Learning Assistance Program End-of-Year Reporting

Application User Guide

2025

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Table of Contents

Introduction

This User Guide is intended for use when completing the 2024-25 Learning Assistance Program (LAP) Report.

In accordance with RCW 28A.165.100 districts are required to report to OSPI the amount of academic growth gained by participating students, as well as their entrance and exit assessment information. Districts are also required to report on the practices, activities, and programs that were used to support participating students to demonstrate which are the most effective. This application will be used to collect all required LAP data.

For additional information about LAP, please refer to the LAP home page.

Summary

The LAP Report is used as a means for district/schools to review and approve data submitted to the state which will be used to meet state reporting requirements.

Data pre-populated into the end of year application is sourced from data submitted to OSPI's Comprehensive Education Data and Research System (CEDARS) with specific business rules applied to meet the reporting needs of the program. Student program outcome data is entered into or uploaded directly into the application to complete the annual reporting requirements. Program funds and assurances are accepted in the application for the upcoming school year. [**Note**: Previously, funds and assurances were accepted in the FP 218 in iGrants. Districts now only need to complete the LAP End-of-Year application.]

The User Guide provides an overview of the data populated in the application from CEDARS, the additional student outcome data input/uploaded by the district, as well as the source of the data and steps for reviewing, updating, and verifying the final data in the application.

Data Dictionary

CEDARS – Comprehensive Education Data and Research System

EDS – Educational Data System

EOY – End of Year

LAP – Learning Assistance Program

LEA – Local Education Agency, often referred to as a school district. An LEA may be a school district, tribal compact, charter or local Educational Service District operating as a school district.
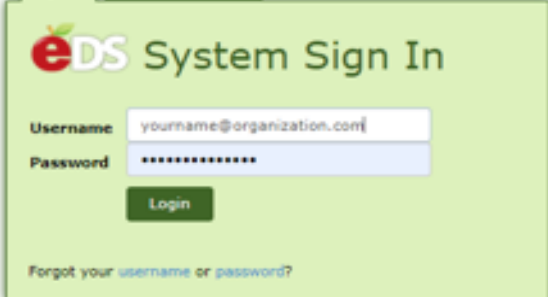
SIS – Student Information System

Updates and Notices of Changes from Previous School Year

- o Schools eligible for LAP high poverty funds are now automatically populated into the table on the Acceptance of Funds and Assurances Tab in the Fund Allocation Section

Accessing the Application

Log on to **EDS** (Education Data System)

Sign In | Create an Account

eDS System Sign In

Username yourname@organization.com
Password ••••••••••••••

Login

Forgot your username or password?

Select '**View My Applications**' from the options in the green box.

Home | My Applications | Profile

This section allows you to manage your account information.

What would you like to do?

- View my applications
- View my application permissions
- Edit my personal information
- Change password
- Search Education Directory
- Search EDS Directory
- View Security Managers

The application is "Learning Assistance Program'

My Applications

My Application List

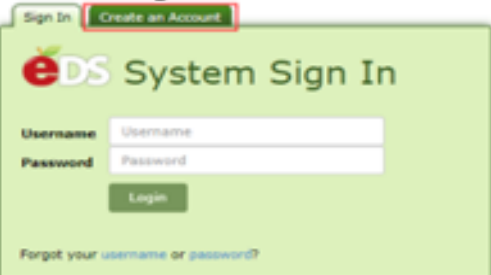You have access to the applications listed below. application you want to access.

If you need access to more applications, please c **District Security Manager**.

Learning Assistance Program

Don't Have an EDS Account?
Users new to EDS will select 'Create an Account' from the EDS log in screen.

Each EDS user should have just one EDS account – the username and email address should be updated when the EDS account holder moves from one organization to another.

Sign In | Create an Account

eDS System Sign In

Username Username
Password Password

Login

Forgot your username or password?

Don't see the application?
If the application is not appearing on your application list, you will need to contact your *District Data Security Manager*.

