

TITLE: Administrator Certification Online System
2024-2025 for School Sites and Offices

NUMBER: MEM-6128.13

ISSUER: Andrés E. Chait
Chief of School Operations
Division of School Operations

DATE: July 26, 2024

DUE DATES: January 31, 2025, and
June 20, 2025

ROUTING
Principals
Region Superintendents
Region Administrators of
Instruction
Region Administrators of
Operations
Region 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-6128.12, Administrator Certification Online System 2023-2024, issued on July 31, 2023, by the Division of School Operations. The changes include revised certification due dates and certification items. Most items only require certification once a year. Child abuse and neglect reporting policies must be reviewed with all employees twice a year. The Breaking the Silence-Child Abuse and Neglect Awareness Training will be required in the spring semester to be completed by April 30, 2025. Employees must complete an assessment and evaluation in MyPLN of the Spring Breaking the Silence-Child Abuse and Neglect Training after they receive the training.

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 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, 2025. There are six (6) certification items in the spring semester due by June 20, 2025:

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.

- ATTACHMENT(S):**
- 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

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.

ASSISTANCE: For assistance or further information, please contact the Region Office Operations Coordinator or the Division of School Operations at (213) 241-5337.

ADMINISTRATOR CERTIFICATION ONLINE SYSTEM USER GUIDE

- The reporting system can be accessed through <https://www.lausd.org/offices> under the Division of School Operations – Principal Portal link or at: <https://principalportal.lausd.net/Default.aspx>.

DIVISION OF SCHOOL OPERATIONS

Mission Statement

The mission of the Division of School Operations is to ensure that every LAUSD site receives support and guidance toward creating and maintaining a safe and caring environment that supports learning and achievement.

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

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.

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):

Due date	Due date: 1/31/2025	icy/References	Required Action	Completion Date
		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.

	<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. 	<input type="text"/>
Uniform Complaint Procedures (UCP) Bulletin - Uniform Complaint Procedures	<ul style="list-style-type: none"> Information regarding UCP complaint procedures disseminated to staff, students, parents, school advisory committees, and other interested parties. 	<input type="text" value="01/01/2019"/>

Will reflect current date when you press Submit.

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 screenshot shows the LAUSD Principal's Portal interface. Under the 'Administrator Tools' section, there are two links: 'User Manager' and 'Status Report'. A red arrow points from a yellow callout box to the 'User Manager' link. The callout box contains the following text:

The Administrator Screen will allow you to perform the following:

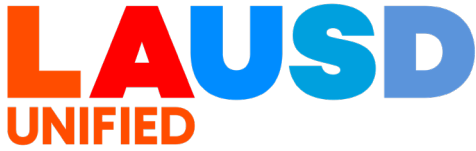
- Manage the user assignments, roles, and rights
- Assign designees
- Reports Screen

6. The Report Menu has two (2) options:

- **SCHOOL REPORT** – Available for school site administrators
- **EXECUTIVE REPORT** – Available for selected central office administrators

The screenshot shows the LAUSD Principal's Portal interface. At the top, there are two buttons: 'CERTIFICATION' (blue) and 'REPORT' (green). Below the buttons, the heading 'Reports' is displayed. Underneath, there is a list of report options:

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. The Administrator Certification Review for Schools PowerPoint is available on the Division of School Operations Website as an additional resource.

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/31/25	06/20/25
<u>Abolition of Corporal Punishment</u> Bulletin - Abolition of Corporal Punishment (Issued by Division of School Operations)	<input type="checkbox"/> Reviewed with employees and provided training to all employees on the prohibition against corporal punishment.		
<u>Access to Critical Information Systems</u> Bulletin - Access to Critical Information Systems (Issued by Information Technology Services)	<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.		

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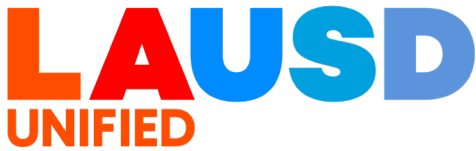
<p><u>Automated External Defibrillator Certification (AED)</u> Bulletin – Policy and Procedure for the Acquisition and Use of Automated External Defibrillators (AEDs) (Issued by The Office of the Chief Medical Director)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all school staff annually receive information on the school’s CPR/AED Emergency Site Response Plan (Attachment A of the Bulletin) which should be completed each year by October 15 and the AED Program Tri-Fold Pamphlet (Attachment B of the Bulletin). <input type="checkbox"/> Ensure that instructions on how to use the AED are posted next to every AED. The AED signage must be visible with clear instructions that are no less than 14-point type (Attachment C of Bulletin). <input type="checkbox"/> Perform equipment maintenance of AED and associated supplies such as pads and first responder kit, and check for expiration dates and damages every 30 days, specifically on the 1st of every month and no later than the 10th of every month. Report the AED maintenance checks on the District-approved online platform known as Arch via online login (Attachment D of Bulletin) or QR Scan Code (Attachment E of Bulletin). <input type="checkbox"/> Reorder outdated or damaged AED equipment supplies, as necessary. <input type="checkbox"/> Allow school site employees the opportunity to obtain CPR/AED certification that complies with the regulations adopted by the 		
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	<p>California Emergency Medical Services (EMSA) and standards of the American Heart Association (AHA) or the American Red Cross (ARC).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Designate volunteer emergency site responders as outlined in the Bulletin and maintain responder training records on the cloud-based device management system and complete both the Incident Report in the Confidential Report of AED Response form and an iSTAR. Additionally, comply with post-usage event processes from the District-approved vendor. <input type="checkbox"/> When administering CPR and the use of an AED, call 911 and parent/guardian/emergency contacts, and ensure that the individual who received CPR and the application of the AED is transported in an emergency vehicle to a hospital for further treatment and observation. 		
<p>Epinephrine Auto-Injectors (Epi-Pens) <u>Bulletin – Administration of Epinephrine Auto-Injectors</u> (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"/> Distribute a notice (Attachment C of Bulletin) at least once per school year to all staff requesting volunteers to be trained to administer epinephrine auto-injectors (Epi-Pens). <input type="checkbox"/> Coordinate with school nurse a secure location where epinephrine auto-injectors and training logs 		

