



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Administrator Certification Online System
2022-2023 for School Sites and Offices

NUMBER: MEM-6128.11

ISSUER: Roberto A. Martinez
Associate Superintendent
Division of School Culture, Climate, and Safety

Maryhelen Torres
Administrator of Operations
Office of District Operations

DATE: August 29, 2022

DUE DATES: January 31, 2023, and
June 23, 2023

ROUTING
Principals
Local District Community of School
Administrators
Local District Superintendents
Local District Administrators of
Instruction
Local District Administrators of
Operations
Local District Operations
Coordinators
School Administrative Assistants
Division Leads

PURPOSE: The Administrator Certification Online System assists administrators in electronically certifying that the required actions have been completed in accordance with District non-discrimination and safety mandates, policies, and procedures. The online certification covers “certification” of compliance regarding items listed in Attachments B and C.

MAJOR CHANGES: This Memorandum replaces MEM-6128.10, Administrator Certification Online System 2021-2022, issued on August 19, 2021, by the Office of District Operations. The changes include revised certification due dates and certification items. Most items only require certification once a year. A Child Abuse Awareness Training will be required in the spring semester in addition to the annual online Child Abuse Awareness Training in the fall. BUL-114700 Access to Critical Information Systems, issued by the Information Technology Division and BUL-049895.0 Outside District Employment or Activities, issued by the Office of the Superintendent, have been added to the list for schools and offices.

GUIDELINES: The following guidelines apply:

The Administrator Certification will be completed through the online system at: <https://principalportal.lausd.net>. Administrators can electronically review, track, and monitor required actions and activities.

The Administrator Certification Online System is divided into two (2) tabs:

1. CERTIFICATION – Lists all the required actions and due dates.
2. REPORT – Allows the division lead or designee to review, track, monitor, and print reports.

The procedures to access and use the Administrator Certification Online System are outlined in Attachment A. Certification for non-school site divisions must be completed by the main



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cost center noted in Attachment D on behalf of all of its reporting cost centers. Other administrative units reporting to the main division cost center should complete the certification and submit a copy of the signed Attachment C to the division lead or designee to verify completion of the required items. Please note that it is still the division lead's responsibility to verify compliance with all required actions.

Most certifications are to be completed once a year, by **January 31, 2023**. There are six (6) certification items in the spring semester due by **June 23, 2023**:

1. Child Abuse Awareness Training (schools and offices)
2. EL Programs Instructional Accountabilities (schools only)
3. Emergency Supplies Checklist (schools only)
4. Employee Safety Seal Programs (schools only)
5. PHBAO Schools – Parent Conferences (schools only)
6. Site Computer Inventory Policy (schools only)

A complete list of certification items and due dates are listed in Attachment B for school sites and Attachment C for administrative offices. Schools and administrative offices should maintain a copy of the signed paper certification on file for three (3) years for auditing purposes.

RELATED RESOURCES:

Check the [MyPLN](#), [eLibrary](#), or the appropriate publishing division for the most up-to-date resources. The link to the document is embedded in the online system for each certification item.

- Attachment A – Online System User Guide
- Attachment B – Worksheet List for Schools
- Attachment C – Worksheet List for Offices
- Attachment D – Non-School Site Divisions List
- Attachment E – Principal's Portal – Guide to Add Designee Access

ASSISTANCE: For assistance, please contact your Local District Operations Coordinator or the Office of District Operations at (213) 241-5337.

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ADMINISTRATOR CERTIFICATION ONLINE SYSTEM USER GUIDE

1. The reporting system can be accessed through <https://achieve.lausd.net/offices> under the Office of District Operations – Principal Portal link or navigate on the following website: <https://principalportal.lausd.net>.



2. To access the application system, log in by entering the **LAUSD email** and **Password** (same password as the Outlook email).



Sign in with your organizational account

Type in the **LAUSD email** and **Password**

someone@example.com

Password

Sign in

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)

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3. After logging in, click on **Administrator Certification** on the home page to view the Administrator Certification list. This screen outlines all the required actions, Bulletins, Memoranda, Reference Guides, etc. for each item. Enter the completion date of each certification item.

Principal's Portal

Home Tools Username Logout

CERTIFICATION REPORT

Administrator Certification

If your current location is different than the location you must certify for or you must certify for more than one location, you can change it by using the input box below and click on the 'Change Location' button.

Current Location: DIV DISTRICT OPS(0070) Change Location (7-digit code): 1007001 Change Location

Due date: 1/31/2022

District Policy/References	Required Action	Completion Date
Automated External Defibrillator Certification (AEDs) Policy and Procedures for Acquisitions and Use of Automated External Defibrillators	<ul style="list-style-type: none"> The division head and other appropriate supervisory staff are aware of the regulations and requirements regarding Automated External Defibrillators. 	<input type="text"/>
Bullying and Hazing Policy Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)	By checking this section, I am certifying that I have completed and discussed all items in this section with my staff. <ul style="list-style-type: none"> Communication: Policy, reporting procedures, and required postings, including the identification of the Title IX Bullying Complaint Manager, are clearly communicated to all students and employees who interact with students as part of their primary job duties to ensure that stakeholders can easily report allegations of bullying. Response to Allegations: Allegations of bullying are investigated, monitored and resolved in accordance with the guidelines delineated in policy. 	<input type="text"/>
Child Abuse Reporting Bulletin - Child Abuse and Neglect Reporting Requirements Bulletin - Code of Conduct with Students Distribution and Dissemination Requirement	By checking this section, I am certifying that I have completed and discussed all items in this section with my staff. <ul style="list-style-type: none"> Reviewed prohibitions against corporal punishment, child abuse laws, reporting procedures, duties of mandated reporters, and requirement that all employees complete the online Child Abuse Awareness Training course in MyPLN annually. Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees. "Code of Conduct with Students" distributed to and discussed with all staff and all other individuals. 	<input type="text"/>
Crisis Response, Suicide Intervention, Threat Assessment Bulletin - Crisis Preparedness, Intervention and Recovery Bulletin - Suicide Prevention, Intervention and Postvention Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult)	By checking this section, I am certifying that I have completed and discussed all items in this section with my staff. <ul style="list-style-type: none"> Ensured school site crisis team members have been identified and a roster has been shared with all staff. Ensured all employees completed the Suicide Prevention and Awareness Training on MyPLN. Policy mandates communicated to employees, Suicide/Threat Prevention Liaisons, and school site crisis team on procedures and guidelines for responding to students with suicidal ideation and self-injurious behavior, as well 	<input type="text"/>

