



LOS ANGELES UNIFIED SCHOOL DISTRICT ADMINISTRATOR CERTIFICATION ONLINE SYSTEM User Guide

- The reporting system can be accessed through www.lausd.net under the Division of District Operations – Principal Portal link or navigate to the following internet address:
<https://principalportal.lausd.net>.



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



- After logging in, click **Administrator Certification** on the home page to view the Administrator Certification list. This screen outlines all the required actions, Bulletins, Memos, Reference Guides, etc. for each item. Input the completion date of each certification item.



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Home Tools Username
 [Logout](#)

CERTIFICATION
REPORT

Administrator Certification

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 Change Location (7-digit code)
 DIV DISTRICT OPS(0070)
 Change Location

Due date: 1/31/2020

District Policy/References	Required Action	Completion Date
<u>Automated External Defibrillator Certification (AEDs)</u> 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 style="width: 80%; height: 20px;" type="text"/>
<u>Bullying and Hazing Policy</u> 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 style="width: 80%; height: 20px;" type="text"/>
<u>Child Abuse Reporting</u> 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 style="width: 80%; height: 20px;" type="text"/>
<u>Crisis Response, Suicide Intervention, Threat Assessment</u> 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 style="width: 80%; height: 20px;" type="text"/>

Input 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.

	documentation system to maintain daily search logs. <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. 	
<u>Uniform Complaint Procedures (UCP)</u> 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 style="width: 80%; height: 20px;" type="text" value="01/01/2019"/>

Save
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 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 principal or division leads to verify compliance with all mandated activities and reports.



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Administrator Tools

User Manager

Status Report

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 options:

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



CERTIFICATION

REPORT

Reports

1	School Report	School report screen. Available for school site administrators
2	Executive Report	Completion status report for all required verifications and certifications.