

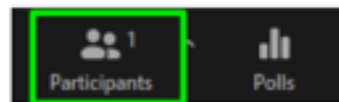
# Learning Assistance Program (LAP) Report

Annie Pennell, Lisa Ireland, Sheila Gerrish  
**May 2024**

# Welcome!

Please use the **rename** function in Zoom to indicate your name and organization.

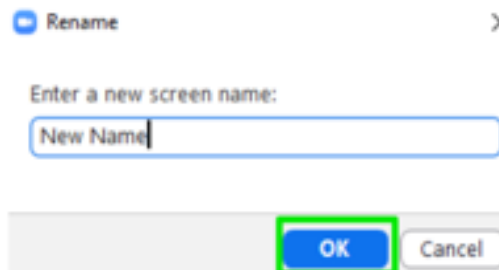
1.) To change your name after entering a Zoom meeting, click on the "Participants" button at the top of the Zoom window.



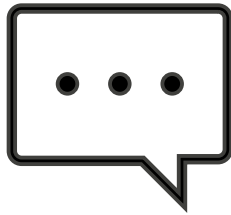
2.) Next, hover your mouse over your name in the "Participants" list on the right side of the Zoom window. Click on "Rename".



3.) Enter the name you'd like to appear in the Zoom meeting and click on "OK".



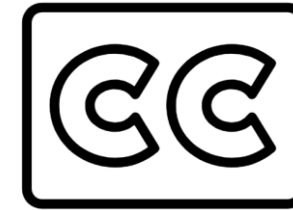
# Housekeeping Notes



Use Zoom chat feature for comments/reactions/links



Use Zoom Q&A to ask questions



Click the "Live Transcript" button to enable closed captioning



Slides will be posted to...



Webinar recording will be posted to...



**Vision**

**Mission**

**Values**

*All students prepared for post-secondary pathways, careers, and civic engagement.*

Transform K–12 education to a system that is centered on closing opportunity gaps and is characterized by high expectations for all students and educators. We achieve this by developing equity-based policies and supports that empower educators, families, and communities.

- Ensuring Equity
- Collaboration and Service
- Achieving Excellence through Continuous Improvement
- Focus on the Whole Child



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

# Equity Statement

Each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools.

Ensuring educational equity:

- Goes beyond equality; it requires education leaders to examine the ways current policies and practices result in disparate outcomes for our students of color, students living in poverty, students receiving special education and English Learner services, students who identify as LGBTQ+, and highly mobile student populations.
- Requires education leaders to develop an understanding of historical contexts; engage students, families, and community representatives as partners in decision-making; and actively dismantle systemic barriers, replacing them with policies and practices that ensure all students have access to the instruction and support they need to succeed in our schools.



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

***I would like to acknowledge that I am on the traditional homelands of the Puyallup Tribe. The Puyallup people have lived on and stewarded these lands since the beginning of time, and continue to do so today. I recognize that this land acknowledgement is one small step toward true allyship and I commit to uplifting the voices, experiences, and histories of the Indigenous people of this land and beyond.***



# Today's Agenda

Reporting overview

Completing the report

Questions and answers





# Reporting Overview



# Commonly Used Acronyms

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**LAP:** Learning Assistance Program

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**SIS:** Student information system

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**EDS:** Education data system

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**CEDARS:** Comprehensive Education Data and Research System



# Reporting Timeline

Track participating student data,  
activities, and expenditures

Submit participating student data to  
CEDARS (recommended)

Review completed LAP Report  
to ensure accuracy by  
**September 30<sup>th</sup> (legislative  
deadline)**

**Fall - Spring**

**Spring - Summer**

**Fall**

Finalize participating student data prior  
to summer (recommended)