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	<p>(Attachment D of Bulletin) must be kept.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange for school nurse to provide training to volunteer staff. <input type="checkbox"/> Complete the Epinephrine Auto-Injector Emergency Site Response Plan (Attachment B of Bulletin). <input type="checkbox"/> Provide each employee who volunteers with an Epinephrine Volunteer Notification Letter (Attachment E of Bulletin). <input type="checkbox"/> Maintain a confidential file of all required documentation for a period of seven (7) years. <input type="checkbox"/> Maintain a supply of epinephrine auto-injectors at all times. If an epinephrine auto-injector has been used, it must be restocked immediately, but no later than 2 weeks after it is used. Epinephrine auto-injectors must be restocked before their expiration date. Any epinephrine auto-injectors that have brown color must be returned and replaced immediately. (Coordinate with school nurse). <input type="checkbox"/> Document all instances of Epi-Pen usage in iSTAR. <input type="checkbox"/> Certification in cardiopulmonary resuscitation (CPR) is recommended but not required. Individuals may register for CPR training through MyPLN <input type="checkbox"/> For any administration of Epi-Pen call 911 and parent/guardian/emergency contacts (or employee's emergency contact). Ensure that the individual who receive Epi-Pren is transported in an emergency vehicle 		
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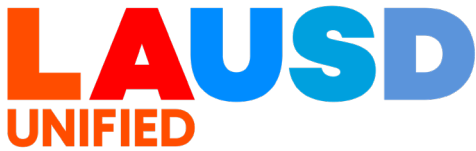
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	to a hospital for further treatment and observation.		
<p><u>Naloxone (Narcan)</u> Bulletin – Administration of Naloxone (Narcan) Nasal Spray (Issued by The Office of the Chief Medical Director)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss the Nasal Spray and reporting policy with employees, and parents/guardians. <input type="checkbox"/> Ensure that school nurses, designated staff, school police (LASPD), local police, and other emergency responders (fire department or LAFD or 911-deployed responders) can access Narcan supply when needed. <input type="checkbox"/> Maintain an annually updated Naloxone (Narcan) Emergency Site Response Plan (Attachment B of Bulletin). This plan shall be accessible to Emergency Personnel, such as school nurses, designated staff, school police (LASPD), local police and other emergency responders (fire department or 911-deployed responders). <input type="checkbox"/> Ensure confidentiality of all Narcan Nasal Spray users and its reports. <input type="checkbox"/> Report all instances of Narcan Nasal Spray usage by completing an iSTAR. <input type="checkbox"/> Ensure a Naloxone Administration Incident Reporting form (Attachment G) is completed for each usage event. <input type="checkbox"/> Treat the report of Narcan Administration form as a confidential 		



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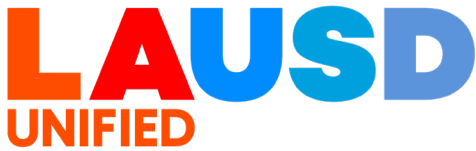
	<p>report for use by LAUSD attorneys and the Office of Risk Management. No copies of the report shall be furnished to anyone including employees, students, or parents without permission from the Office of the General Counsel.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure proper procedures correlating to the storage, restocking, and emergency use of Narcan Nasal Spray as an opioid antagonist are being followed. <input type="checkbox"/> Coordinate with designated staff to keep the Narcan and monthly checklists (Attachment D of Bulletin) stored in a secure location. <input type="checkbox"/> All schools must maintain records for seven (7) years. <input type="checkbox"/> When administering Narcan, call 911 and parent/guardian/emergency contacts. Ensure that the individual who received Narcan is transported in an emergency vehicle to a hospital for further treatment and observation. 		
<p><u>Bullying and Hazing Policy</u> Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) (Issued by Division of School 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> <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 		