District Data Security Managers manage account access for all individuals within their district. The addition of a role to a user's account can only be performed by and authorized District Data Security Manager, not by OSPI.

When you contact your District Data Security Manager, ask for the **LAP User Role**

Business Rules for Population of Application

Students participating in LAP supplemental instruction and services during the reporting school year are populated to the LAP application using data submitted to CEDARS during the reporting school year. Districts are required to provide additional program and funding information directly into the application following the guidance provided within each tab.

Pre-Populated Data Sourced from CEDARS

All students participating in LAP supplemental instruction and services must be submitted by their district to CEDARS.

Students with multiple enrollment segments in LAP or who received LAP supplemental instruction and services in more than one area during the reporting school year will be populated to the EOY application with a separate record for each service provided. In order for multiple enrollment, or program services, to populate correctly unique enrollment and program service records must be submitted to CEDARS that reflect each occurrence.

If the data populated from CEDARS is incomplete or inaccurate, that data must be added or corrected in the district's Student Information System (SIS) and resubmitted to CEDARS. Once the data is successfully resubmitted and loaded to CEDARS, it will be refreshed/reloaded in the application after the CEDARS load is completed.

Students receiving LAP services should be submitted to CEDARS according to the following guide.

Students must be enrolled and submitted to CEDARS in the reporting school year with all required data submitted to -

    a. District Student File (B)
    b. School Student File (C)
    c. Ethnicity File (L)
    d. Race File (M)
    e. Attributes and Programs File (I)
        i. Element I06 - Attribute or Program Code submitted with a valid value that identifies the LAP supplemental instruction and service provided to the student.
            1. 37 – LAP English Language Arts
            2. 6 – LAP Math
            3. 7 – LAP Academic Readiness
            4. 38 – LAP Behavior
            5. 11 - Extended Learning Opportunities (Graduation Assistance)
            6. 73 – Community Partnerships
        ii. Element I07 - Start Date, identifying when students' program participation began.
        iii. Element I08 - Exit Date, identifying when the student exited the program, if exit occurred during the reporting school year
        iv. Element I09 – Exit Reason code.
            1. The exit reason code identifying why the student exited the program is required.
    b. Student Growth File (Q)

i. Element Q06 – Program Code submitted with a valid value that identifies the LAP supplemental instruction and service provided to the student for which assessment and growth data is normally collected.
      1. 37 – LAP English Language Arts
      2. 6 – LAP Math
      3. 7 – LAP Academic Readiness
      4. 38 – LAP Behavior
   ii. Element Q07 – Start Date, identifying when students program participation began.
   iii. Element Q08 – Identification Assessment
   iv. Element Q09 – Amount of Academic Growth
   v. Element Q10 – Progress Monitoring Assessment
   vi. Element Q11 – Beginning Score
   vii. Element Q12 – Date of Beginning Score
   viii. Element Q13 – End Score
   ix. Element Q14 – Date of End Score
   x. Element Q15 – Extended Learning Time Intervention Outside of Regular School Year/Day
   xi. Element Q16 – Intervention During Regular School Day
   xii. Element Q17 – At Grade Level

Home Tab

The home tab provides a brief overview of the LAP program and the annual reporting requirements for all districts receiving LAP funds. In addition, information regarding CEDARS Administrators and the current reporting status of each school populated in the application is provided.

Completion Status

This table allows district staff to monitor the progress of each individual school. School level users will be able to see only the progress of their school.

The tabs listed in the school level portion of the table can be accessed and completed by users assigned either a district or school level user to role. The top row in the table can only be accessed and completed by the district level user.

There are three statuses: Not Started (indicating that the tab has not been accessed by the applicable school), In Progress (indicating that the tab has been accessed by the applicable school) and Complete (indicating that the tab has been marked complete by the applicable school). When all tabs for a school are complete, the row will be highlighted in gold. When the district is complete, everything will read "Complete," and the entire table will be highlighted in gold.

