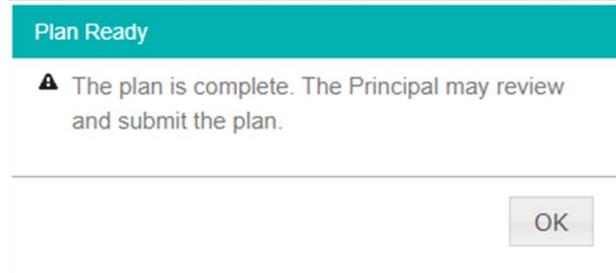




ISSP Quick Sheets Submitting the ISSP

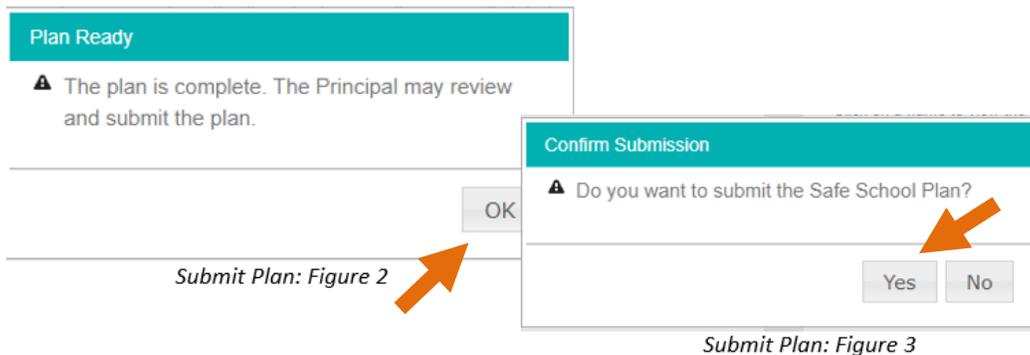
How do I submit the ISSP?

After all six steps have been completed and display 100%, a message box appears that your plan is ready to be submitted (See *Submit Plan: Figure 1*).

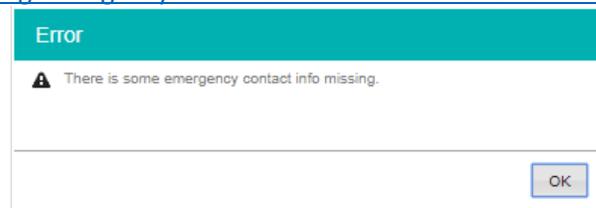


Submit Plan: Figure 1

Only the principal can submit the Integrated Safe School Plan. To submit the plan, the principal must click the **Submit** button and click **Yes** in the confirm submission window (See *Submit Plan: Figure 2*). If the principal did not prepare the plan, he/she needs to review the plan thoroughly before clicking submit. A short time after the principal submits the plan, the status of the draft changes to “Submitted” on the School Details screen and that plan becomes the Current Integrated Safe School Plan, changing the submitted date and the version to the current year in that section.



After clicking the Submit button, an error message box pops up if there are missing emergency contact phone numbers (See *Submit Plan: Figure 4*). Check the Emergency Contacts screen in Step 4 for employee names in red, who are missing work, cell, or home phone numbers (required for all). The principal is to contact these staff to add any missing phone numbers in Employee Self-Service <https://ess.lausd.net>. The principal or designee can instead update the missing phone numbers in Step 4 of the ISSP (See: [Updating Emergency Contact Phone Numbers in the ISSP](#)).



Submit Plan: Figure 4

When no emergency contact numbers are missing, the Confirm Submission window pops up. Click **Yes** to complete submission of the ISSP (See *Submit Plan: Figure 3 above*).