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

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	<p>can easily report allegations of bullying. Prominently and conspicuously displayed the policies regarding anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying in areas that are accessible to, and commonly frequented by, school site employees, pupils, and members of the public at each school site and local educational agency office, including, but not limited to, in school office lobbies, staff lounges, pupil government meeting rooms.</p> <p><input type="checkbox"/> Allegations of bullying are investigated, monitored, and resolved in accordance with the guidelines delineated in the policy.</p>		
<p><u>Child Abuse and Neglect Reporting</u></p> <p>Bulletin - Child Abuse and Neglect Reporting Requirements (Issued by Office of the General Counsel)</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>Reference Guide - Code of Conduct with Students Online Training Module (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><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 Annual Child Abuse Awareness Training course in MyPLN by September 13, 2024.</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>		

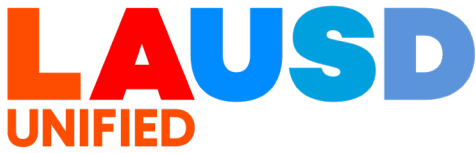


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<p>Code of Conduct with Students MyPLN Training Module</p> <p>Code of Conduct Facilitator Guide</p> <p>Administrator Certification Review PowerPoint</p> <p>Breaking the Silence-Child Abuse and Neglect Training materials are accessible on the Principal’s Portal and on the Division of School Operations website.</p>	<p><input type="checkbox"/> Provided training on the Code of Conduct with Students using the training video to site employees.</p> <p>Spring Semester</p> <p><input type="checkbox"/> Ensure all employees receive the Breaking the Silence-Child Abuse and Neglect Awareness Training by April 30, 2025.</p> <p><input type="checkbox"/> Employees will certify their participation in the Breaking the Silence Training via MyPLN upon receiving the training.</p>		
<p><u>Crisis Response, Suicide Intervention, Threat Assessment</u></p> <p>Bulletin - Crisis Preparedness, Response, and Recovery (Issued by Division of School Operations)</p> <p>Bulletin - Suicide Prevention, Intervention, and Postvention (Students) (Issued by Division of School Operations)</p> <p>Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult) (Issued by Division of School Operations)</p> <p>Memorandum – Annual Suicide Prevention and Awareness Training</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 Annual Suicide Prevention and Awareness Training in MyPLN by September 16, 2024.</p> <p><input type="checkbox"/> Ensured CA Education Code 49390 has been communicated with all employees indicating they are mandated reporters of student threats or perceived threats to commit a homicidal act related to school or a school activity.</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</p>		

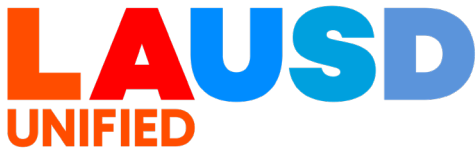
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<p>(Issued by Division of School Operations)</p>	<p>students with suicidal ideation and self-injurious behavior, as well as students who exhibit intent to harm and homicidal ideation.</p>		
<p>Digital Citizenship Bulletin - Policy Regarding Internet Safety for Students (Issued by Chief Information Officer and Chief Academic Officer) 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 Services) Bulletin - Information Security Training and Awareness (Issued by Information Technology Services) Bulletin - Guidelines for the Authorized Use of Artificial Intelligence (AI) for District Employees, Students, and Associated Persons (Issued by Deputy Superintendent Instruction & Deputy Superintendent Business Services & 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>STUDENTS</p> <ul style="list-style-type: none"> <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. <input type="checkbox"/> Elementary students complete the mandatory internet safety lessons (Mark Digital Citizenship Completion in MiSiS) <input type="checkbox"/> Secondary students complete the mandatory “Digital Citizenship in Age of AI” lesson (Mark Digital Citizenship Completion in MiSiS) <p>EMPLOYEES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social media policy was discussed with staff members and other applicable persons. Discussed with staff their responsibility for accessing, handling, protecting, and using District network resources. <input type="checkbox"/> Discussed with staff their responsibility to complete the mandatory online Annual IT Cyber Security Training in MyPLN by September 30, 2024. <input type="checkbox"/> Guidelines for use of artificial 		



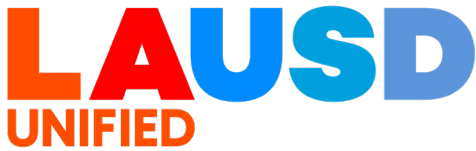
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	<p>intelligence was discussed with staff members and other applicable persons.</p>		
<p><u>Discipline Foundation Policy</u> Bulletin - Discipline Foundation Policy: Multi-Tiered Systems of Support for Behavior and Social-Emotional Well-Being using Positive Behavior Interventions and Supports/Restorative Practices (PBIS/RP) (Issued by Student Health and Human Services and Office of the Chief of Special Education and Access)</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"/> 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 efforts and data are communicated to all stakeholders through various means regularly throughout the school year. <input type="checkbox"/> PBIS/RP/School Discipline Review Team has reviewed the school discipline plan in alignment with policy, i.e., ensuring all school staff (e.g., teachers, administrators, support staff, classified staff) utilize evidence-based behavior support strategies and restorative practices to actively promote and maintain a schoolwide/classroom culture in alignment with the school’s discipline plan. <input type="checkbox"/> The team regularly reviews school site data (e.g., Tiered Fidelity Inventory [TFI], monthly suspensions, office discipline referrals, SSPT data) to determine interventions and supports aligned with students’ needs as well as to address equity and 		