Completion Status

School District: In Progress

Summer School	Community Partnerships	Fund Allocation Assurances	LAP Expenditures	Last Updated By
In Progress	In Progress	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	

Students Tab

Student List

The student list tab allows the user to select the school and program to review. Additional filters are available allowing the user to select more specific groups of students to review.

Home	Students	Services	Fund Allocation	Fund Distribution	Reports	Help
Student List	Academic Growth and Progress Monitoring		Graduation Assistance			

Learning Assistance Program   Yelm S

Student List

School Year:	2024-2025 ⌄
School:	-- Select One -- ⌄	← Pick your school
Program:	-- Select One -- ⌄	← Pick your program
Grade Level:	-- ALL -- ⌄	← Optional filter by program
+ Additional Filter Options	
Search Reset Filters	← Click on Search

Additional filter options are available as displayed in the snapshot below.

– Additional Filter Options	
Gender:	-- ALL -- ⌄
Race:	-- ALL -- ⌄
Attribute/Program:	-- ALL -- ⌄
Teacher:	-- ALL -- ⌄
Search Reset Filters	

Students submitted to CEDARS as served with any of the following LAP services – Academic Readiness (7), Behavior (38), English Language - Reading, Writing and Communication (37) or Math (6), during the reporting school year, will populate to the Student List tab. Data on the Student List tab cannot be entered by hand. All data is pre-populated from CEDARS. The LAP application is updated nightly with CEDARS data, unless the page is marked as Complete.

Students enrolled in LAP Graduation Assistance (11) or LAP Community Partnership (73) are not populated to this tab.

SSID	District Student Id	Last Name	First Name	Middle Name	Grade Level	Program Start Date	Program End Date	Exit Reason	Number of Days Enrolled
					5th	9/8/2020			189
					4th	9/8/2020			189

Students will only appear on the student list if they are enrolled in LAP for a minimum of 14 consecutive days, including weekends and holidays but excluding the Start Date (CEDARS element I07) and Exit Date (CEDARS element I08). For example, a student who has an LAP Start Date of September 1 and an Exit Date of September 14, has only been enrolled 12 days when you exclude the Start and Exit Date. September 1-September 16 is 14 days in program.

Student Identification Assessment, Amount of Growth, Scale Score(s), Extended Learning, Tutoring and At Grade Level reporting requirements.

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	At Grade Level

For each student populated in the Students List tab, the following CEDARS File Q data is **required** –

- Identification Assessment (CEDARS Element Q08)
- Amount of Growth (CEDARS Element Q09)
  - o Students assessed with a pre- and post-test during the reporting school year must have the Amount of Growth submitted for each enrollment/service segment.
    - ▪ Refer to the Learning Assistance Program (LAP) page, Guidance and Resources section for guidance and resources on calculating student growth
  - o Students who were unable to be assessed with a pre-test and/or a post-test during the reporting school year must be submitted with a valid value indicating this.
- Extended Learning Time Intervention Outside of Regular School Year/Day (CEDARS Element Q15)
  - o Must have a valid value other than "NE – No Extended Learning Time Offered" *if* Element Q16 – Intervention During Regular School Day valid value is "NTP – No Tutoring Programs Offered."
- Intervention During Regular School Day (CEDARS Element Q16)
  - o Must have a valid value other than "NTP – No Tutoring Programs Offered" *if* Element Q15 – Extended Learning Time Intervention Outside of Regular School Year/Day valid value is "NE – No Extended Learning Time Offered."

For each student populated in the Students List tab, the following data is **conditional**, dependent upon the valid value submitted in Amount of Growth (CEDARS Element Q09).

