

TITLE: Administrator Certification Online System
2023-2024 for School Sites and Offices

NUMBER: MEM-6128.12

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Division of School Operations

DATE: July 31, 2023

DUE DATES: January 31, 2024, and
June 21, 2024

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-6128.11, Administrator Certification Online System 2022-2023, issued on August 12, 2022, 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, 2024. 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, 2024. There are six (6) certification items in the spring semester due by June 21, 2024:

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 – Administrator Certification 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 – Granting A Designee Access in the Principal's Portal

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.