEMENT				
Involvement Process				
Impact on LCAP and Annual Update				
GOALS, ACTIONS, & SERVICES				
Goal 1				

SMART Goal/State or Local Priority/Identified Need				
Expected Measureable Outcomes				
Planned Actions/Services				
Budget Expenditures				
Goal 2				
SMART Goal/State or Local Priority/Identified Need				
Expected Measureable Outcomes				
Planned Actions/Services				
Budget Expenditures				
Goal 3				
SMART Goal/State or Local Priority/Identified Need				
Expected Measureable Outcomes				
Planned Actions/Services				
Budget Expenditures				
ADD MORE GOALS AS NEEDED				
Demonstration of Increased or Improved Services for Unduplicated Pupils				
Supplemental Concentration Funding Amount/ MPP				
Description of Actions				
ADDENDUM				
Highly Recommended: Legislative Metrics (Tool 1-8)				
STATE PRIORITIES (https://coordinator.caschooldashboard.org/#/coordinator)				
PRIORITY 1: BASIC SERVICES				
PRIORITY 2: IMPLEMENTATION OF STATE STANDARDS				
PRIORITY 3: PARENTAL INVOLVEMENT				
PRIORITY 6: SCHOOL CLIMATE				