- Progress Monitoring Assessment (CEDARS Element Q10). This element identifies the assessment provided to students or the assessment that *would* have been used if the district had the opportunity to assess the student.
  - o If Amount of Growth (CEDARS Element **Q09**) **is** Null/Blank Progress Monitoring Assessment (CEDARS Element **Q10**) is not required

- o If Amount of Growth (CEDARS Element **Q09**) **is not** Null Progress Monitoring Assessment (CEDARS Element **Q10**) **is** required
- Beginning Score (CEDARS Element Q11)
  - o Required if student was assessed with a pre-test.
  - o If Amount of Growth (CEDARS Element Q09) is Null or has a valid value of 22 through 27, that indicates 'no pre-test' this field will be Null or blank.
  - o If Amount of Growth (CEDARS Element Q09) valid value of 1 through 21, data is required in Element Q11
- Date of Beginning Score (CEDARS Element Q12)
  - o Required if student was assessed with a pre-test.
  - o If the valid value in Amount of Growth (CEDARS Element Q09) is Null or is a valid value of 22 through 27, that indicates 'no pre-test', this field will be Null or blank.
  - o If Amount of Growth (CEDARS Element Q09) valid value of 1 through 21, data is required in Element Q12
- End Score (CEDARS Element Q13)
  - o Required if student was assessed with a post-test.
  - o If the valid value in Amount of Growth (CEDARS Element Q09) is Null or is a valid value of 22 through 27, that indicates 'no post-test' this field will be Null or blank.
  - o If Amount of Growth (CEDARS Element Q09) valid value of 1 through 21, data is required in Element Q13
- Date of End Score, blank/Null (CEDARS Element Q14)
  - o Required if student was assessed with a post-test.
  - o If the valid value in Amount of Growth (CEDARS Element Q09) is Null or is a valid value of 22 through 27, that indicates 'no post-test' this field will be Null or blank.
  - o If Amount of Growth (CEDARS Element Q09) valid value of 1 through 21, data is required in Element Q14
- At Grade Level (CEDARS Element Q17)
  - o required if student was assessed with both pre- and post-test.
  - o If the valid value in Amount of Growth (CEDARS Element Q09) is Null or is a valid value of 22 through 27, that indicates 'no pre- or post-test' this field will be Null or blank.
  - o If Amount of Growth (CEDARS Element Q09) valid value of 1 through 21, data is required in Element Q17

The records on the Student List tab are color coded:

Green: A record highlighted green is incomplete and active. Data is either still required or invalid.

Gold: A record highlighted gold is complete.

Verify that all students served in each of the selected schools and program services, during the reporting school year, are populated in the student list and that all of the data represented for each student is accurate and complete.

If data populated in the student list is incomplete, or inaccurate, you will need to work with your CEDARS District Administrator (identified on the Home tab) to ensure the data is captured correctly in your local Student Information System (SIS) and is submitting correctly to CEDARS. If the student list tab for a school has not been marked as complete, all corrections or updates submitted to CEDARS will be updated in the student list tab.

Once all records in a school are Gold (complete), click on Save and then Mark Complete. Each school populated to the student tab must be completed for this tab to be marked as complete on the Home tab.

If you determine updates or changes are needed after you have marked the section Complete, you will need to click on Edit to reopen the tab. Once all final changes have been made, you will need to click on Save and Mark Complete, again, to finalize the tab.

Academic Growth and Progress Monitoring Tab

Each of the sections within the Academic Progress and Monitoring tab, displayed below, must be completed. If the last item/question on the page is marked 'Yes' an additional required question will appear.

Information in this tab must be completed for **each school** reporting students served in the LAP program during the reporting school year.

Home	Students	Services	Fund Allocation	Fund Distribution	Reports	Help

Student List	**Academic Growth and Progress Monitoring**	Graduation Assistance	Logout

Learning Assistance Program
School District

Academic Growth and Progress Monitoring

School Year: [▾] → **Pick your school**

School: [▾]

[**Search**] [**Reset Filters**]

[**Save**] [**Mark Complete**] → **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

[**Save**] [**Mark Complete**]

Once the data is complete click on Save and then Mark Complete.

If you determine updates or changes are needed after you have marked the section Complete, you will need to click on Edit to reopen the tab. Once all final changes have been made, you will need to click on Save and Mark Complete, again, to finalize the tab.

Graduation Assistance Tab

The total count displayed at the top of the Graduation Assistance tab is a count of students submitted to CEDARS, in the selected school, with an Attribute & Program Code in File (I) with a valid value of 11 – LAP Extended Learning Opportunities Program (Graduation Assistance) during the reporting school year.

