



LCAP Development Timeline

The following is a suggested timeline for LCAP development

August-September

- ☐ **Input Local Indicators from the previous school year into Dashboard, before Aug 1st**
- ☐ **TCOE notifies districts of LCAP approval, or requests clarification by August 15th**
- ☐ **Within 15 days, provide clarification to TCOE if requested, by August 31st**
- ☐ **Identify any new educational partners and groups** (including parent advisory committees, student advisory committees, school-level advisory groups, teachers, administrators, school personnel, local bargaining units, community partners, parents of students with exceptional needs, SELPA, and local governing board)
- ☐ **Create LCAP Parent Advisory Committee** (Consists of a majority of parents/guardians and students — including foster youth, homeless, those from low-income, those from students with disabilities, and English learner communities (as applicable), school staff including teachers, administrators, bargaining partners, community members - could be inclusive of the Site Council)
- ☐ **Communicate engagement plan/process to all partners**
- ☐ **Begin to consult with and to receive input from all partner groups** (regarding partner engagement plan, progress on implementation of action/services, and analysis of current data)
- ☐ **Begin implementation of newly adopted LCAP actions and services**

October

- ☐ **On or before Oct. 31, upload the LCAP into the myCDEconnect platform of TCOE-approved LCAP, conditionally approve, or seek further clarification on the LCAP/budget**
- ☐ **Post approved LCAP to the Internet**
- ☐ **Review approved LCAP and LCFF with staff, advisory committee, and the Governing Board**
- ☐ **Inform the Governing Board about the current unduplicated count and what it will mean for the funding formula**
- ☐ **Continue to implement and actively monitor LCAP actions/services**
- ☐ **First interim budget revision meetings begin**
- ☐ **Calendar educational partner input meetings**

November

- ☐ Implement and actively monitor LCAP actions/services
- ☐ Governing Board review of LCFF/LCAP
- ☐ Budget personnel/Superintendent meeting on the LCFF/LCAP advised
- ☐ Consultation with the Employee Bargaining Units on the LCAP
- ☐ Analyze any new CA Dashboard results
- ☐ Continue to consult and receive input from all educational partner groups

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December

- ☐ Implement and actively monitor LCAP actions/services
- ☐ Governing Board review of LCFF/LCAP
- ☐ Budget personnel/Superintendent meeting on the LCFF/LCAP advised
- ☐ Presentation of first interim budget revision, including LCFF adjustments, by Dec 15th
- ☐ Develop stakeholder surveys and a calendar for further partner input meetings

January

- ☐ Implement and actively monitor LCAP actions/services
- ☐ Governing Board review of LCFF/LCAP
- ☐ Governor's January Budget released
- ☐ Budget personnel/Superintendent meeting on the LCFF/LCAP advised
- ☐ Second interim budget revision meetings begin
- ☐ Consult with and receive input from all partner groups regarding final California School Dashboard results
- ☐ Conduct mid-year analysis of data (LCAP metrics) to inform the effectiveness of actions/services
- ☐ Begin budget development for next year (e.g., enrollment and staffing projections)

February

- ☐ Implement and actively monitor LCAP actions/services
- ☐ Governing Board Review of LCFF, LCAP, and Governor's January

Budget

- ☐ Budget Personnel/Superintendent meeting on the LCFF/LCAP advised
- ☐ Distribution of educational partner surveys for LCAP input from parents, students, staff
- ☐ Consultation with Employee Bargaining Units and SELPA on the LCAP
- ☐ Communicate to all partner groups the effectiveness of actions/services based on mid-year analysis of LCAP metrics and seek input regarding recommended changes to goals/actions/services
- ☐ Request a roll-over into the archive of the current year's LCAP from Document Tracking Service (DTS)
- ☐ By the end of Feb. 28, complete mid-year LCAP report to Board of Trustees

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March

- ☐ Implement and actively monitor LCAP actions/services
- ☐ Budget Personnel/Superintendent meeting on the LCFF/LCAP advised
- ☐ Presentation of the second interim budget, including an update on LCFF by March 15th
- ☐ Share the LCAP *Plan Summary* sections with all partner groups and seek input regarding the greatest progress, greatest needs, and performance gaps
- ☐ Presentation of annual LCAP update to school and district staff and School Site Councils/District Advisory Committee
- ☐ Presentation of annual LCAP update to school and district staff
- ☐ Respond to and incorporate feedback
- ☐ Complete initial draft of LCAP Educational Partner Engagement section

April

- ☐ Implement and actively monitor LCAP actions/services
- ☐ Early to mid-April, share draft *Plan Summary Sections; The Story and Review of Performance* with all stakeholder groups, and seek input regarding content
- ☐ Mid-to late April, complete initial draft of *Goals, Actions, & Services* section
- ☐ Review LCAP with the LCAP Advisory Committee for feedback
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May

- ☐ Early May, complete initial draft of *Demonstration of Increased or Improved Services*
- ☐ End of May, complete LCAP draft including Annual update
- ☐ Present draft LCAP to Parent Advisory Committee for review and comment
- ☐ Superintendent responds in writing to comments received from Advisory Committee
- ☐ Post draft LCAP online or have draft available to provide stakeholders and community with an opportunity to review before public hearing
- ☐ Notify the public of the opportunity to submit written comments regarding the draft LCAP
- ☐ Governing Board review of the LCAP Annual Update section advised

June

- ☐ Early to mid-June, hold a public hearing to solicit recommendations and comments from the public regarding the draft LCAP and the proposed budget
- ☐ Mid- to late June, hold public hearing to adopt LCAP, budget, and report Local Indicators
- ☐ Send LCAP and Annual Update to the Trinity County Office of Education by the end of June

2025-26 Plans, Templates, and Statutory Deadlines

Section 1: Timeline for 2025-2026