Enter the completion date of each certification item.

4. Once the completion dates are entered, you can select to **Save** or **Submit** at the bottom of the screen.

Uniform Complaint Procedures (UCP) Bulletin - Uniform Complaint Procedures	<ul style="list-style-type: none"> The site administrator has reviewed the District policy with staff members performing random metal detector searches and has verified that they have completed STEPS 215 course, "How to Conduct a Random Metal Detector Search" (STEPS 215) on MyPLN. Information regarding UCP complaint procedures disseminated to staff, students, parents, school advisory committees, and other interested parties. 	<input type="text" value="01/01/2019"/>
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Will reflect current date when you press Submit.

Save Submit

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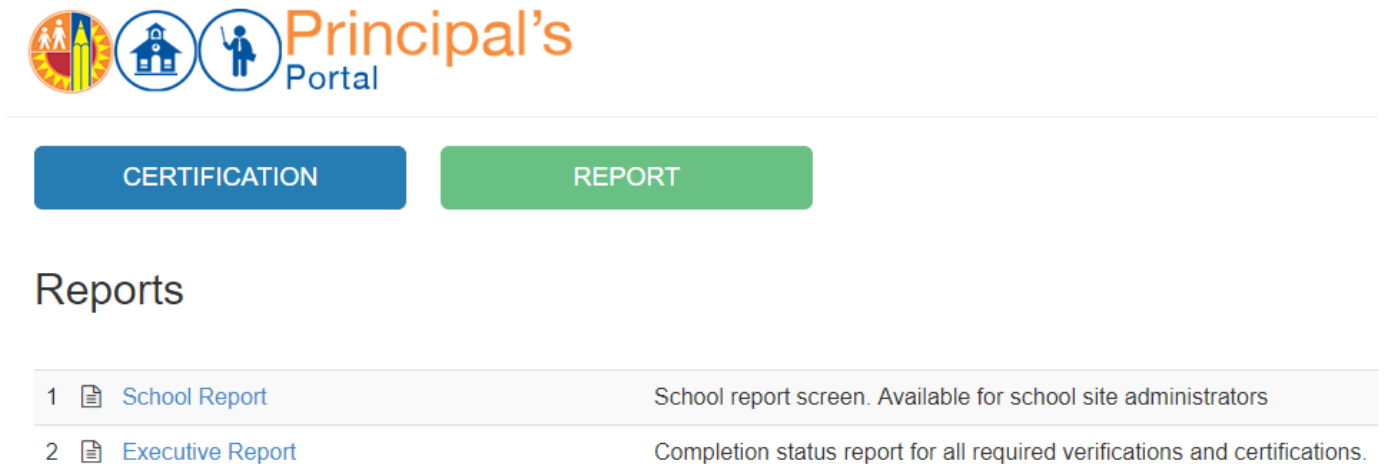
5. Principals and selected division leads are automatically given access to the Administrator Certification Online System. By clicking the **Tools** tab and selecting **User Manager**, the school principal may add one (1) certificated administrator as a designee. Non-school site division leads may designate management level staff as their designee. Please note that it is still the responsibility of the principals or division leads to verify compliance with all mandated activities and reports.



The Administrator Screen will allow you to perform the following:



- Manage the user assignments, roles and rights
- Assign designees
- Reports Screen

6. The Report Menu has two (2) options:
- **SCHOOL REPORT** – Available for school site administrators
 - **EXECUTIVE REPORT** – Available for selected central office administrators



CERTIFICATION **REPORT**

Reports

1	 School Report	School report screen. Available for school site administrators
2	 Executive Report	Completion status report for all required verifications and certifications.

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Worksheet List for Schools

The following resources are District policies to assist you in completing the online certification requirements.

