



Formatting in the Approved LCAP Template 2018

In March 2017, federal Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794d) was updated to clarify what information and communications technology (ICT) must be made accessible to persons with disabilities.

The Local Control and Accountability Plan and Annual Update (LCAP) Template has been updated as part of the California Department of Education's (CDE's) efforts to ensure that all ICT developed, procured, maintained, or used by the CDE is fully accessible to persons with disabilities.

The LCAP template has been reformatted in the following ways:

- Checkboxes have been removed.
- The use of tables has been limited, and other changes have been made to the layout and visual appearance of the template to accommodate screen reader technology.

This is not a substantive change to the LCAP template, nor are there any changes to the statutory or regulatory requirements of the LCAP.

Pasting data in the LCAP Template

When pasting data into the LCAP template it is possible to overwrite the blue or pink formatting that assists in denoting where a county office of education, school district, or charter school (LEA) should respond to a prompt. An LEA can avoid overwriting the formatting in the following way:

1. Highlight the bracketed text in the response area.
2. Click on the right-hand button on the mouse to bring up the menu.
3. From 'Paste Options:' in the menu, select 'Merge Formatting (M)'.

For those using a Mac the instructions are as follows:

1. Highlight the bracketed text in the response area.
2. Select 'Edit'.
3. Select 'Paste and Match Formatting'.

The data will be pasted into the template with the appropriate formatting.

Using Styles to Format text

In addition, the LCAP template features built-in styles for the blue or pink formatting that assists in denoting where an LEA should respond to a prompt. These styles can be used to format responses using the following steps:

1. Move the mouse cursor over the block of text to be formatted and left-click. The blinking I-bar should be visible.
2. Within the 'HOME' tab locate the 'Styles' menu.
3. Select the 'Editable_A' (blue) style or the 'Editable_B' (pink) style, as applicable. The text block containing the blinking I-bar will be formatted in that style and the formatted text will be centered
4. Select 'Align Left' in the 'Paragraph' menu or press CTRL+L to align the text to the left margin.

For those using a Mac styles may be used to format a response in the following way:

1. Highlight the text to be formatted.
2. Select 'Format' then 'Styles'.
3. Use the arrow keys to navigate to the 'Editable_A' (blue) style or the 'Editable_B' (pink) style, as applicable. The highlighted text block will be formatted in that style and the formatted text will be centered.
4. The text may then be aligned to the left margin.

Pasting text into a table will have no effect on formatting.