Complete tabs on activities, allocations,  
and expenditures



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# Required Data

SIS > CEDARS > EDS

District Documentation > EDS

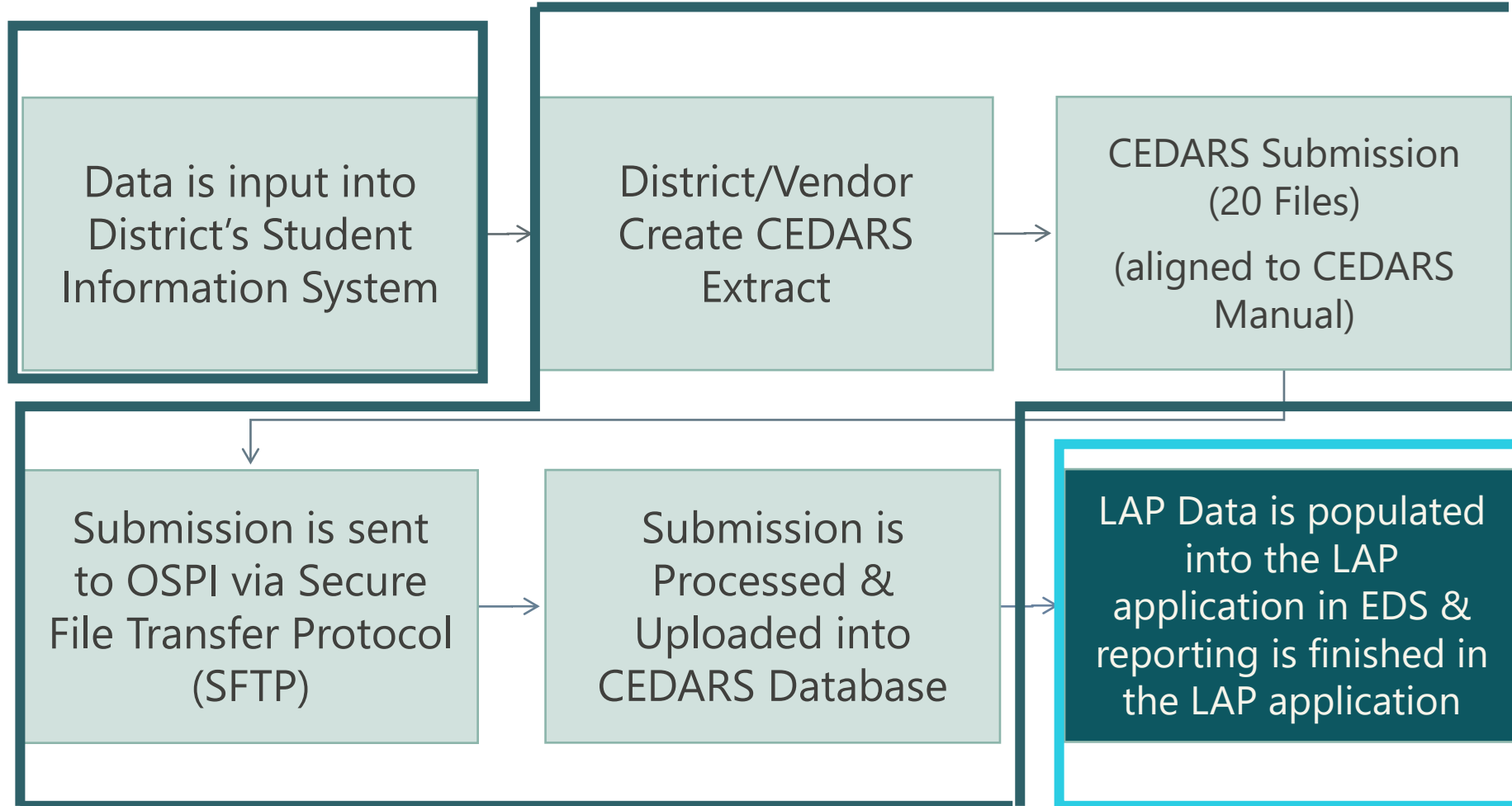
| Data Type   | Elements  | CEDARS Element | Location  | Frequency                                   |
|---|---|----------------|---|---|
| <b>Program Enrollment</b>   | 1. Program Code (identical to file Q)                           | I06/Q06        | Student Information System<br>(CEDARS File I)   | On-going<br>(Best practice)                 |
|   | 2. Entrance Date (identical to file Q)                          | I07/Q07        |   |   |
|   | 3. Exit Date  | I08            |   |   |
|   | 4. Exit Reason  | I09            |   |   |
| <b>Assessment &amp; Academic Growth</b>   | 1. Program Code (identical to file I)                           | I06/Q06        | Student Information System<br>(CEDARS File Q)<br><a href="#">LAP CEDARS Program Codes</a> | As Available/<br><b>Due by September 30</b> |
|   | 2. Entrance Date (identical to file I)                          | I07/Q07        |   |   |
|   | 3. Identification Assessment                                    | Q08            |   |   |
|   | 4. Amount of Academic Growth                                    | Q09            |   |   |
|   | 5. Progress Monitoring Assessment                               | Q10            |   |   |
|   | 6. Entrance Score   | Q11            |   |   |
|   | 7. Entrance Score Date  | Q12            |   |   |
|   | 8. Exit Score   | Q13            |   |   |
|   | 9. Exit Score Date  | Q14            |   |   |
|   | 10. Extended Learning Time Intervention                         | Q15            |   |   |
|   | 11. Tutoring Intervention                                       | Q16            |   |   |
|   | 12. Student At Grade Level                                      | Q17            |   |   |
| <b>LAP Activities &amp; Expenditures</b>  | 1. Program Narratives (Academic Growth and Progress Monitoring) | N/A            | <a href="#">LAP Application in EDS</a>  | Annually<br><b>Due by September 30</b>      |
|   | 2. Graduation Assistance  |                |   |   |
|   | 3. Family Engagement  |                |   |   |
|   | 4. Professional Learning  |                |   |   |
|   | 5. Summer School  |                |   |   |
|   | 6. Community Partnerships                                       |                |   |   |
|   | 7. Acceptance of Funds and Assurances                           |                |   |   |
|   | 8. LAP District and High Poverty Schools Expenditures           |                |   |   |
| Student-level data can be verified for accuracy in CEDARS. Please refer to <a href="#">these instructions</a> to help you check on your CEDARS submissions. |   |                |   |   |

Student level

School level

District level

# Reporting Process



# Reviewing your data in CEDARS

- Reports that can be used to review LAP data submitted for our students are -
  - Attributes and Programs > Dynamic Attributes & Programs
  - Records Loaded
  - Student



# Attributes & Programs

|                |               |      |           |                         |                        |              |          |                          |                 |
|----------------|---------------|------|-----------|-------------------------|------------------------|--------------|----------|--------------------------|-----------------|
| Home           | Submissions   | SSID | Reports   | Students                | Courses                | Staff        | Location | Student Records Exchange | Search Students |
| Enrollment     | State/Federal | CTE  | Bilingual | Attributes and Programs | Absence and Discipline | Data Quality | Staff    |                          |                 |
| Records Loaded | Tableau       |      |           |                         |                        |              |          |                          |                 |

Dynamic Attribute and Program Report

## Attributes and Programs Reports

School District

### Dynamic Attribute and Program Report

Please select your search criteria, then click "Search".

School Year: 2023-2024

Organization: School District

Attribute or Program: 6 - LAP Math

Unduplicated Count:  Yes  No (If Yes is selected, only students in their school of primary responsibility will be counted.)