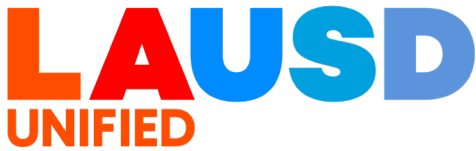
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	disproportionality.		
<p><u>Emergency Supplies Checklist</u> Reference Guide - School Site Emergency/Disaster Supplies (Issued by Office of Emergency Management)</p>	<p>By checking this section, I have verified the following by the end of fall semester and the end of spring semester:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The school’s emergency storage bin is in good repair and locked. <input type="checkbox"/> The emergency bin is stocked in an organized manner with appropriate emergency supplies in adequate amounts, in good working order, and within applicable expiration guidelines. <input type="checkbox"/> Emergency water is current and labeled with treatment and expiration dates. The corresponding online ISSP field has been updated. <input type="checkbox"/> Emergency supplies are accessible to support all students during emergencies. 		
<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 		



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	Bargaining Agreements and District Policies governing the employee.		
<p><u>Employee Safety Seal Program</u></p> <p>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> <ul style="list-style-type: none"> <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></p> <p>EL Programs Online Accountability System Checklist EL Programs Policies EL Programs Forms Multilingual Multicultural Instructional Master Plan Federal Program Monitoring (FPM): 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> <ul style="list-style-type: none"> <input type="checkbox"/> FPM EL 13: Held the Parent’s Master Plan Instructional Options meeting(s) for ELs (grades 1-12). <input type="checkbox"/> FPM EL 14: Organized EL classrooms according to Master Plan Guidelines. <input type="checkbox"/> FPM EL 14, 15: Established the ELD instructional block or secondary ELD courses. <input type="checkbox"/> FPM EL 14: Ensured all classes with ELs have EL service section attributes entered into MiSiS. <input type="checkbox"/> FPM EL 12: Provided ongoing professional development specific to ELs, based on student needs. <input type="checkbox"/> FPM EL 10, 14, 15: Monitored the 		



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	<p>progress of ELs and RFEPs as part of the SSPT.</p> <ul style="list-style-type: none"> <input type="checkbox"/> FPM EL 12: Conducted class observations of Designated and Integrated ELD to monitor and guide implementation of EL-specific PD strategies. <input type="checkbox"/> FPM EL 15: Established and implemented Individual Reclassification Acceleration Plans (IRAP) for PLTEs and LTELs. <input type="checkbox"/> FPM EL10: Held ready-to-reclassify parent consultations before reclassification of students. 		
<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>Multilingual Multicultural Instructional Master Plan</p> <p>Federal Program Monitoring (FPM): EL Instrument</p>	<ul style="list-style-type: none"> <input type="checkbox"/> FPM EL 13: Held a Master Plan Instructional Program Options meeting #2. <input type="checkbox"/> FPM EL 14: Ensured all classes with ELs have EL service section attributes are entered into MiSiS. <input type="checkbox"/> FPM EL 10, 14, 15: Monitored the progress of ELs and RFEPs as part of the SSPT. <input type="checkbox"/> FPM EL 12: Conducted class observations of Designated and Integrated ELD to monitor and guide implementation of EL-specific PD. <input type="checkbox"/> FPM EL 12: Provided a minimum of three (3) professional development trainings specific to ELs throughout the academic year that is of sufficient intensity and duration to impact EL achievement. <input type="checkbox"/> FPM EL 10: Held ready-to-reclassify parent consultations before the reclassification of EL students. 		



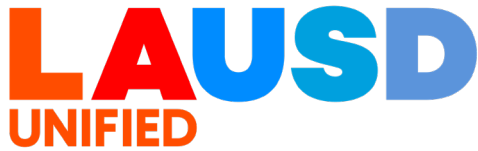
LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

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<p><u>Ethics Policies</u> Bulletin - Employee Code of Ethics (Issued by Office of the Superintendent) Bulletin - Outside District Employment or Activities (Issued by Office of the Superintendent) Private Tutoring Guidelines</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"/> The Employee Code of Ethics was distributed to and discussed with all staff.</p> <p><input type="checkbox"/> Outside District Employment or Activities was reviewed with all staff.</p>	<p>_____</p>	
<p><u>Family Medical Leave and Reasonable Accommodations (FMLA)</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> <p><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.</p> <p><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.</p> <p><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>	<p>_____</p>	
<p><u>Injury & Illness Prevention Program</u></p>	<p>By checking this section, I am certifying that I have completed and</p>	<p>_____</p>	