Enter the total N of students provided Graduation Assistance in each of the provided categories during the reporting school year.

A student may be reported as served in multiple categories depending on the purpose and format of their instruction. For example, a student may be enrolled in an alternative school during their 5th year

receiving content instruction to pass a required course as well as an assessment. This student would be reported in multiple categories.

Information in this tab must be completed for each school reporting students served in the LAP program during the reporting school year.

Once the data is complete click on Save and then Mark Complete.

If you determine updates or changes are needed after you have marked the section Complete, you will need to click on Edit to reopen the tab. Once all final changes have been made, you will need to click on Save and Mark Complete, again, to finalize the tab.

Services Tab

Professional Learning

Information in this tab is required if the selected school used LAP dollars to fund Professional Learning activities. If the school did not use LAP dollars for Professional Learning activities, indicate this on the page and click on Mark Complete.

If the school used LAP dollars to fund Professional Learning activities, indicate the number of education professionals that received LAP-funded professional learning and the formats of professional learning activities offered in the school. Both the number of professionals and the professional learning formats utilized must be completed. If targeted professional learning is selected in any content area, a description of the professional learning is required.

Information in this tab must be completed for each school reporting students served in the LAP program during the reporting school year.

Once all information is complete, click on Save and then Mark Complete.

If you determine updates or changes are needed after you have marked the section Complete, you will need to click on Edit to reopen the tab. Once all final changes have been made, you will need to click on Save and Mark Complete, again, to finalize the tab.

Family Engagement
Information in this tab is required if the selected school used LAP dollars to fund Family Engagement activities. If the school did not use LAP dollars for Family Engagement activities, indicate this on the page and click on Mark Complete.

If LAP dollars were used to fund Family Engagement activities, identify each of the family engagement activities provided in the selected school. If Other activities were offered, describe the activities provided.

Information in this tab must be completed for each school reporting students served in the LAP program during the reporting school year.

Once all information is complete, click on Save and then Mark Complete.

If you determine updates or changes are needed after you have marked the section Complete, you will need to click on Edit to reopen the tab. Once all final changes have been made, you will need to click on Save and Mark Complete, again, to finalize the tab.

Summer School

Information in this tab is required if the district uses LAP dollars to fund Summer School. If the school did not use LAP dollars for Summer School, indicate this on the page and click on Mark Complete.

If LAP dollars were used to fund Summer School, provide the unduplicated count of students served by grade level and content area.

Home	Students	Services	Fund Allocation	Fund Distribution	Reports
Professional Learning	Family Engagement	Summer School	Community Partnerships		Logout >

Learning Assistance Program   School District

Summer School

School Year: [▼]

[Save] [Mark Complete]

- ● 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.

Grade Level	*Unduplicated Count* Students Served	*Count of Students Served by Content Area (a student may be included in more than one Content Area)*					
		Reading/ELA	Mathematics	Behavior	Readiness	Grade 8 Transition	Graduation Assistance
Full-day Kindergarten	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
Half-day Kindergarten	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
1st	[ ]	[ ]	[ ]	[ ]	[ ]		[ ]
2nd	[ ]	[ ]	[ ]	[ ]	[ ]		[ ]
3rd	[ ]	[ ]	[ ]	[ ]	[ ]		[ ]
4th	[ ]	[ ]	[ ]	[ ]	[ ]		[ ]
5th	[ ]	[ ]	[ ]	[ ]	[ ]		[ ]
6th	[ ]	[ ]	[ ]	[ ]	[ ]		[ ]
7th	[ ]	[ ]	[ ]	[ ]	[ ]		[ ]
8th	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
9th	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
10th	[ ]	[ ]	[ ]	[ ]	[ ]		[ ]
11th	[ ]	[ ]	[ ]	[ ]	[ ]		[ ]
12th	[ ]	[ ]	[ ]	[ ]	[ ]		[ ]
Total	0	0	0	0	0	0	0

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

[   ]

[Save] [Mark Complete]

Once all information is complete, click on Save and then Mark Complete.