DISTRICT POLICY/REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/31/23	06/23/23
<p><u>Abolition of Corporal Punishment</u> Bulletin - Abolition of Corporal Punishment (Issued by Office of District Operations)</p>	<input type="checkbox"/> Reviewed with employees and provided training to all employees on the prohibition against corporal punishment.	_____	
<p><u>(New) Access to Critical Information Systems</u> Bulletin - Access to Critical Information Systems (Issued by Information Technology Division)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <input type="checkbox"/> Reviewed with staff the general guidelines for managing access to critical information systems (CIS), such as SAP, MiSiS or Welligent, that support critical District operations and manage protected information, such as student or employee data. <input type="checkbox"/> Informed staff that access to critical information systems is restricted by role based on their need to know; that as individuals change positions or job assignments within the District, their access will change accordingly; and that access should be immediately revoked from separated employees or contractors.	_____	
<p><u>Automated External Defibrillator Certification (AED)</u> Bulletin-Policy and Procedures for Acquisitions and Use of Automated External Defibrillators (Issued by Student Health and Human Services)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <input type="checkbox"/> Ensured that all school administrators and staff annually received a brochure (Attachment E from Bulletin) that describes the proper use of an AED and posted the brochure next to every AED unit. <input type="checkbox"/> Notified all employees annually of the location of all AED units on campus. <input type="checkbox"/> Designated AED/CPR trained employees to be the AED Emergency Response Team, who shall be available to respond to an emergency that may involve the use of an AED. <input type="checkbox"/> Assigned personnel to perform the Daily/Monthly Readiness Status Checklist (Attachment B from Bulletin) and perform the Annual Maintenance Checklist inspection (Attachment C from Bulletin). <input type="checkbox"/> Verified that CPR/AED cards are current for the Emergency Response Team members.	_____	
<p><u>Bullying and Hazing Policy</u> Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) (Issued by Office of the Superintendent)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <input type="checkbox"/> Policy, reporting procedures, and required postings, (may be electronic), including the identification of the Bullying Complaint Manager are clearly communicated to all students and employees who interact with students as part of their primary job duties to ensure that stakeholders can easily report allegations of bullying. <input type="checkbox"/> Allegations of bullying are investigated, monitored, and resolved in accordance with the guidelines delineated in the policy.	_____	

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<p><u>Child Abuse Reporting</u></p> <p>Bulletin - Child Abuse and Neglect Reporting Requirements (Issued by Office of the General Counsel)</p> <p>Reference Guide - Code of Conduct with Students Online Training Module (Issued by Office of the General Counsel)</p> <p>Code of Conduct with Students MyPLN Training Module</p> <p>Code of Conduct Facilitator Guide</p> <p>Code of Conduct with Students Handout</p> <p>Bulletin - Code of Conduct - Distribution and Dissemination Requirement (Issued by Office of the Superintendent)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><u>Fall Semester</u></p> <p><input type="checkbox"/> Reviewed prohibitions against corporal punishment, child abuse laws, reporting procedures, duties of mandated reporters, and requirement that all employees complete the online Child Abuse Awareness Training course in MyPLN annually.</p> <p><input type="checkbox"/> Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees.</p> <p><input type="checkbox"/> Code of Conduct with Students distributed to and discussed with all staff and other individuals who work with or have contact with students.</p> <p><u>Spring Semester</u></p> <p><input type="checkbox"/> Ensure all employees receive Child Abuse Awareness Training.</p>		
<p><u>Crisis Response, Suicide Intervention, Threat Assessment</u></p> <p>Bulletin - Crisis Preparedness, Response and Recovery (Issued by Office of Educational Services)</p> <p>Bulletin - Suicide Prevention Intervention and Postvention (Issued by Student Health and Human Services)</p> <p>Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult) (Issued by Student Health and Human Services)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Ensured school site crisis team members have been identified and a roster has been shared with all staff.</p> <p><input type="checkbox"/> Ensured all employees completed the Suicide Prevention and Awareness Training in MyPLN.</p> <p><input type="checkbox"/> Policy mandates communicated to employees, Suicide/Threat Prevention Liaisons, and School Site Crisis Team on procedures and guidelines for responding to students with suicidal ideation and self-injurious behavior, as well as students who exhibit intent to harm and homicidal ideation.</p>		
<p><u>Digital Citizenship</u></p> <p>Bulletin - Policy Regarding Internet Safety for Students (Issued by Chief Information Officer)</p> <p>Bulletin - Social Media Policy for Employees and Associated Persons (Issued by Division of Instruction)</p> <p>Bulletin - Responsible Use Policy (RUP) for District Computer and Network Systems (Issued by Information Technology Division)</p> <p>Bulletin - Information Security Training and Awareness (Issued by Chief Information Officer)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p>STUDENTS</p> <p><input type="checkbox"/> Provided education to all students about safe and appropriate online behavior during the first week of each semester. Discussed with students their responsibility for accessing, handling, protecting, and using District network resources.</p> <p>EMPLOYEES</p> <p><input type="checkbox"/> Social media policy discussed with staff members and other applicable persons. Discussed with staff their responsibility for accessing, handling, protecting, and using District network resources.</p> <p><input type="checkbox"/> Discussed with staff their responsibility to complete the mandatory online Annual IT Cyber Security Training in MyPLN by December 16, 2022.</p>		
<p><u>Discipline Foundation Policy</u></p> <p>Bulletin - Discipline Foundation Policy: Schoolwide Positive Behavior Intervention and Support (PBIS) (Issued by Office of the Superintendent and Office of District Operations)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> A Schoolwide Discipline Plan has been developed and communicated to all stakeholders, including how the school defines, teaches, and reinforces behavior expectations, and monitors and corrects behavior errors. Updates on PBIS/RP</p>		