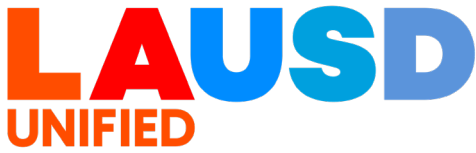
**Administrator Certification – 2024-2025 School Year
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<p>Bulletin - Injury & Illness Prevention Program Requirements (Issued by Office and Environmental Health and Safety and Office of the Operating Officer)</p>	<p>discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed and updated the written Injury and Illness Prevention Program (IIPP) which 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 and documented site safety inspections at least once each semester. <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>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</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 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 be posted conspicuously in bathrooms and locker rooms. Contact information (name, phone, email) for the school site Title IX Complaint Manager 		



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<p>(Issued by Division of School Operations) Bulletin - Section 504 of the Rehabilitation Act of 1973 (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) Brochure -Title IX and Nondiscrimination- Students: Know Your Rights Brochure Respect Each Other: Help Stop Bullying or Harassment</p>	<p>must be posted on the school's website.</p> <ul style="list-style-type: none"> <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> 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, 2025, and will remain posted through April 30, 		



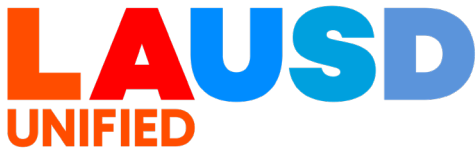
**Administrator Certification – 2024-2025 School Year
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	2025.		
<p><u>PHBAO Schools</u> Reference Guide - Parent Conferences to Support LA Unified’s Master Plan for Integration in Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHABAO Hispanic 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> (2) conferences between parents and teachers during the school year (<u>one</u> (1) 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 2023-2024 school year.</p> <p>The first PHBAO conference was completed within the following time parameters:</p> <p><input type="checkbox"/> Elementary: The first conference was scheduled during the week of November 12-15, 2024.</p> <p><input type="checkbox"/> Secondary: The first conference was scheduled between October 14-25, 2024.</p> <p><u>Second Semester</u></p> <p><input type="checkbox"/> Elementary: The second conference was scheduled during the week of March 3-7, 2025.</p> <p><input type="checkbox"/> Secondary: The second conference was scheduled between February 18-28, 2025.</p>		
<p><u>Site Computer Inventory Policy</u> Bulletin - Site Computer Inventory Policy (Issued by Information</p>	<p>By checking this section, I am certifying that my school has completed the annual physical inventory of learning devices:</p>		



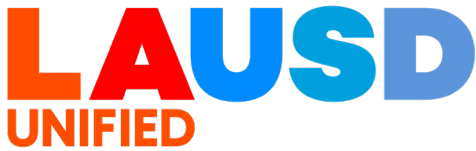
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<p>Technology Services) IT Asset Management System (Issued by Information Technology Services)</p>	<p><input type="checkbox"/> The current status of each device has been verified and updated in the IT Asset Management System. (i.e., checked-out/in inventory, lost, damaged, etc.)</p> <p><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 campus has been accounted for).</p>		
<p><u>Special Education and Section 504</u> Reference Guide – REF-2624.20 School Self-Review Checklist, Students with Disabilities: 2024-2025 (Issued by Division of Special Education)</p>	<p>By checking this section, I am certifying that I have completed all items in this section with appropriate staff, as applicable.</p> <p><input type="checkbox"/> Section 1: Special Education Teams & Designees</p> <p><input type="checkbox"/> Section 2: Beginning of School Year Procedures</p> <p><input type="checkbox"/> Section 3: Compliance Procedures</p> <p><input type="checkbox"/> Section 4: Compliant Timelines</p> <p><input type="checkbox"/> Section 5: Special Education Supports & Resources</p> <p><input type="checkbox"/> Attachment B: School Website-Special Education Information</p>		
<p><u>Student and Employee Security</u> Bulletin - Student and Employee Security (Issued by Office of the Superintendent)</p> <p>Bulletin - Visitors to School Campuses and Locked Campuses During Class Hours at All Schools (Issued by Division of School Operations)</p> <p>Reference Guide - Field</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"/> Reviewed the information with students and staff during the first week of each semester.</p> <p><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.</p> <p><input type="checkbox"/> Reviewed the Field Trip Handbook,</p>		