If you determine updates or changes are needed after you have marked the section Complete, you will need to click on Edit to reopen the tab. Once all final changes have been made, you will need to click on Save and Mark Complete, again, to finalize the tab.

Community Partnerships

The Community Partnership tab displays data for students submitted to CEDARS with an Attribute & Program Code in File (I) with a valid value of 73 – LAP Community Partnership during the reporting school year. If LAP dollars were used for supplemental services provided by community partners, identify the number of students served and outcomes achieved.

If the district did <u>not</u> use LAP dollars for supplemental services provided by community partners, please select Mark Complete to finalize the page.

When all data is entered, click on save then select Mark Complete.

If you determine updates or changes are needed after you have marked the section Complete, you will need to click on Edit to reopen the tab. Once all final changes have been made, you will need to click on Save and Mark Complete, again, to finalize the tab.

Fund Allocation Tab

Districts are required to complete and submit the Acceptance of Funds and Assurances tab. This tab will be used to provide School Apportionment and Financial Services (SAFS) with the final list of districts and schools accepting the LAP base and high poverty school allocations. SAFS will use the final list to calculate the upcoming school year's apportionment.

Acceptance of Funds and Assurance

This tab is only accessible to those with a district level role assigned.

To accept their LAP base allocation, the district must select "We accept…" under "Acceptance of Base Allocation for the Upcoming School Year."

To accept any LAP high poverty school allocations, the district must also select "Yes" to "Our LEA accepts the high poverty school allocations…."

Since LAP high poverty funds are generated by eligible school buildings and must be used in alignment with the intent and purpose of LAP for those eligible school buildings, the district must also select **yes or no** to "Receiving High Poverty School-Based Allocation" for each eligible school populated into the green table shown below.

LAP base and high poverty allocation estimates are available in the LAP Budget Calculator on the Budget Preparations page under 2025-26 Budget Analysis Worksheets. This calculator is occasionally updated, so please use the most updated version on the linked page.

Following the acceptance of funds, please respond to the following questions and review all LAP laws (Chapter 28A.165) and rules (Chapter 392-162) carefully prior to assuring to follow them.

Acceptance of High Poverty Allocation for the Upcoming School Year 2025-2026

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'.

`_____ ▼` `Add` `_____ ▼` `Remove`

School Name	School Code	Grade Span	Receiving High Poverty School-Based Allocation	Merged or New School	If Merged or New, Please Explain
		6-8	Yes ▼	No ▼	
		PK-2	Yes ▼	No ▼	

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.

Lastly, check the assurances box and complete the authorized representative information to indicate that the district has reviewed and will comply with all LAP laws and rules.

☑ Check this box to indicate that district officials have read and assure their Learning Assistance Program will comply with the above laws and rules.	
Authorized Representative Name:	
Authorized Representative Title:	
Date:	

`Save` `Mark Complete`

Once all information is complete, click on Save and then Mark Complete. If you determine updates or changes are needed after you have marked the section Complete, you will need to click on Edit to reopen the tab. Once all final changes have been made, you will need to click on Save and Mark Complete, again, to finalize the tab. **If this tab is reopened and any changes are made, please email LAP at** LAP@k12.wa.us **to notify them that changes have been made as this may affect your allocation.**

Fund Distribution Tab

LAP Allocation Expenditures

In the LAP Expenditures tab, enter the expenditure costs by dollar amount for each practice/activity funded by the LAP base and high poverty allocations for the current reporting school year grant period, including summer school expenditures, are reported.

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

LAP Allocation Expenditures

Learning Assistance Program

LAP Expenditures

School Year: [⌄]

[Save] [Mark Complete]

Follow the instructions and guidance in the tab for completion of this information. In addition, the LAP Data Reporting website, has additional information and guidance.

In the section below provide the LAP base and High Poverty expenditures.