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	<p>efforts and data are communicated to all stakeholders through various means regularly throughout the school year.</p> <input type="checkbox"/> PBIS/RP/School Discipline Review Team has reviewed Tier 1, PBIS/RP strategies outlined in the Rubric of Implementation (ROI), conducted a self-assessment using the ROI and reviewed Local District ROI scores for the school site. The team regularly reviews MiSiS referral data and other District data systems to design, implement, and revise schoolwide efforts, and to modify the Schoolwide Discipline Plan, as necessary, with identified interventions, restorative practices, and strategies, to prevent and respond appropriately to behavioral errors.		
<p><u>Emergency Supplies Checklist</u> Reference Guide - School Site Emergency/Disaster Supplies (Issued by Office of Emergency Management)</p>	<input type="checkbox"/> Verified that the school's emergency bin is stocked in an organized manner with appropriate emergency supplies in adequate amounts, in good working order, and within applicable expiration guidelines.		
<p><u>Employee Attendance</u> Employee Attendance Policy Board of Education Report No. 393-03/04 Bulletin - Certification of Absence Forms (Issued by Office of the Superintendent and Accounting and Disbursement Division)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <input type="checkbox"/> Reviewed with staff members the Los Angeles Unified Board of Education Employee Attendance Policy. <input type="checkbox"/> Reviewed guidelines with staff members on the use of the absence forms, the reasons for which they may request an absence leave and that all types of absences must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements and District Policies governing the employee.		
<p><u>Employee Safety Seal Program</u> Reference - Safety Seal Program Brochure and Safety Seal Information (Issued by Office of Environmental Health and Safety)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <input type="checkbox"/> Provided annual safety training to all teachers. It must include showing the Safety Smarts Video. <input type="checkbox"/> Provided monthly safety training to all custodial staff as outlined in the Plant Manager Workshops. <input type="checkbox"/> Reviewed outstanding corrective action notices and certified those that are closed in the Principal's Portal.		
<p><u>English Learner (EL) Programs Instructional Online Accountabilities (1st Semester)</u> Online Accountabilities Calendar EL Programs Online Accountability System Checklist EL Programs Policies EL Programs Forms 2018 Master Plan for English Learners and Standard English Learners Federal Program Monitoring: EL Instrument</p>	<p>By checking this section, I am certifying that I have completed all items with appropriate staff, as applicable, for the fall semester, including but not limited to:</p> <input type="checkbox"/> Held the Master Plan Instructional Options meeting (s) for Parents of Continuing ELs (grades 1-12). <input type="checkbox"/> Organized EL classrooms according to Master Plan Guidelines. <input type="checkbox"/> Established the ELD instructional block/schedule (elementary schools only). <input type="checkbox"/> Ensured all classes with ELs have EL service section attributes entered into MiSiS. <input type="checkbox"/> Planned and provided ongoing professional development specific to ELs. <input type="checkbox"/> Monitored the progress of ELs and RFEPs as part of the SSPT. <input type="checkbox"/> Held ready-to-reclassify parent consultations before reclassification of students. <input type="checkbox"/> Conducted class observations of Designated and Integrated ELD. <input type="checkbox"/> Established Individual Reclassification Plans (IRP) for		

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<p><u>English Learner Programs Instructional Online Accountabilities (2nd Semester)</u></p> <p>Online Accountabilities Calendar</p> <p>EL Programs Online Accountability System Checklist</p> <p>EL Programs Policies</p> <p>EL Programs Forms</p> <p>2018 Master Plan for English Learners and Standard English Learners</p> <p>Federal Program Monitoring: EL Instrument</p>	<p style="text-align: center;">PLTELEs and LTELs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Held a Master Plan Instructional Program Options meeting #2. <input type="checkbox"/> Ensured all classes with ELs have EL service section attributes entered into MiSiS. <input type="checkbox"/> Monitored the progress of ELs and RFEPs as part of the SSPT. <input type="checkbox"/> Held ready-to-reclassify parent consultations before the reclassification of EL students. <input type="checkbox"/> Conducted class observations of Designated and Integrated ELD. <input type="checkbox"/> Reviewed the IRP goals and progress of PLTELEs and LTELs and held a follow-up IRP meeting with their parents. <input type="checkbox"/> Planned and provided a minimum of three (3) professional development trainings specific to ELs throughout the academic year. 		
<p><u>Ethics Policies</u></p> <p>Bulletin - Employee Code of Ethics (Issued by Office of the Superintendent)</p> <p><u>(New) Outside District Employment or Activities</u></p> <p>Bulletin - Outside District Employment or Activities Issued by Office of the Superintendent</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employee Code of Ethics distributed to and discussed with all staff. <input type="checkbox"/> Outside District Employment or Activities reviewed with all staff. 		
<p><u>Family Medical Leave and Reasonable Accommodations (FMLA)</u></p> <p>Bulletin - Family and Medical Leave Act/CA Family Rights Act/Pregnancy Disability Leave Policy (Issued by Division of Risk Management and Insurance Services)</p> <p>Bulletin - Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws (Issued by Division of Risk Management and Insurance Services)</p> <p>Bulletin - Reasonable Accommodations for Individuals with Disabilities (Issued by Division of Risk Management and Insurance Services)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provided information to employees on the Federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provisions and requirements. <input type="checkbox"/> Per the bulletin, all notices are posted in an area frequented by employees, where they are highly visible and may be easily read during the workday. <input type="checkbox"/> Reviewed the bulletin and understand District, state, and federal requirements to ensure that individuals with a disability are given the reasonable accommodations necessary to perform the essential functions of their job and receive the benefits and privileges of employment. 		
<p><u>Injury & Illness Prevention Program</u></p> <p>Bulletin - Injury & Illness Prevention Program Requirements (Issued by Office and Environmental Health and Safety and Office of the Operating Officer)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed and updated the written Injury and Illness Prevention Program (IIPP) and is available in the main office. <input type="checkbox"/> Trained all staff on the IIPP, which is documented with sign-in sheets. <input type="checkbox"/> Conducted site safety inspection at least once each semester and documented. <input type="checkbox"/> As part of the development of the IIPP and the Integrated Safe School Plans, Safety Committee meetings are held a minimum of twice each semester and documented. <input type="checkbox"/> Displayed the IIPP Summary sheet in a prominent location. 		
<p><u>Nondiscrimination Information and Sexual Harassment Policy</u></p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my</p>		