Display:  Summary Counts  Student Details

Search

- 6 - LAP Math
- 7 - Academic Readines
- 11 - LAP Extended Learning Opportunities
- 37 - LAP English Arts
- 38 - LAP Behavior
- 73 - LAP Community Partnerhsip



# Records Loaded

- Records Loaded report
  - Reports > Records Loaded
  - Report provides complete details for each record successfully submitted, by file, for each student
    - If the report does not provide an expected record, the next step would be to check CEDARS Submission Exceptions to determine if the
    - If a review of submission exceptions does not identify a reason for the record not being present, you will need to check in your SIS to ensure the data is captured correctly



# Records Loaded

|            |               |      |           |                         |                        |              |          |                          |                 |
|------------|---------------|------|-----------|-------------------------|------------------------|--------------|----------|--------------------------|-----------------|
| Home       | Submissions   | SSID | Reports   | Students                | Courses                | Staff        | Location | Student Records Exchange | Search Students |
| Enrollment | State/Federal | CTE  | Bilingual | Attributes and Programs | Absence and Discipline | Data Quality | Staff    | Logout                   |                 |

Records Loaded

Tableau

Records Loaded

Records Loaded

## Records Loaded

The reports on this page display the most recent records **submitted and loaded** into CEDARS, by CEDARS File. These reports do not include records that were not loaded into CEDARS, for example due to submission exceptions. The report displays all records reported in the selected file. Some file reports include student first name and last name, although student name is not reported in that specific CEDARS file.

Please select your search criteria, then click "Search".

School Year: 2023-2024

File:

Show Extended Columns:  Yes  No (If yes is selected, values associated with coded columns are also displayed.)

Search



# Student Detail Data

- Student tab
  - The student tab allows the user the ability to view
    - District and school enrollment, student name, ethnicity/race, date of birth, grade level, GRY, Language and other data
    - Assessments the student has taken while enrolled in Washington Public Schools
    - Attribute and program data
    - Grade history data for courses of high school rigor
    - Absence data



# Student Detail Data

WASHINGTON STATE  
**OSPI** Office of Superintendent  
of Public Instruction

eds  
Home

Home Submissions SSID Reports **Students** Courses Staff Location Student Records Exchange Search Students

Search

## Students

Legacy Search by Multiple Criteria

|              |   |   |
|--------------|---|---|
| School:      | <input type="text" value="School District"/>  |   |
| School Year: | <input type="text" value="All School Years"/> |   |
| First Name:  | <input type="text"/>                          | District Student Id: <input type="text"/>   |
| Middle Name: | <input type="text"/>                          | SSID: <input type="text"/>                  |
| Last Name:   | <input type="text"/>                          | Gender: <input type="text" value="Select"/> |
| Birth Date:  | <input type="text"/>                          |   |



# Student Detail Data

- Home
- Submissions
- SSID
- Reports
- Students
- Courses
- Staff
- Location
- Student Records Exchange
- Search Students

Logout >

## Students

School District

Print Friendly 

← Previous

[Blurred text]

SSID:


School District

School Year: 2023-2024

- STUDENT INFORMATION
- SCHEDULE
- ASSESSMENTS
- STUDENT GRADE HISTORY
- ATTRIBUTES AND PROGRAMS
- ABSENCES
- STUDENT EXCLUSIONS

Student Programs SY: 2023-2024

### Learning Assistance Program (LAP)

| School  | Program  | Start Date | Exit Date | Student Growth Data   |
|---|----------|------------|-----------|---|
| Elementary School (3217)<br><i>Location id:</i> | LAP Math | 9/8/2023   |           |  |

[click here to see detailed data](#)

# CEDARS – Missing or Incorrect Data

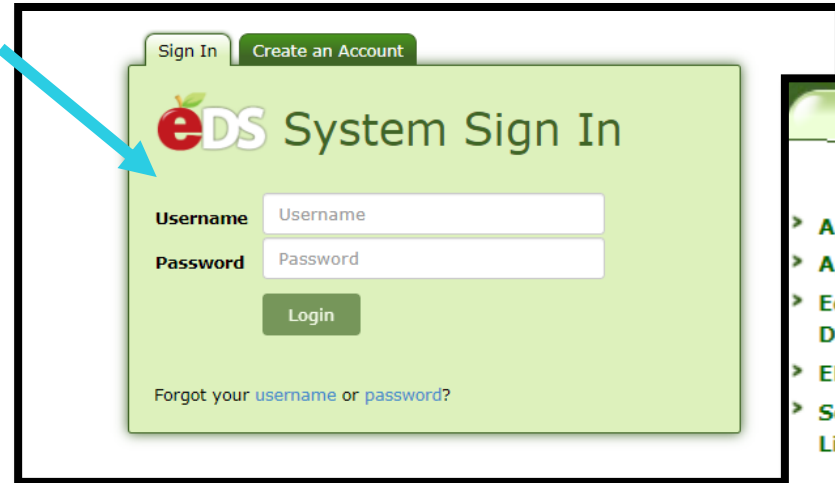
- Data identified as missing may be due to CEDARS Submission Exceptions
  - Submissions>Submission Exceptions will identify records that are not loaded due to data errors
- Data identified as incorrect or incomplete
  - Must be updated or corrected in your SIS and resubmitted to CEDARS
- Data submitted successfully to CEDARS will be populated to CEDARS the next day