> **Enter the expenditure costs by dollar amount for each practice/activity funded by the LAP base and high poverty allocations for the 2024-2025 grant period, including projected summer school expenditures.**
>
> Please include staff salaries in the expenditure rows as appropriate. For example, if para-educators provided tutoring services through a pull-out model during the school day, please include the para-educator salaries in the tutoring row for the time they delivered these LAP services. Please refer to the LAP Data Gathering Workbook on the LAP Data Reporting website to account for all expenditures in the LAP programs offered. The running total of expenditures should closely align with your total LAP allocations for the 2024-2025 grant period.
>
> **PLEASE INCLUDE ALL EXPENDITURE TYPES (I.E. STAFF SALARIES, MATERIALS, TECHNOLOGY, ETC.) FOR EACH APPLICABLE ACTIVITY LISTED BELOW.**
>
> **Note:** If a cell is grayed out, it means that the service was not indicated as being provided. Please make sure your student-level data is complete.

	Base	High Poverty
District's total LAP allocation for the 2024-2025 school year	$1,486,574.06	$0.00
District's carryover funds from the 2023-2024 school year	$0.00	$0.00
District's total amount of LAP funds available for the 2024-2025 school year	$1,486,574.06	$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
Running Total	$0.00	$0.00
Percentage of Allocation Expended	0.0%	0.0%

In the next section, provide the number of people funded and FTEs by classification for both LAP Base and High Poverty funds.

	Base		High Poverty	
In Column (1), enter the number of persons in the school district FUNDED BY LAP during the 2024-2025 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

The final section in this tab is the LAP High Poverty Schools Allocation Assurance. This section may not be completed until all other tabs, or sections, in your LAP end-of-year reporting is complete.

Lastly, check the assurances box and complete the authorized representative information to indicate that the district has complied with all LAP laws and rules.

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	
Authorized Representative Title	
Date	

[Save] [Mark Complete]

Once all information is complete, click on Save and then Mark Complete.

If you determine updates or changes are needed after you have marked the section Complete, you will need to click on Edit to reopen the tab. Once all final changes have been made, you will need to click on Save and Mark Complete, again, to finalize the tab.

When you have finalized this Assurance section, all sections in the Completion Status table on the Home tab should be marked as Complete.

If you need to make any changes within the application after this final step, you will need to edit the specific tab and then follow the steps above to finalize and mark your entire application as Complete again.

Reports Tab

| Home | Students | Services | Fund Distribution | Reports | Help |

Below is a list of the reports available within the Reports tab and a quick summary of what each report provides. Each of the reports can be downloaded in excel, .txt or .pdf format.

Fund Distribution
- Summary of data submitted on the LAP Expenditures tab for the LAP base expenditures only. Only available to district-level users.

Student Academic Growth
- Enhanced display of student level data from the Student List tab. Filter by school or program. School-level users can only access data for their assigned school. Data can be downloaded.

Graduation Assistance Student List
- Enhanced display of the students submitted to CEDARS as served in LAP Graduation Assistance. Filter by school. School-level users can only access data for their assigned school.

Readiness to Learn Student List
- *This report will be removed in the future.*

Academic Growth and Progress Monitoring
- Summary of school data submitted on the Academic Growth and Progress Monitoring Tab. Filter by school. School-level users can only access data for their assigned school.

Graduation Assistance Supports
- Summary of school data submitted on the Graduation Assistance tab. Filter by school. School-level users can only access data for their assigned school.

Professional Learning and Family Engagement
- Summary of school data submitted on the Professional Learning and Family Engagement tabs. Filter by school. School-level users can only access data for their assigned school.

Contacts

For questions regarding reporting procedures, application use, or data certification, please contact:
- Lisa Ireland, CEDARS Data Manger
  AskSI@k12.wa.us | 360-725-6358

For questions regarding Learning Assistant reporting requirements, please contact:
- LAP@k12.wa.us | 360-725-6100

For technical questions, please contact:
- EDS.Support@k12.wa.us | 800-725-4311

Legal Notice

ESTD 1889

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