

Please see the following email that was sent to Dashboard Coordinators:

The purpose of this e-mail is to remind you that the California Department of Education (CDE) will be requiring a new submission of the Dashboard Coordinator Application for the 2019–20 school year in order to gain access as the coordinator for your local educational agency (LEA). Even if the coordinator information has not changed from the previous year, the application must be submitted and approved by the LEA superintendent or charter school administrator to receive the login credentials.

The CDE will be resetting the 2018–19 Dashboard Coordinator data base at **5 p.m., this Friday, August 16, 2019**. During this time, there will be no access to the Dashboard Coordinator Web site. The Web site will reopen on **August 19, 2019** for LEAs to begin registering their new coordinators. The deadline submission of the local indicators to the Dashboard is **November 1, 2019**.

**Process for Completing the Designation Application (On or after August 19, 2019)  
Accessing the 2019–20 Application:**

Visit <https://coordinator.caschooldashboard.org/#/application>

**Completing the Application:** Complete the application, which includes providing contact information, LEA/School Name, and submit the completed application by selecting the “Submit” button. It is recommended that you provide contact information for an alternate coordinator that can be contacted in the absence of the designated coordinator.

**Obtaining Approval and Password:** Once the application has been submitted, the superintendent or charter school administrator will receive an e-mail from [newapplicant@cedrsystems.net](mailto:newapplicant@cedrsystems.net) with a link to review and approve the designation. If the application is approved by the superintendent or charter school administrator, an e-mail including the 2019–20 password will be sent to all contacts identified on the application.

For questions about the coordinator designation process, contact the Local Agency Systems Support Office by email at [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov) or by phone at 916-323-LCFF (5233).

Sincerely,

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