

# How to add School Experience Survey Contact(s) on Principal's Portal

**Website Link:** [LAUSD Principal's Portal School Designee Form](#)



DESIGNEE FORM

REPORT MENU

## School Designee Form

**Step 1:** When you are in the Principal's Portal School Designee Form, scroll down to the School Experience Survey (SES) Contact section. You can add up to three designees by clicking on the icon below.

A screenshot of the "School Experience Survey Contact" section. On the left, there is a text block: "School Experience Survey Contact", "School contact to receive important announcements and information regarding the District's annual School Experience Survey (SES).", "Principals may select one or more persons to be the SES School Contact to receive important e-mail communications.", and a "Show less" link. To the right is a table with two columns and three rows. Each row has a person icon with a plus sign in the first column, followed by three input fields for name, title, and email. A red box highlights the first person icon, and a red arrow points from the text "clicking on the icon below." to it.

**Step 2:** Enter the name, title, and email address of each SES designee. Once you have completed this form, each designee will receive an email with any SES updates and information during the school year.

A screenshot of a "Resource Search Screen" dialog box. It has a title bar with a close button (X). Below the title bar is a label "New Designee's Name or Email" and a text input field containing "email@lausd.net". At the bottom right, there are two buttons: "Close" and "Select".