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<p>Bulletin - Nondiscrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure (Issued by Office of the General Counsel)</p> <p>Memorandum - Nondiscrimination Required Notices and Ordering of Student Brochures (Issued by Office of the General Counsel)</p> <p>Memorandum - Parent Student Handbook Distribution (Issued by Office of District Operations)</p> <p>Bulletin - Section 504 of the Rehabilitation Act of 1973 (Issued by Office of the General Counsel)</p> <p>Bulletin - Title IX Policy/Nondiscrimination Complaint Procedures (Including for Sex Discrimination and Sexual Harassment) (Issued by Office of the General Counsel)</p> <p>Title XI and Nondiscrimination-Students: Know Your Right Brochure</p> <p>Respect Each Other: Help Stop Bullying or Harassment Brochure</p>	<p>staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nondiscrimination and Anti-Harassment (Including Sexual Harassment) policy and Complaint Procedure discussed. <input type="checkbox"/> District Nondiscrimination Statement and Sexual Harassment Prevention policy distributed to all employees. <input type="checkbox"/> District Nondiscrimination Statement and Sexual Harassment Prevention policy posted in prominent locations. The Sexual Harassment Prevention policy poster must also be posted conspicuously in bathrooms and locker rooms. <input type="checkbox"/> Parent Student Handbook distributed to every student during the first month of enrollment or at the time of initial enrollment. <input type="checkbox"/> Section 504 and Students with Disabilities brochure distributed to every student during the first month of enrollment or at the time of initial enrollment. <input type="checkbox"/> Identification of the site Section 504 Designee. <input type="checkbox"/> Identification of the site Title IX/Bullying Complaint Manager. <input type="checkbox"/> Sexual Harassment Prevention Policy discussed in age appropriate language with students (at the beginning of the year/semester, as applicable). <p>Secondary Schools Only: Title IX and Nondiscrimination Students: Know Your Rights brochure distributed to and discussed with all students.</p> <p>Elementary Schools: Respect Each Other: Help Stop Bullying or Harassment brochure distributed to and discussed with all students.</p>		
<p><u>OSHA 300A Annual Certification</u></p> <p>Reference Guide - Cal/OSHA Log of Injuries and Illnesses (Issued by Office of Environmental Health and Safety)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed and signed the Cal/OSHA Form 300A. <input type="checkbox"/> Cal/OSHA Form 300A was posted by January 31, 2023, and will remain posted until April 28, 2023. 		
<p>PHBAO Schools</p> <p>Reference Guide - Parent Conferences to Support LA Unified's Master Plan for Integration in Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHABAO Hispanic includes Latinos) Schools and All Magnet Schools/Centers (Issued by Division of Instruction - Student Integration Services)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><u>First Semester</u> PHBAO schools are required to provide <u>two</u> conferences between parents and teachers during the school year (<u>one</u> per semester). Individual parent conferences are conducted on school sites and written records of parent participation are kept by schools. The scheduling of PHBAO conferences differs by grade levels for the 2022-2023 school year.</p> <p>The first PHBAO conference was completed within the following time parameters:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elementary: The first conference was scheduled during the week of November 14-18, 2022. <input type="checkbox"/> Secondary: The first conference was scheduled after the first five (5) weeks of class and prior to the 15-week progress report during the first semester. <p><u>Second Semester</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Elementary: The second conference was scheduled during the week of March 6-10, 2023. 		

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	<input type="checkbox"/> Secondary: The second conference was scheduled prior to the 15-week progress report during the second semester.		
<u>Site Computer Inventory Policy</u> Bulletin - Site Computer Inventory Policy (Issued by Information Technology Division) IT Asset Management System (Issued by Information Technology Division)	By checking this section, I am certifying that my school has completed the annual physical inventory of learning devices: <input type="checkbox"/> The current status of each device has been verified and updated in the IT Asset Management System. (i.e., checked-out, in inventory, lost, damaged, etc.) <input type="checkbox"/> A physical inventory of all computing devices and Wi-Fi hotspots on campus has been completed and asset data is up-to-date. (i.e., every device on and off campus has been accounted for).		
<u>Special Education and Section 504</u> Reference Guide - School Self-Review Checklist, Students with Disabilities: 2022-2023 (Issued by Division of Special Education)	By checking this section, I am certifying that I have completed all items in this section with appropriate staff, as applicable. <input type="checkbox"/> Section 1: Special Education Teams & Designees <input type="checkbox"/> Section 2: Beginning of School Year Procedures <input type="checkbox"/> Section 3: Compliance Procedures <input type="checkbox"/> Section 4: Compliant Timelines <input type="checkbox"/> Section 5: Special Education Supports & Resources		
<u>Student and Employee Security</u> Bulletin - Student and Employee Security (Issued by Office of the Superintendent) Bulletin - Visitors to School Campuses and Locked Campuses During Class Hours at All Schools (Issued by Office of District Operations) Reference Guide - Field Trips Handbook and Revised Procedures (Issued by Division of Instruction) Bulletin - Incident System Tracking Accountability Report (iSTAR) (Issued by Office of District Operations)	By checking this section, I am certifying that I have completed and discussed all items in this section with my staff. <input type="checkbox"/> Reviewed the information with students and staff during the first week of each semester. <input type="checkbox"/> Reviewed the School Visitors' policy with staff members. Distributed to parents and students the School Visitors' policy and Closed-Campus policy guidelines. <input type="checkbox"/> Reviewed the Field Trip Handbook and revised procedures with staff members who understand appropriate administrative authorization for all types of school-sponsored field trips. <input type="checkbox"/> Reviewed with staff members assigned to have iSTAR access, updated designees, and reviewed iSTAR reporting procedures with assigned administrator designees and other appropriate staff.		
<u>Student Body Policies</u> Publication 464 - Student Body Policies and Accounting Procedures for Elementary Schools Publication 465 - Student Body Policies and Accounting Procedures for Secondary Schools Publication 469 - Student Body Policies for Community Adult Schools, ROC, and Skills Centers Addendum for Small Learning Communities, Pilot Schools, New Tech Schools, and other Small Schools on Shared Campuses	By checking this section, I am certifying that I have completed and discussed all items in this section with my staff. <input type="checkbox"/> Reviewed the applicable Student Body Policies and Accounting Procedures and understand the site administrator's responsibilities for staff adhering to the policies and procedures. <input type="checkbox"/> Reviewed the applicable Student Body Policies and Accounting Procedures with staff members.		
<u>Student Support and Progress Team</u> Bulletin - A Multi-Tiered System of Support Framework for the Student Support and Progress Team (Issued by Division of Instruction)	<input type="checkbox"/> Established, in collaboration with staff members, a Student Support and Progress Team (SSPT) that ensures students' needs are addressed and provides a method to evaluate the effectiveness of schoolwide Tier 1 systems and practices (i.e., Instructional and Positive Behavior Intervention Supports).		
<u>Uniform Complaint Procedures (UCP)</u>	By checking this section, I am certifying that I have		