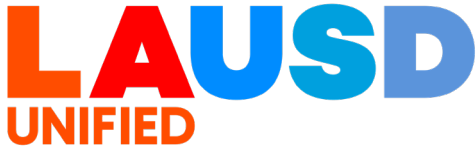
**Administrator Certification – 2024-2025 School Year
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<p>Trips Handbook and Revised Procedures (Issued by Division of Instruction)</p> <p>Bulletin - Incident System Tracking Accountability Report (iSTAR) (Issued by Division of School Operations)</p>	<p>iFieldtrip system, and revised procedures with staff members who understand appropriate administrative authorization for all types of school-sponsored field trips.</p> <p><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.</p>		
<p><u>Student Body Policies</u></p> <p>Publication 464 - Student Body Policies and Accounting Procedures for Elementary Schools</p> <p>Publication 465 - Student Body Policies and Accounting Procedures for Secondary Schools</p> <p>Publication 469 - Student Body Policies for Community Adult Schools, ROC, and Skills Centers</p> <p>Addendum for Small Learning Communities, Pilot Schools, New Tech Schools, and other Small Schools on Shared Campuses</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"/> Reviewed the applicable Student Body Policies and Accounting Procedures and understand the site administrator’s responsibilities for staff adhering to the policies and procedures.</p> <p><input type="checkbox"/> the applicable Student Body Policies and Accounting Procedures with staff members.</p>		
<p><u>Student Support and Progress Team</u></p> <p>Bulletin - A Multi-Tiered System of Support Framework for the Student Support and Progress Team (Issued by Division of</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"/> Established, in collaboration with staff members, a Student Support</p>		



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<p>Instruction)</p>	<p>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).</p>		
<p><u>Uniform Complaint Procedures (UCP)</u> Bulletin - Uniform 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> <ul style="list-style-type: none"> <input type="checkbox"/> Information regarding UCP complaint procedures distributed to staff, students, parents, school advisory committees, and other interested parties. <input type="checkbox"/> The UCP complaint form and brochure are available in the main office. 		
<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> <ul style="list-style-type: none"> <input type="checkbox"/> Notice to Parents, Guardians, Pupils, Teachers, and Other Stakeholders - Important Information About Your Complaint Rights - Williams Legislation is posted in each classroom and visible to all. <input type="checkbox"/> Williams Complaint Procedures Form for Educational Code Section 35186 is available in the main office. 		



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

School Name: _____ Region: _____

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 online certification requirements. The Administrator Certification Review for Offices PowerPoint is available on the Division of School Operations Website as an additional resource.

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/31/25	06/20/25
<p><u>Access to Critical Information Systems</u> Bulletin - Access to Critical Information Systems (Issued by Information Technology 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"/> 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 Procedure for the Acquisition and Use of Automated External Defibrillators (AEDs)</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"/> Ensure all school staff annually receive information on the school's CPR/AED Emergency Site Response Plan (Attachment A of 		

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<p>(Issued by The Office of the Chief Medical Director)</p>	<p>the Bulletin) which should be completed each year by October 15 and the AED Program Tri-Fold Pamphlet (Attachment B of the Bulletin).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that instructions on how to use the AED are posted next to every AED. The AED signage must be visible with clear instructions that are no less than 14-point type (Attachment C of Bulletin). <input type="checkbox"/> Perform equipment maintenance of AED and associated supplies such as pads and first responder kit, and check for expiration dates and damages every 30 days, specifically on the 1st of every month and no later than the 10th of every month. Report the AED maintenance checks on the District-approved online platform known as Arch via online login (Attachment D of Bulletin) or QR Scan Code (Attachment E of Bulletin). <input type="checkbox"/> Reorder outdated or damaged AED equipment supplies, as necessary. <input type="checkbox"/> Allow school site employees the opportunity to obtain CPR/AED certification that complies with the regulations adopted by the California Emergency Medical Services (EMSA) and standards of the American Heart Association (AHA) or the American Red Cross (ARC). <input type="checkbox"/> Designate volunteer emergency site responders as outlined in the Bulletin and maintain responder training records on the cloud-based 		
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LOS ANGELES UNIFIED SCHOOL DISTRICT
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	<p>device management system and complete both the Incident Report in the Confidential Report of AED Response form and an iSTAR. Additionally, comply with post-usage event processes from the District-approved vendor.</p> <p><input type="checkbox"/> When administering CPR and the use of an AED, call 911 and parent/guardian/emergency contacts, and ensure that the individual who received CPR and the application of the AED is transported in an emergency vehicle to a hospital for further treatment and observation.</p>		
<p><u>Naloxone (Narcan)</u> Bulletin – Administration of Naloxone (Narcan) Nasal Spray (Issued by The Office of the Chief Medical Director)</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"/> Discuss the Nasal Spray and reporting policy with employees, and parents/guardians.</p> <p><input type="checkbox"/> Ensure that school nurses, designated staff, school police (LASPD), local police, and other emergency responders (fire department or LAFD or 911-deployed responders) can access Narcan supply when needed.</p> <p><input type="checkbox"/> Maintain an annually updated Naloxone (Narcan) Emergency Site Response Plan (Attachment B of Bulletin). This plan shall be accessible to Emergency Personnel, such as school nurses, designated staff, school police (LASPD), local police and other</p>		