# Completing the Report

# Accessing the LAP Report



Sign In Create an Account

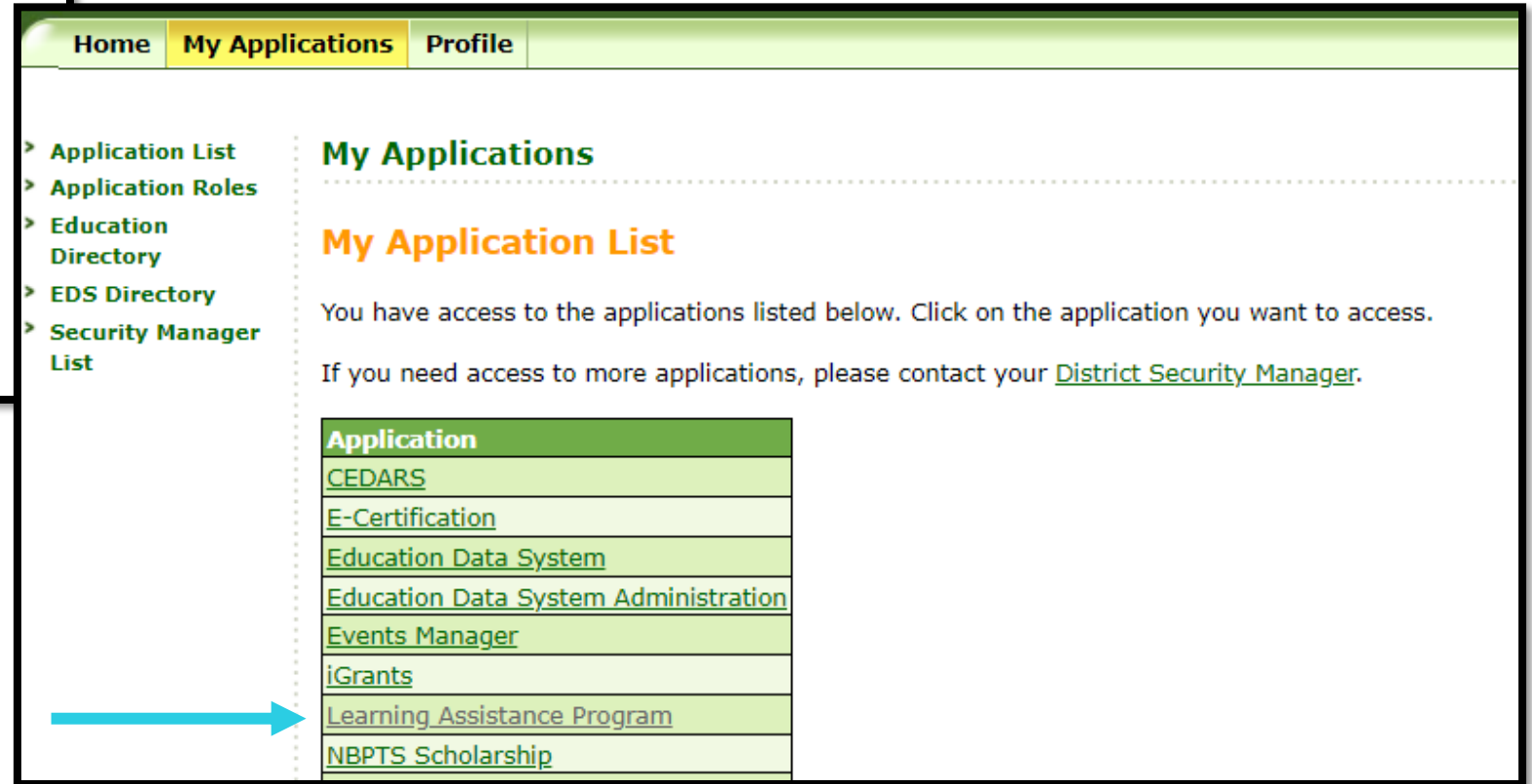
## eDS System Sign In

Username

Password

Login

Forgot your [username](#) or [password](#)?



Home My Applications Profile

- > Application List
- > Application Roles
- > Education Directory
- > EDS Directory
- > Security Manager List

## My Applications

### My Application List

You have access to the applications listed below. Click on the application you want to access.

If you need access to more applications, please contact your [District Security Manager](#).

| Application  |
|--|
| <a href="#">CEDARS</a>                               |
| <a href="#">E-Certification</a>                      |
| <a href="#">Education Data System</a>                |
| <a href="#">Education Data System Administration</a> |
| <a href="#">Events Manager</a>                       |
| <a href="#">iGrants</a>                              |
| <a href="#">Learning Assistance Program</a>          |
| <a href="#">NBPTS Scholarship</a>                    |

# Levels of Access

Organization:



**Completion Status**

School District:

| Summer School | Community Partnerships | Fund Allocation Assurances               | LAP Expenditures | Title I, Part A | Last Updated By |
|---------------|------------------------|--|------------------|-----------------|-----------------|
| Not Started   | In Progress            | <input type="text" value="Not Started"/> | Not Started      | Not Started     |                 |

| School | Student List | Academic Growth | Graduation Assistance | Professional Learning | Family Engagement | Last Updated By |
|--------|--------------|-----------------|-----------------------|-----------------------|-------------------|-----------------|
|        | In Progress  | Not Started     | Not Started           | Not Started           | Not Started       |                 |

# Home Tab

[Home](#) [Students](#) [Services](#) [Fund Allocation](#) [Fund Distribution](#) [Reports](#)

## Learning Assistance Program

School District

Deadline for submitting data is: **September 30**

School Year:

LAP offers supplemental services for K-12 students not yet meeting grade-level standard in English language arts (ELA) and mathematics. LAP services for ELA, math, and behavior focus on accelerating student growth to make progress towards grade level. They may include academic interventions, academic readiness skill development, or graduation assistance.

In accordance with [RCW 28A.165.100](#), districts are required to report to OSPI the amount of academic growth gained by students participating in the Learning Assistance Program, as well as their entrance and exit assessment information. Districts are also required to report the practices, activities, and programs that were used to support LAP students to demonstrate which are the most effective.

For additional information about the Learning Assistance Program, please refer to the LAP home page: <http://www.k12.wa.us/LAP/Default.aspx>.

**CEDARS Administrators**  
 The CEDARS Administrator role is assigned by the district. Please contact your District Data Security Manager if this information needs updating.

| Full Name | Email Address | Phone Number |
|-----------|---------------|--------------|
|           |               |              |

For more information about using this application, please refer to the Learning Assistance Program Student Growth [Data Reporting webpage](#) & [User Guide](#).