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<p>Bulletin - Uniform Complaint Procedures (Issued by Office of the General Counsel)</p>	<p>completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Information regarding UCP complaint procedures distributed to staff, students, parents, school advisory committees, and other interested parties.</p> <p><input type="checkbox"/> The UCP complaint form and brochure is available in the main office.</p>	<p>_____</p>	
<p><u>Williams Complaints</u> Bulletin - Williams Complaint Procedures (Issued by Office of the General Counsel)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Notice to Parents, Guardians, Pupils, Teachers, and Other Ttakeholders - Important Information About Your Complaint Rights - Williams Legislation is posted in each classroom and visible to all.</p> <p><input type="checkbox"/> Williams Complaint Procedures Form for Educational Code Section 35186 is available in the main office.</p>	<p>_____</p>	

I certify that the foregoing information is true and complete electronic submission/certification.

School Name: _____ **Local District:** _____

Principal's Signature: _____ **Date:** _____

Principal's Name (Print) _____

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Worksheet List for Offices

The following resources are District policies to assist you in completing the certification requirements.

DISTRICT POLICY/REFERENCES	REQUIRED ACTION	Certification Due Date	
		1-31-2023	6-23-2023
<p><u>(New) Access to Critical Information Systems</u> Bulletin - Access to Critical Information Systems (Issued by Information Technology Division)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed with staff the general guidelines for managing access to critical information systems (CIS), such as SAP, MiSiS or Welligent, that support critical District operations and manage protected information, such as student or employee data. <input type="checkbox"/> Informed staff that access to critical information systems is restricted by role based on their need to know; that as individuals change positions or job assignments within the District, their access will change accordingly; and that access should be immediately revoked from separated employees or contractors 	_____	
<p><u>Automated External Defibrillator Certification (AEDs)</u> Bulletin - Policy and Procedures for Acquisitions and Use of Automated External Defibrillators (Issued by Student Health and Human Services)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The division lead and other appropriate supervisory staff are aware of the regulations and requirements regarding Automated External Defibrillators. 	_____	
<p><u>Bullying and Hazing Policy</u> Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) (Issued by Office of the Superintendent)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy, reporting procedures, and required postings, (may be electronic), including the identification of the Bullying Complaint Manager, are clearly communicated to all students and employees who interact with students as part of their primary job duties to ensure that stakeholders can easily report allegations of bullying. <input type="checkbox"/> Allegations of bullying are investigated, monitored, and resolved in accordance with the guidelines delineated in the policy. 	_____	
<p><u>Child Abuse Reporting</u> Bulletin - Child Abuse and Neglect Reporting Requirements (Issued by Office of the General Counsel)</p> <p>Reference Guide - Code of Conduct with Students - Online Training Module (Issued by Office of the General Counsel)</p> <p>Code of Conduct with Students MyPLN Training Module</p> <p>Code of Conduct Facilitator Guide</p> <p>Code of Conduct with Students Handout</p> <p>Bulletin - Code of Conduct - Distribution and Dissemination Requirement (Issued by Office of the Superintendent)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><u>Fall Semester</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed prohibitions against corporal punishment, child abuse laws, reporting procedures, duties of mandated reporters, and requirement that all employees complete the online Child Abuse Awareness Training course in MyPLN annually. <input type="checkbox"/> Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees. <input type="checkbox"/> "Code of Conduct with Students" distributed to and discussed with all staff and other individuals who work with or have contact with students. <p><u>Spring Semester</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all employees receive Child Abuse Awareness Training. 	_____	