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	<p>emergency responders (fire department or 911-deployed responders).</p> <ul style="list-style-type: none"><input type="checkbox"/> Ensure confidentiality of all Narcan Nasal Spray users and its reports.<input type="checkbox"/> Report all instances of Narcan Nasal Spray usage by completing an iSTAR.<input type="checkbox"/> Ensure a Naloxone Administration Incident Reporting form (Attachment G) is completed for each usage event.<input type="checkbox"/> Treat the report of Narcan Administration form as a confidential report for use by LAUSD attorneys and the Office of Risk Management. No copies of the report shall be furnished to anyone including employees, students, or parents without permission from the Office of the General Counsel.<input type="checkbox"/> Ensure proper procedures correlating to the storage, restocking, and emergency use of Narcan Nasal Spray as an opioid antagonist are being followed.<input type="checkbox"/> Coordinate with designated staff to keep the Narcan and monthly checklists (Attachment D of Bulletin) stored in a secure location.<input type="checkbox"/> All schools must maintain records for seven (7) years.<input type="checkbox"/> When administering Narcan, call 911 and parent/guardian/emergency contacts. Ensure that the individual who received Narcan is transported in an emergency vehicle to a hospital for further treatment and observation.		
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MEMORANDUM

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<p><u>Bullying and Hazing Policy</u> Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) (Issued by Division of School 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"/> 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. Prominently and conspicuously displayed the policies regarding anti-discrimination, anti-harassment, anti-intimidation, and anti-bullying in areas that are accessible to, and commonly frequented by, school site employees, pupils, and members of the public at each school site and local educational agency office, including, but not limited to, in school office lobbies, staff lounges, pupil government meeting rooms.</p> <p><input type="checkbox"/> Allegations of bullying are investigated, monitored, and resolved in accordance with the guidelines delineated in the policy.</p>	<p>_____</p>	
<p><u>Child Abuse and Neglect Reporting</u> Bulletin - Child Abuse and Neglect Reporting Requirements</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>_____</p>	

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<p>(Issued by Office of the General Counsel) Reference Guide - Code of Conduct with Students - Online Training Module (Issued by Office of the General Counsel) Code of Conduct with Students MyPLN Training Module Code of Conduct Facilitator Guide Code of Conduct with Students Handout Bulletin - Code of Conduct - Distribution and Dissemination Requirement (Issued by Office of the Superintendent) Administrator Certification Review PowerPoint Breaking the Silence-Child Abuse and Neglect Training Materials are accessible on the Principal's Portal and on the Division of School Operations website.</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 Annual Child Abuse Awareness Training course in MyPLN by September 13, 2024. <input type="checkbox"/> Local Child Abuse/Neglect Reporting Procedures 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. <input type="checkbox"/> Provided training on the Code of Conduct with Students using the training video to site employees. <p><u>Spring Semester</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure all employees receive the Breaking the Silence-Child Abuse and Neglect Awareness Training by April 30, 2025. <input type="checkbox"/> Employees will certify their participation in the Breaking the Silence Training via MyPLN upon receiving the training. 		
<p><u>Crisis Response, Suicide Intervention, Threat Assessment</u> Bulletin - Crisis Preparedness, Intervention, and Recovery (Issued by Division of School Operations) Bulletin - Suicide</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 Annual Suicide Prevention and Awareness Training in MyPLN by September 16, 2024. <input type="checkbox"/> Ensured CA Education Code 49390 		



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<p>Prevention, Intervention, and Postvention (Students) (Issued by Division of School Operations)</p> <p>Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult, Student-to-School) (Issued by Division of School Operations)</p> <p>Memorandum – Annual Suicide Prevention and Awareness Training (Issued by Division of School Operations)</p>	<p>has been communicated with all employees indicating they are mandated reporters of student threats or perceived threats to commit a homicidal act related to school or a school activity.</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 - 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 Services)</p> <p>Bulletin - Information Security Training and Awareness (Issued by Information Technology Services)</p> <p>Bulletin - Guidelines for the Authorized Use of Artificial Intelligence (AI) for District Employees, Students, and Associated Persons</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"/> 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.</p> <p><input type="checkbox"/> Discussed with staff their responsibility to complete the mandatory online Annual Cyber Security training in MyPLN by September 30, 2024.</p> <p><input type="checkbox"/> Guidelines for use of artificial intelligence was discussed with staff members and other applicable persons.</p>		



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<p>(Issued by Deputy Superintendent Instruction & Deputy Superintendent Business Services & Operations)</p>			
<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> <p><input type="checkbox"/> Reviewed with staff members the Los Angeles Unified Board of Education Employee Attendance Policy.</p> <p><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>		
<p><u>Ethics Policies</u> Bulletin - Employee Code of Ethics (Issued by Office of the Superintendent) 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> <p><input type="checkbox"/> The Employee Code of Ethics was distributed to and discussed with all staff.</p> <p><input type="checkbox"/> Outside District Employment or Activities was reviewed with all staff.</p>		
<p><u>Family Medical Leave and Reasonable Accommodations (FMLA)</u> Bulletin - Family and</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p>		



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<p>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>	<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) which 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 and documented site safety inspections at least once each semester. <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. 		