**Completion Status**  
 School District: **In Progress**

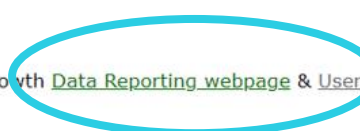
| Summer School | Community Partnerships | Fund Allocation Assurances | LAP Expenditures | Title I, Part A | Last Updated By |
|---------------|------------------------|----------------------------|------------------|-----------------|-----------------|
| In Progress   | Complete               | Complete                   | In Progress      | Complete        |                 |

| School | Student List | Academic Growth | Graduation Assistance | Professional Learning | Family Engagement | Last Updated By |
|--------|--------------|-----------------|-----------------------|-----------------------|-------------------|-----------------|
|        | In Progress  | In Progress     | Complete              | Complete              | Complete          |                 |

**Completion Status**

School District: **Complete**

| Summer School | Community Partnerships | Fund Allocation Assurances | LAP Expenditures |
|---------------|------------------------|----------------------------|------------------|
| Complete      | Complete               | Complete                   | Complete         |





# Student List Tab

Home Students Services Fund Allocation Fund Distribution Reports Admin Help

Student List Academic Growth and Progress Monitoring Graduation Assistance

### Learning Assistance Program

#### Student List

School Year:

School:

Program: English Language Arts - Reading, Writing & Communication

Grade Level: -- ALL --

+ Additional Filter Options

Search Reset Filters

Mark Complete

45 out of 45 total active records for Academic Readiness, Behavior, English Language Arts - Reading, Writing & Communication or Math completed for this school (100% complete).

If the pre-populated list of students is not accurate, correct the list by resubmitting CEDARS data with the corrected information. For questions regarding your CEDARS data, please contact your CEDARS district administrator(s) listed on the Home tab of this application.

| SSID | District Student Id | Last Name | First Name | Middle Name | Grade Level | Program Start Date | Program End Date | Exit Reason | Number of Days Enrolled | Assessment Used for Identification of LAP Eligibility | Amount of Growth | Assessment Used for Progress Monitoring | Beginning Score (Scale) | Date of Beginning Score | End Score (Scale) | Date of End Score | Extended Learning Time | Tutoring | Gr Le |
|------|---------------------|-----------|------------|-------------|-------------|--------------------|------------------|-------------|-------------------------|---|------------------|---|-------------------------|-------------------------|-------------------|-------------------|------------------------|----------|-------|
|------|---------------------|-----------|------------|-------------|-------------|--------------------|------------------|-------------|-------------------------|---|------------------|---|-------------------------|-------------------------|-------------------|-------------------|------------------------|----------|-------|

# Academic Growth and Progress Monitoring (Program Narrative) Tab



Home Students Services Fund Distribution Reports Help

Student List Academic Growth and Progress Monitoring Graduation Assistance Login

School Distri

### Learning Assistance Program

#### Academic Growth and Progress Monitoring

School Year:   
School:  School  ← Pick your school

← Click on "Search"

To complete your work, you must complete the following questions, either by text entry or by uploading a file.  
To upload a file, select Upload Documentation.

Text Entry  Upload Documentation Users can upload a document or type data directly into the text boxes

Describe how student data is used to identify students for LAP services. Provide an example of how the data team determines which services are appropriate.

Describe the school's process for monitoring LAP-served student progress. (If the school offers students multiple LAP interventions, choose one to describe as an example.)

Describe the exit criteria used to determine that students no longer need LAP services.

Describe the method used to convert assessment scores to months of growth.

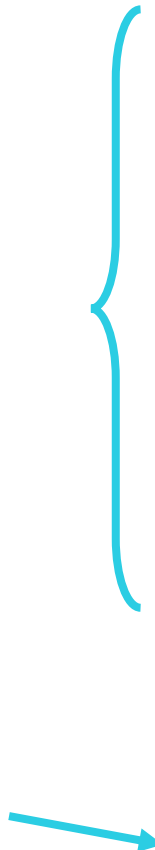
Describe the process for reviewing implementation effectiveness of best practices.

As a result of the programmatic review, describe the modifications, adjustments and improvements that will be implemented to increase student outcomes during the next school year.

Do you have a building-wide systematic behavior program in place regardless of funding source?  
 Yes  No

Is your building-wide systematic behavior program partially or fully funded through LAP?  
 Fully  
 Partially  
 Not funded through LAP

\* Every question must be answered to [Mark Complete](#).  
\* If you answer "Yes" to question (7), an additional, required question will appear.



# Graduation Assistance Tab

Home Students Services Fund Allocation Fund Distribution Reports

Student List Academic Growth and Progress Monitoring Graduation Assistance

## Learning Assistance Program

### Graduation Assistance

School Year:

School:

The counts you provide in the fields below must add up to at least the number of students enrolled in graduation assistance: 132

|   |                      |
|---|----------------------|
| Credit retrieval (online)   | <input type="text"/> |
| Credit retrieval (person)   | 34                   |
| Content instruction to pass state assessment                      | <input type="text"/> |
| Graduation Specialist   | 45                   |
| Enrollment in an alternative school or skill center (partial day) | <input type="text"/> |
| Enrollment in an alternative school or skill center (Full day)    | 33                   |
| Content instruction to pass required course                       | 40                   |
| EL support  | <input type="text"/> |
| Extended enrollment (i.e., enrolled in a 5th, 6th, or 7th year)   | <input type="text"/> |
| Transition services from 8th to 9th grade                         | <input type="text"/> |

**Total Currently Entered** 152

**Total Remaining** 0

Report the N of students served in each category, the N displayed in 'Total Currently Entered' must be => the unduplicated N of students served



# Professional Learning Tab

**Learning Assistance Program** School District

**Professional Learning**

School Year:   
School:

Professional learning funds may be used for education professionals working directly with LAP students on topics relevant to learners not yet meeting grade level standards. Educational professionals include administrators, teachers, and other professional staff, such as para-educators and school counselors.

We had one or more education professionals participate in professional learning this year **funded by LAP**.  
 We had no education professionals participate in professional learning this year **funded by LAP**.

