### **STEPS TO** complete your required **PROFESSIONAL STANDARDS**

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	inistration - communications/ie
SCHOOL STAFF	NEWMAN NUTRITION CENTE

#### 1. Review the Professional Standards Training Brochure.



### 4. Complete all "Registered" Or "In Progress" trainings.



7. If any training is missing, click the dropdown arrow and select "Archived".





# 2. Go to lausd.org/mypln to login.



### 5. Click the dropdown arrow and select "Completed" to view completed trainings.



8. If training is archived, email <u>dawn.soto@lausd.net</u>.



### 3. Click on the "Transcript" box to view training.



## 6. View completed trainings and compare to brochure.



9. Complete all trainings before Spring Break.