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	<input type="checkbox"/> Displayed the IIPP Summary sheet in a prominent location.		
<p><u>Nondiscrimination Information and Sexual Harassment Policy</u></p> <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>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> <p><input type="checkbox"/> Nondiscrimination and Anti-Harassment (Including Sexual Harassment) policy and Complaint Procedures discussed.</p> <p><input type="checkbox"/> District Nondiscrimination Prevention Program Statement and Sexual Harassment Prevention policy distributed to all employees.</p> <p><input type="checkbox"/> District Nondiscrimination Statement and Sexual Harassment Prevention policy posted in prominent locations.</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> <p><input type="checkbox"/> Reviewed and signed the Cal/OSHA Form 300A.</p> <p><input type="checkbox"/> Cal/OSHA Form 300A was posted by January 31, 2025, and will remain posted through April 30,</p>		



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	2025.		
<p><u>Site Computer Inventory Policy</u> Bulletin - Site Computer Inventory Policy (Issued by Information Technology Services) IT Asset Management System (Issued by Information Technology Services)</p>	<p>By checking this section, I am certifying that my school has completed the annual physical inventory of learning 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 campus has been accounted for). 		
<p><u>Student and Employee Security</u> Bulletin - Incident System Tracking Accountability Report (iSTAR) (Issued by Division of School 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> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed and updated staff members assigned iSTAR access. Reviewed iSTAR reporting procedures with assigned administrators, designees, and other appropriate staff. 		
<p><u>Uniform Complaint Procedures (UCP)</u> Bulletin - Uniform 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> <ul style="list-style-type: none"> <input type="checkbox"/> Information regarding UCP complaint procedures disseminated to staff. 		



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

School Name: _____ Region: _____

Principal's Signature: _____ Date: _____

Principal's Name (Print): _____



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NON-SCHOOL SITE DIVISION 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
1007001	DIVISION OF SCHOOL OPERATIONS
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 SERVICES
1024301	REGION EAST
1024101	REGION NORTH
1024401	REGION SOUTH
1024201	REGION WEST
1056701	OFFICE OF CHIEF FINANCIAL OFFICER
1046201	OFFICE OF THE CHIEF MEDICAL DIRECTOR
1104101	OFFICE OF THE CHIEF OF SPECIAL EDUCATION, EQUITY, AND SPECIALIZED
1004001	OFFICE OF COMMUNICATION, ENGAGEMENT AND COLLABORATION
1028401	OFFICE OF DATA AND ACCOUNTABILITY
1019701	OFFICE OF EDUCATIONAL TRANSFORMATION
1049901	OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY
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
1019801	OFFICE OF TRANSITIONAL PROGRAMS
1003501	PERSONNEL COMMISSION
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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GRANTING A DESIGNEE ACCESS IN THE PRINCIPAL’S PORTAL

1. Log on to the Principal’s portal at: <https://principalportal.lausd.net/Default.aspx> 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.

The screenshot displays the User Manager interface. At the top, there are search filters for User Name, First Name, Last Name, User Type, Location, User Status, and Module (System). Below these filters is a table of users with columns for User Name, First Name, Last Name, User Type, Cost Center / LD, Location Name, User Status, Module (System), and Options. The 'Options' column contains icons for edit and delete, which are highlighted with a red box and a callout bubble labeled '3'. Below the table, there is an 'Add Users (click here)' button highlighted with a red box and a callout bubble labeled '4'. Below this button is a search form with fields for User Name, User Type, Location/Local District, Module (System), and Role. A 'Find' button is highlighted with a red box and a callout bubble labeled '5'. At the bottom of the search form, there is an 'Add User' button highlighted with a red box and a callout bubble labeled '6'. A green arrow points from the 'Add Users (click here)' button to the 'Add User' button.

User Name	First Name	Last Name	User Type	Cost Center / LD	Location Name	User Status	Module (System)	Options
aaabbbcccc	JOHN	JAMES		1515301	ORCHARD ACADEMIES 2B	A	INSACCOUNT	[Edit] [Delete]
aaabbbcccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	ADMINCERT	[Edit] [Delete]
aaabbbcccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	INSACCOUNT	[Edit] [Delete]
aaabbbcccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	PCSSC	[Edit] [Delete]
aaabbbcccc	JOHN	JAMES	School	1853101	ISAACS AVALON HS	A	GATE	[Edit] [Delete]
aaabbbcccc	JOHN	JAMES	School	1471201	KENTWOOD EL	A	GATE	[Edit] [Delete]
aaabbbcccc	JOHN	JAMES	School	1839001	WALNUT PARK MS SJ/SL	A	GATE	[Edit] [Delete]
aaabbbcccc	JOHN	JAMES	School	1478601	LA SALLE AVE EL	A	GATE	[Edit] [Delete]
aaabbbcccc	JOHN	JAMES	Office	1002501	SUPERINTENDENT	A		[Edit] [Delete]
aaabbbcccc	JOHN	JAMES	LD	S		I		[Edit] [Delete]