How many education professionals participated in professional learning **funded by LAP**?

Note: The table below shows an array of professional learning opportunities. Though not all options may be specific to ELA, math, or behavior, for LAP funds to be used, education professionals may have participated in a professional learning opportunity to improve instructional delivery for ELA, math, and/or behavior. In these cases please report the aligned content area.

Please select all professional learning formats that apply:

| Description                     | English Language Arts    | Math                     | Behavior                 | Offering Description |
|---------------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| Coaching/Consulting             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Conference Attendance           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Mentoring                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Professional Learning Community | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |
| Targeted Professional Learning  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                      |



# Family Engagement Tab

**Learning Assistance Program** School Distri

**Family Engagement**

School Year:

School:

---

We had family engagement this year **funded by LAP.**

We had no family engagement this year **funded by LAP.**

Check all that apply:

- Content Nights – Behavior
- Content Nights – English Language Arts
- Content Nights – Mathematics
- Parent Training Events (e.g., Parent University)
- Family Engagement Coordinator
- Home Visits
- Other

If 'Other' is selected, described the Family Engagement activities provided.



# Summer School Tab

**Learning Assistance Program**

**Summer School**

School Year:

We offered a summer school program funded with LAP funds.  
 We did not offer a summer school program with LAP funds.

Enter the number of students served in Summer School and the Content Area(s) each student was served in. The numbers entered below in each Content Area should reflect all LAP-served students in summer programs regardless of the number of days of service or the number of subjects a student is served in.

*\*Unduplicated \*Count of Students Served by Content Area (a student may be included in more than one Content Area)\**

| Grade Level           | Students Served      | Reading/ELA          | Mathematics          | Behavior             | Readiness            | Grade 8 Transition   | Graduation Assistance |
|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| Full-day Kindergarten | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>  |
| Half-day Kindergarten | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>  |

|              |                                |                                |                                |                                |                                |                                |                                |
|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 1st          | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 2nd          | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 3rd          | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 4th          | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 5th          | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 6th          | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 7th          | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 8th          | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 9th          | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 10th         | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 11th         | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| 12th         | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           | <input type="text"/>           |
| <b>Total</b> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Describe the summer school program and its impact on participating students.

# Community Partnerships Tab

Home Students **Services** Fund Allocation Fund Distribution Reports Admin Help

Professional Learning Family Engagement Summer School **Community Partnerships** Logout

Learning Assistance Program Bellevue School District

## Community Partnerships

School Year:

Save Mark Complete

Up to fifteen percent of a district's LAP base and high poverty allocation may be used to deliver academic and nonacademic supports to LAP-served students through community partnerships.

The count you provide in the fields below must add up to at least the number of students enrolled in Community Partnerships

**Students Served**  
Identify the number of students served for:

Academic Services:

Nonacademic Services:

**Outcomes**  
Identify outcomes (check all that apply):

- Increase attendance
- Reduce discipline referrals
- Improved academic performance
- Improve family engagement
- Other



# Fund Allocation Tab

|   |          |          |                        |                   |         |
|---|----------|----------|------------------------|-------------------|---------|
| Home  | Students | Services | <b>Fund Allocation</b> | Fund Distribution | Reports |
| <b>Acceptance of Funds and Assurances</b>   |          |          |                        |                   |         |
| <b>Learning Assistance Program</b>  |          |          |                        |                   |         |
| <b>Acceptance of Funds and Assurances</b>   |          |          |                        |                   |         |
| School Year: <input type="text" value="2023-2024"/>   |          |          |                        |                   |         |
| <b>Save</b> <b>Mark Complete</b>  |          |          |                        |                   |         |
| <b>Acceptance of Base Allocation for the Upcoming School Year 2024-2025</b>                         |          |          |                        |                   |         |
| <input type="radio"/> We accept the LAP base allocation for the upcoming school year.               |          |          |                        |                   |         |
| <input type="radio"/> We <u>do not</u> accept the LAP base allocation for the upcoming school year. |          |          |                        |                   |         |
| <b>Save</b> <b>Mark Complete</b>  |          |          |                        |                   |         |





# Fund Allocation Tab

**Acceptance of High Poverty Allocation for the Upcoming School Year**

Our LEA accepts the high poverty school allocation(s). In doing so, we understand that the funding must be provided to the school that generated the funds to operate a LAP program.

**NOTE:** Any high poverty schools funding not accepted will stay with the state.

Yes

**Directions:** Indicate acceptance of high poverty school allocation for each school.

**A school eligible for high poverty dollars will only receive the high poverty allocation once the 'School receiving high poverty school-based allocation' column is marked 'Yes'.** This data element will be used to provide School Apportionment and Financial Services (SAFS) with the final list of schools accepting the LAP high poverty school allocation. The final list will be used by SAFS to calculate the upcoming school year's apportionment starting in January.

If one of the schools merged with another school or if a new school has opened and is appearing on the table, note in the comment under 'If Merged or New, Please Explain'

| School Name | School Code | Grade Span | Receiving High Poverty School-Based Allocation | Merged or New School                | If Merged or New, Please Explain |
|-------------|-------------|------------|--|-------------------------------------|----------------------------------|
|             |             |            | Yes <input type="button" value="v"/>           | No <input type="button" value="v"/> |                                  |
|             |             |            | Yes <input type="button" value="v"/>           | No <input type="button" value="v"/> |                                  |
|             |             |            | Yes <input type="button" value="v"/>           | No <input type="button" value="v"/> |                                  |

# Fund Allocation Tab

## Community Partnerships

In accordance with [RCW 28A.165.037\(3\)](#):

- My LEA intends to use up to fifteen percent of LAP base and high poverty funds for community partnership activities allowed under Sec. 2 (3) [HB 1208](#) (2021)..
- My LEA does not intend to use up to fifteen percent of LAP base and high poverty funds for community partnership activities.

## Early Literacy Screening and Interventions


In accordance with [WAC 392-162-120](#)

- My LEA intends to use the LAP base allocation to fund a literacy screening tool and professional learning identified by OSPI to meet requirements under [RCW 28A.320.260](#).
- My LEA does not intend to use the LAP base allocation to fund a literacy screening tool and related professional learning identified by OSPI to meet requirements under [RCW 28A.320.260](#).



# Fund Allocation Tab

Check this box to indicate that district officials have read and assure their Learning Assistance Program will comply with the above laws and rules.

|   |   |
|---|---|
| <b>Authorized Representative Name:</b>  | Test  |
| <b>Authorized Representative Title:</b> | Tester  |
| <b>Date:</b>                            | 5/26/2023  |

Edit

# Title I, Part A (K-4 Focus) Tab

Home Students Services Fund Allocation Fund Distribution Reports Admin Help

LAP Allocation Expenditures Title I, Part A

## Learning Assistance Program

### Title I, Part A Addendum School-wide Program K-4 Literacy Focus

School Year:

**Please select "No" on the Title I, Part A tab, then click on Save and Mark Complete. This tab is no longer applicable.**

My district used Title I, Part A funds in one or more school buildings to meet the Learning Assistance Program requirements of the K-4 literacy focus and my district is reporting these students as served in LAP in this report:

Yes  
 No



# LAP Expenditures Tab

|  | Base           | High Poverty |
|--|----------------|--------------|
| District's total LAP allocation for the  | \$2,469,273.91 | \$0.00       |
| District's carryover funds from the  | \$0.00         | \$0.00       |
| <b>District's total amount of LAP</b>  | \$2,469,273.91 | \$0.00       |
| Extended learning time opportunities-interventions outside of the regular school day                                     | \$0.00         | \$0.00       |
| Graduation assistance  | \$0.00         | \$0.00       |
| Professional learning for instructional staff  | \$0.00         | \$0.00       |
| Consultant teachers to assist in implementing effective instruction practices by teachers serving participating students | \$0.00         | \$0.00       |
| Tutoring-interventions during the school day   | \$0.00         | \$0.00       |
| Family engagement activities   | \$0.00         | \$0.00       |
| Community Partnerships   | \$0.00         | \$0.00       |
| Projected summer school expenditures   | \$0.00         | \$0.00       |
| Dyslexia screening, intervention requirements, and school staff training   | \$0.00         | \$0.00       |
| Other (administrative costs, etc.)   | \$0.00         | \$0.00       |
| Indirect expenditures  | \$0.00         | \$0.00       |
| <b>Running Total</b>   | \$0.00         | \$0.00       |
| <b>Percentage of Allocation Expended</b>   | 0.0 %          | 0.0 %        |



# LAP Expenditures Tab

|  | Base   | High Poverty |
|--|--------|--------------|
| District's total LAP allocation for the [ ] school year  | [ ]    | \$0.00       |
| District's carryover funds from the [ ] school year  | \$0.00 | \$0.00       |
| <b>District's total amount of LAP funds available for the [ ] school year</b>  | [ ]    | \$0.00       |
| Extended learning time opportunities- interventions outside of the regular school day                                    | \$0.00 | \$0.00       |
| Graduation assistance  | \$0.00 | \$0.00       |
| Professional learning for instructional staff  | \$0.00 | \$0.00       |
| Consultant teachers to assist in implementing effective instruction practices by teachers serving participating students | \$0.00 | \$0.00       |
| Tutoring-interventions during the school day   | \$0.00 | \$0.00       |
| Family engagement activities   | \$0.00 | \$0.00       |
| Community Partnerships   | \$0.00 | \$0.00       |
| Projected summer school expenditures   | \$0.00 | \$0.00       |
| Dyslexia screening, intervention requirements, and school staff training   | \$0.00 | \$0.00       |
| Other (administrative costs, etc.)   | \$0.00 | \$0.00       |
| Indirect expenditures  | \$0.00 | \$0.00       |



# LAP Expenditures Tab

Professional learning funds may be used for education professionals working directly with LAP students on topi professional staff, such as para-educators and school counselors.

- We had one or more education professionals participate in professional learning this year funded by LAP.
- We had no education professionals participate in professional learning this year funded by LAP.

Save

Mark Complete

There are no students enrolled in graduation assistance.

Save

Mark Complete



# LAP Expenditures Tab

## Base

## High Poverty

In Column (1), enter the number of persons in the school district FUNDED BY LAP during the regular school year. Indicate the total full-time equivalents (FTEs) by classification in Column (2).

|                                     | # of persons funded by LAP Allocation | FTE's by classification | # of persons funded by LAP Allocation | FTE's by classification |
|-------------------------------------|---------------------------------------|-------------------------|---------------------------------------|-------------------------|
| Administrators (Program Management) | 0                                     | 0.00                    | 0                                     | 0.00                    |
| Teachers (Certificated)             | 0                                     | 0.00                    | 0                                     | 0.00                    |
| Coaches/TOSAs                       | 0                                     | 0.00                    | 0                                     | 0.00                    |
| Teacher Aides/Paraprofessionals     | 0                                     | 0.00                    | 0                                     | 0.00                    |
| Administrative Support Staff        | 0                                     | 0.00                    | 0                                     | 0.00                    |

**LAP High Poverty Schools Allocation Assurance**

The district assures that it will follow the existing and amended laws and rules under [Chapter 28A.165 RCW](#) and [Chapter 392-162 WAC](#).

NOTE: Sections 402 through 405 of [Engrossed HB 2242](#), signed into law on July 6, 2017, made changes to the Learning Assistance Program by adding an additional LAP High Poverty Schools allocation. A district's high poverty-based allocation is generated by its qualifying school buildings and must be expended by the district for those buildings.

Revisions to Chapter 392-162 WAC were adopted on January 2, 2018 and are in place for the 2017-2018 school year.

RCW [28A.150.260\(10\)\(a\)\(ii\)](#) - Amended by section 402 of [Engrossed HB 2242](#)


School districts must distribute the LAP High Poverty School Allocation to the schools that generated the funding.

Check this box to indicate that district officials have read and agree with these assurances.


|                                 |                      |
|---------------------------------|----------------------|
| Authorized Representative Name  | <input type="text"/> |
| Authorized Representative Title | <input type="text"/> |
| Date                            | <input type="text"/> |



# LAP Expenditures Tab

|   | Base                                | High Poverty                        |
|---|-------------------------------------|-------------------------------------|
| District's total LAP allocation for the _____ school year   | <input type="text"/>                | <input type="text" value="\$0.00"/> |
| District's carryover funds from the _____ school year   | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| <b>District's total amount of LAP funds available for the _____ school year</b>   | <input type="text"/>                | <input type="text" value="\$0.00"/> |
| Extended learning time opportunities-interventions outside of the regular school day  | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| Graduation assistance   | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| Professional learning for instructional staff   | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| Consultant teachers to assist in implementing effective instruction practices by teachers serving participating students        | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| Tutoring-interventions during the school day  | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| Family engagement activities  | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| Community Partnerships  | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| Projected summer school expenditures  | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| Dyslexia screening, intervention requirements, and school staff training  | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| Other (administrative costs, etc.)  | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| Indirect expenditures   | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| <b>Running Total</b>  | <input type="text" value="\$0.00"/> | <input type="text" value="\$0.00"/> |
| <b>Percentage of Allocation Expended</b>  | <input type="text" value="0.0 %"/>  | <input type="text" value="0.0 %"/>  |

In Column (1), enter the number of persons in the school district FUNDED BY LAP during the \_\_\_\_\_ regular school year. Indicate the total full-time equivalents (FTEs) by classification in Column (2).

|   | # of persons funded by LAP Allocation | FTE's by classification          | # of persons funded by LAP Allocation | FTE's by classification |
|---|---------------------------------------|----------------------------------|---------------------------------------|-------------------------|
| Administrators (Program Management)   | <input type="text"/>                  | <input type="text"/>             | <input type="text"/>                  | <input type="text"/>    |
| Teachers (Certificated)  | <input type="text" value="5"/>        | <input type="text" value="2.5"/> | <input type="text"/>                  | <input type="text"/>    |
| Coaches/TOSAs   | <input type="text"/>                  | <input type="text"/>             | <input type="text"/>                  | <input type="text"/>    |
| Teacher Aides/Paraprofessionals   | <input type="text"/>                  | <input type="text"/>             | <input type="text"/>                  | <input type="text"/>    |
| Administrative Support Staff  | <input type="text"/>                  | <input type="text"/>             | <input type="text"/>                  | <input type="text"/>    |

# Home Tab

**Completion Status**

School District: **Complete**

| Summer School | Community Partnerships | Fund Allocation Assurances | LAP Expenditures | Title I, Part A | Last Updated By |
|---------------|------------------------|----------------------------|------------------|-----------------|-----------------|
| Complete      | Complete               | Complete                   | Complete         | Complete        |                 |

| School | Student List | Academic Growth | Graduation Assistance | Professional Learning | Family Engagement | Last Updated By |
|--------|--------------|-----------------|-----------------------|-----------------------|-------------------|-----------------|
|        | Complete     | Complete        | Complete              | Complete              | Complete          |                 |

# Tips and Tricks

## Complete student-level reporting prior to summer

- We recommend you finalize participating student data first and prior to the end of the school year to avoid the task of tracking this information down in the summer or fall.

## Double check expenditures

- Districts can only carryover up to 10% of LAP base and LAP high poverty funds each year. Districts should record **at least 90%** of base and high poverty expenditures each year. Please double check your expenditures to ensure they are accurate.

## Months of growth calculation

- The conversion method for months of growth depends on your assessment vendor. Please reach out to them for guidance on how to convert assessment scores to months of growth for the time period they received services.



# Tips and Tricks

## Where to code students in SIS

- Each district has a different student information system (SIS). Please reach out to your specific vendor support to locate where this takes place in your SIS.

## Missing schools in EDS

- If a school is not showing up on your home screen, check CEDARS to make sure they have coded students for LAP.

## How to edit after marking complete

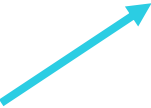
- If you need to edit a tab after it has been marked complete, you can simply click “edit” and revise as needed. Mark the tab complete again when you’re done.
- If the entire report has been completed and you need to edit, you’ll need to click “edit” and then mark the tab complete AND the LAP Expenditures tab again.



# Resources

## LAP Guidance and Resources

Resources from OSPI on completing the LAP Report |

- 
- [LAP End-of-Year webinar recording !\[\]\(92f87f30b7499b35d0173f4346c498d6\_img.jpg\) | Webinar](#)
  - [LAP End-of-Year user guide](#)
  - [CEDARS manuals and appendices](#)
  - [Checking LAP data accuracy \(PDF\)](#)
  - [LAP CEDARS codes \(PDF\)](#)

## Helpful links

- [LAP webpage](#)
- [LAP Program Guide](#)
- [LAP Report User Guide](#)
- [CEDARS Manual and Appendices](#)
- [LAP CEDARS codes](#)
- [Checking LAP data accuracy](#)



# Contact Us

**For questions regarding reporting procedures, application use, or data certification, please contact:**

- (360) 725-6358
- [Lisa.Ireland@k12.wa.us](mailto:Lisa.Ireland@k12.wa.us) or [AskSI@k12.wa.us](mailto:AskSI@k12.wa.us)

**For questions regarding Learning Assistance Program requirements, please contact:**

- (360) 725-6100
- [LAP@k12.wa.us](mailto:LAP@k12.wa.us)

**For technical questions, please contact:**

- 1 (800) 725-4311
- [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us)



# Questions and Answers