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<p><u>Crisis Response, Suicide Intervention, Threat Assessment</u> Bulletin - Crisis Preparedness, Intervention and Recovery (Issued by Office of Educational Services) Bulletin - Suicide Prevention Intervention and Postvention (Issued by Student Health and Human Services) Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult) (Issued by Student Health and Human Services)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensured all employees completed the Suicide Prevention and Awareness Training in MyPLN. <input type="checkbox"/> Policy mandates communicated to employees, Suicide/Threat Prevention Liaisons, and school site crisis team on procedures and guidelines for responding to students with suicidal ideation and self-injurious behavior, as well as students who exhibit intent to harm and homicidal ideation. 		
<p><u>Digital Citizenship</u> Bulletin - Social Media Policy for Employees and Associated Persons (Issued by Division of Instruction) Bulletin - Responsible Use Policy (RUP) for District Computer and Network Systems (Issued by Information Technology Division) Bulletin - Information Security Training and Awareness (Issued by Information Technology Division)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social media policy discussed with staff members and other applicable persons. Discussed with staff their responsibilities for accessing, handling, protecting, and using District network resources. <input type="checkbox"/> Discussed with staff their responsibility to complete the mandatory online Annual Cyber Security training in MyPLN by December 16, 2022. 		
<p><u>Employee Attendance</u> Employee Attendance Policy Board of Education Report No. 393-03/04 Bulletin - Certification of Absence Forms (Issued by Office of the Superintendent and Accounting and Disbursement Division)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed with staff members the Los Angeles Unified Board of Education Employee Attendance Policy. <input type="checkbox"/> Reviewed guidelines with staff members on the use of the absence forms, the reasons for which they may request an absence leave and that all types of absences must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements, and District Policies governing the employee. 		
<p><u>Ethics Policies</u> Bulletin - Employee Code of Ethics (Issued by Office of the Superintendent) <u>(New) Outside District Employment or Activities</u> Bulletin-Outside District Employment or Activities (Issued by the Office of the Superintendent)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employee Code of Ethics distributed to and discussed with all staff. <input type="checkbox"/> Outside District Employment or Activities reviewed with all staff. 		
<p><u>Family Medical Leave and Reasonable Accommodations</u> Bulletin - Family and Medical Leave Act/CA Family Rights Act/Pregnancy Disability Leave Policy (Issued by Division of Risk Management and Insurance Services) Bulletin - Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws (Issued by Division of Risk Management and Insurance Services) Bulletin - Reasonable Accommodations for Individuals with Disabilities (Issued by Division of Risk Management and Insurance Services)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provided information to employees on the Federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provisions and requirements. <input type="checkbox"/> Per the bulletin, all notices are posted in an area frequented by employees, where they are highly visible and may be easily read during the workday. <input type="checkbox"/> Reviewed the bulletin and understand District, state, and federal requirements to ensure that individuals with a disability are given the reasonable accommodations necessary to perform the essential functions of their job and receive the benefits and privileges of employment. 		

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<p><u>Injury & Illness Prevention Program</u> Bulletin - Injury & Illness Prevention Program Requirements (Issued by Office of Environmental Health and Safety)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed and updated the written Injury and Illness Prevention Program (IIPP) and is available in the main office. <input type="checkbox"/> Trained all staff on IIPP which is documented with sign-in sheets. <input type="checkbox"/> Conducted site safety inspection at least once each semester and documented. <input type="checkbox"/> As part of the development of the IIPP and the Integrated Safe School Plans, Safety Committee meetings are held a minimum of twice each semester and documented. <input type="checkbox"/> Displayed the IIPP Summary sheet in a prominent location. 	<p>_____</p>	
<p><u>Non-Discrimination Information and Sexual Harassment Policy</u> Bulletin - Nondiscrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure (Issued by Office of the General Counsel) Memorandum – Nondiscrimination Required Notices and Ordering of Student Brochures (Issued by Office of the General Counsel) Bulletin - Title IX Policy/Nondiscrimination Complaint Procedures (Including for Sex Discrimination and Sexual Harassment) (Issued by Office of the General Counsel)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nondiscrimination and Anti-Harassment (Including Sexual Harassment) policy and Complaint Procedure discussed. <input type="checkbox"/> District Nondiscrimination Prevention Program Statement and Sexual Harassment Prevention policy distributed to all employees. <input type="checkbox"/> District Nondiscrimination Statement and Sexual Harassment Prevention policy posted in prominent locations. 	<p>_____</p>	
<p><u>OSHA 300A Annual Certification</u> Reference Guide - Cal/OSHA Log of Injuries and Illnesses (Issued by the Office of Environmental Health and Safety)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed and signed the Cal/OSHA Form 300A. <input type="checkbox"/> Cal/OSHA Form 300A was posted by January 31, 2023, and will remain posted until April 28, 2023. 	<p>_____</p>	
<p><u>Site Computer Inventory Policy</u> Bulletin - Site Computer Inventory Policy (Issued by Information Technology Division) IT Asset Management System (Issued by Information Technology Division)</p>	<p>By checking this section, I am certifying that my Office/Division has completed the annual physical inventory of computing devices:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The current status of each device has been verified and updated in the IT Asset Management System (i.e., checked-out, in inventory, lost, damaged, etc.) <input type="checkbox"/> A physical inventory of all computing devices and Wi-Fi hotspots has been completed and asset data is up-to-date (i.e., every device on and off site has been accounted for). 	<p>_____</p>	
<p><u>Student and Employee Security</u> Bulletin - Incident System Tracking Accountability Report (iSTAR) (Issued by Office of District Operations)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Reviewed and updated staff members assigned iSTAR access. Reviewed iSTAR reporting procedures with assigned administrator, designers, and other appropriate staff. 	<p>_____</p>	
<p><u>Uniform Complaint Procedures (UCP)</u> Bulletin - Uniform Complaint Procedures (Issued by the Office of the General Counsel)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Information regarding UCP complaint procedures disseminated to staff. 	<p>_____</p>	

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I certify that the foregoing information is true and complete:

Division Name: _____ **Branch/Office Name:** _____

Administrator's Signature: _____ **Title:** _____ **Date:** _____

Print Name: _____

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ATTACHMENT D

NON-SCHOOL SITE DIVISIONS LIST

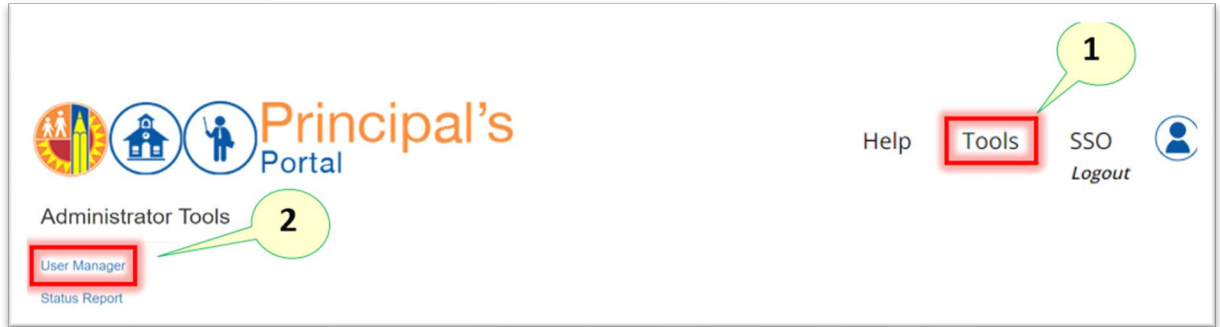
COST CENTER	DIVISION NAME
1023501	DIVISION OF CAREER AND ADULT EDUCATION
1152601	BEYOND THE BELL BRANCH
1006601	CHARTER SCHOOLS DIVISION
1047401	DEPUTY SUPERINTENDENT OF BUSINESS SERVICES AND OPERATIONS
1094201	DIVISION OF INSTRUCTION
1051901	DIVISION OF SCHOOL CULTURE, CLIMATE, AND SAFETY
1155501	EARLY CHILDHOOD EDUCATION DIVISION
1064001	FACILITIES, MAINTENANCE AND OPERATIONS
1062501	FACILITIES SERVICES DIVISION
1025201	FEDERAL AND STATE EDUCATION PROGRAMS BRANCH
1147501	FOOD SERVICES DIVISION
1071601	HUMAN RESOURCES DIVISION
1054801	INFORMATION TECHNOLOGY DIVISION
1148601	ITD-ENTERPRISE APPLICATIONS
1028601	LOCAL DISTRICT CENTRAL
1024301	LOCAL DISTRICT EAST
1018001	LOCAL DISTRICT NORTHEAST
1024101	LOCAL DISTRICT NORTHWEST
1024401	LOCAL DISTRICT SOUTH
1024201	LOCAL DISTRICT WEST
1056701	OFFICE OF CHIEF FINANCIAL OFFICER
1104101	OFFICE OF CHIEF OF SPECIAL EDUCATION, EQUITY, AND ACCESS
1046201	OFFICE OF COVID RESPONSE
1028401	OFFICE OF DATA AND ACCOUNTABILITY
1049901	OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY
1007001	OFFICE OF DISTRICT OPERATIONS
1003701	OFFICE OF GENERAL COUNSEL
1051801	OFFICE OF LEADERSHIP DEVELOPMENT AND PARTNERSHIPS
1043901	OFFICE OF THE BUDGET DIRECTOR
1056001	OFFICE OF THE BUSINESS MANAGER
1007801	OFFICE OF THE CHIEF STRATEGY OFFICER
1002501	OFFICE OF THE SUPERINTENDENT
1003501	PERSONNEL COMISSION
1134101	SCHOOL POLICE DEPARTMENT
1109701	SPECIAL EDUCATION SERVICE CENTER, OPERATIONS
1020901	STUDENT HEALTH AND HUMAN SERVICES
1005201	STUDENT INTEGRATION SERVICES
1128101	TRANSPORTATION SERVICES DIVISION

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ATTACHMENT E

GRANTING A DESIGNEE ACCESS IN THE PRINCIPAL'S PORTAL





















1. Log on using your single sign-on and click on “Tools” in the top right-hand corner.
2. Click on “User Manager”.




3. To edit or remove access for each user, use the options available in the last column.
4. To add access, click on “Add Users” at the bottom of the screen.
5. Click on “Find” to search for an employee. Use the dropdown to assign access to the chosen system(s).
6. Click on “Add User” at the bottom of the screen to save.

User Name First Name Last Name User Type

Location User Status Module (System)

User Name	First Name	Last Name	User Type	Cost Center / LD	Location Name	User Status	Module (System)	Options
aaabbccc	JOHN	JAMES		1515301	ORCHARD ACADEMIES 2B	A	INSACCOUNT	 
aaabbccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	ADMINCERT	 
aaabbccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	INSACCOUNT	 
aaabbccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	PCSSC	 
aaabbccc	JOHN	JAMES	School	1853101	ISAACS AVALON HS	A	GATE	 
aaabbccc	JOHN	JAMES	School	1471201	KENTWOOD EL	A	GATE	 
aaabbccc	JOHN	JAMES	School	1839001	WALNUT PARK MS SJ/SL	A	GATE	 
aaabbccc	JOHN	JAMES	School	1479601	LA SALLE AVE EL	A	GATE	 
aaabbccc	JOHN	JAMES	Office	1002501	SUPERINTENDENT	A		 
aaabbccc	JOHN	JAMES	LD	S		I		 

Add Users (click here) 

To add a user, click on the "Find" button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name:

User Type:

Location/Local District:

Module (System):

Role: