



LOCAL DISTRICT CENTRAL



Home of the Champions

School Administrative Assistants &
Office Managers Meeting

March 18, 2021



Welcome and Introductions

Frances Baez, Local District Central Superintendent

Miguel Saenz, Administrator of Operations



New Team Members

Scheilda Broughton

24th St ES

Wendy Cruz

49th St ES

Engaged Participant Outcomes

At the end of this session, participants will:



Receive orientation on the Vendor Management System, payroll procedures and student pre-enrollment portal.

Review role in supporting our communities with a safe reopening of schools.

Agenda

01.

Introductions

02.

Inclusion Activity

03.

Accounts Payable Update

- Overview of New Vendor Invoice Management System

04.

Student Pre-Enrollment Portal

05.

Self Care During Distance Learning

06.

- Payroll**
- Questions and Answers

07.

COVID-19 Update

08.

Daily Pass



Champions working together



7 Norms of **Collaboration**



Pausing



**Paying Attention to
Self and Others**



**Presume Positive
Intentions**



Providing Data



Posing Questions



**Putting Ideas on
the Table**



Paraphrasing

Zoom Norms

Mute

Mute your mic when not speaking



Questions

Place questions in chat



Patient

Be flexible and patient with technology



Positive

Presume positive intentions



Reactions

Use reaction symbols



Present

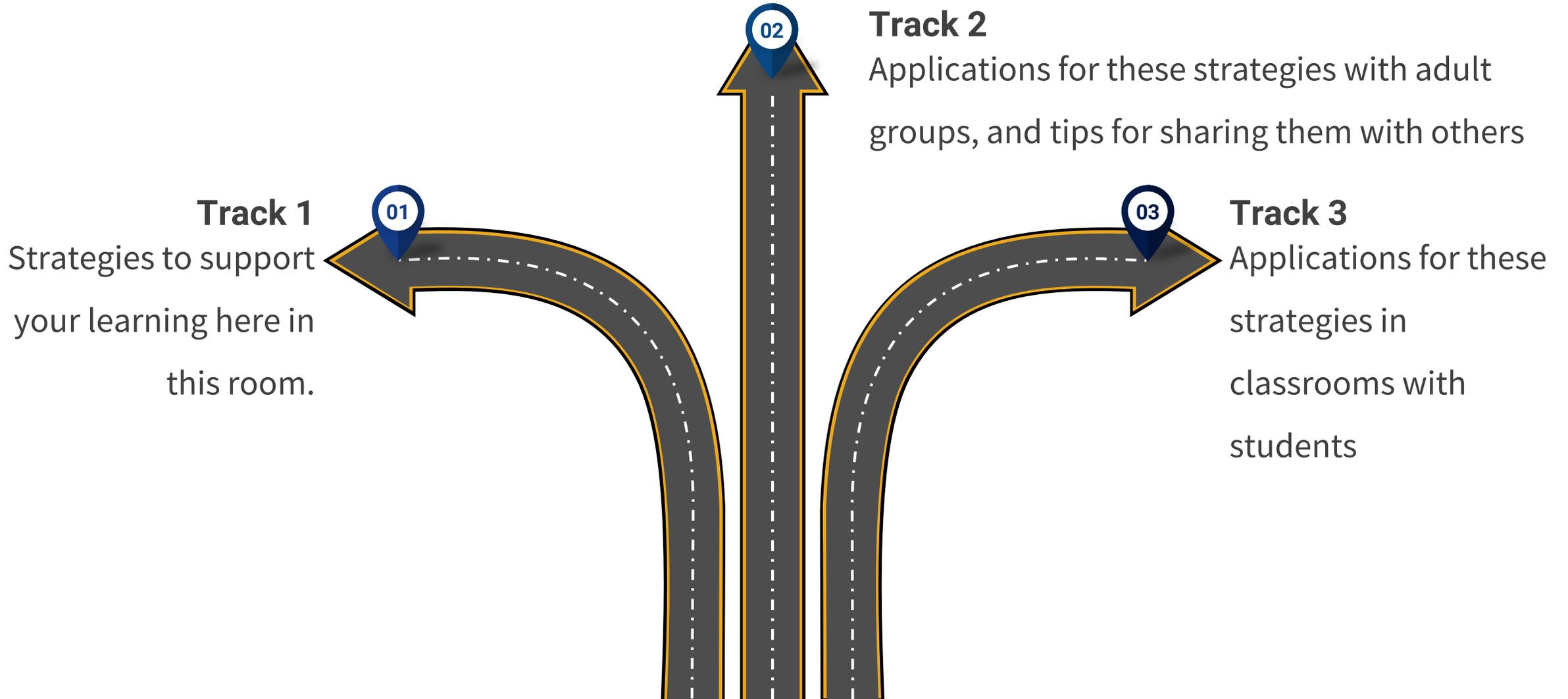
Be present



Wellness Themes

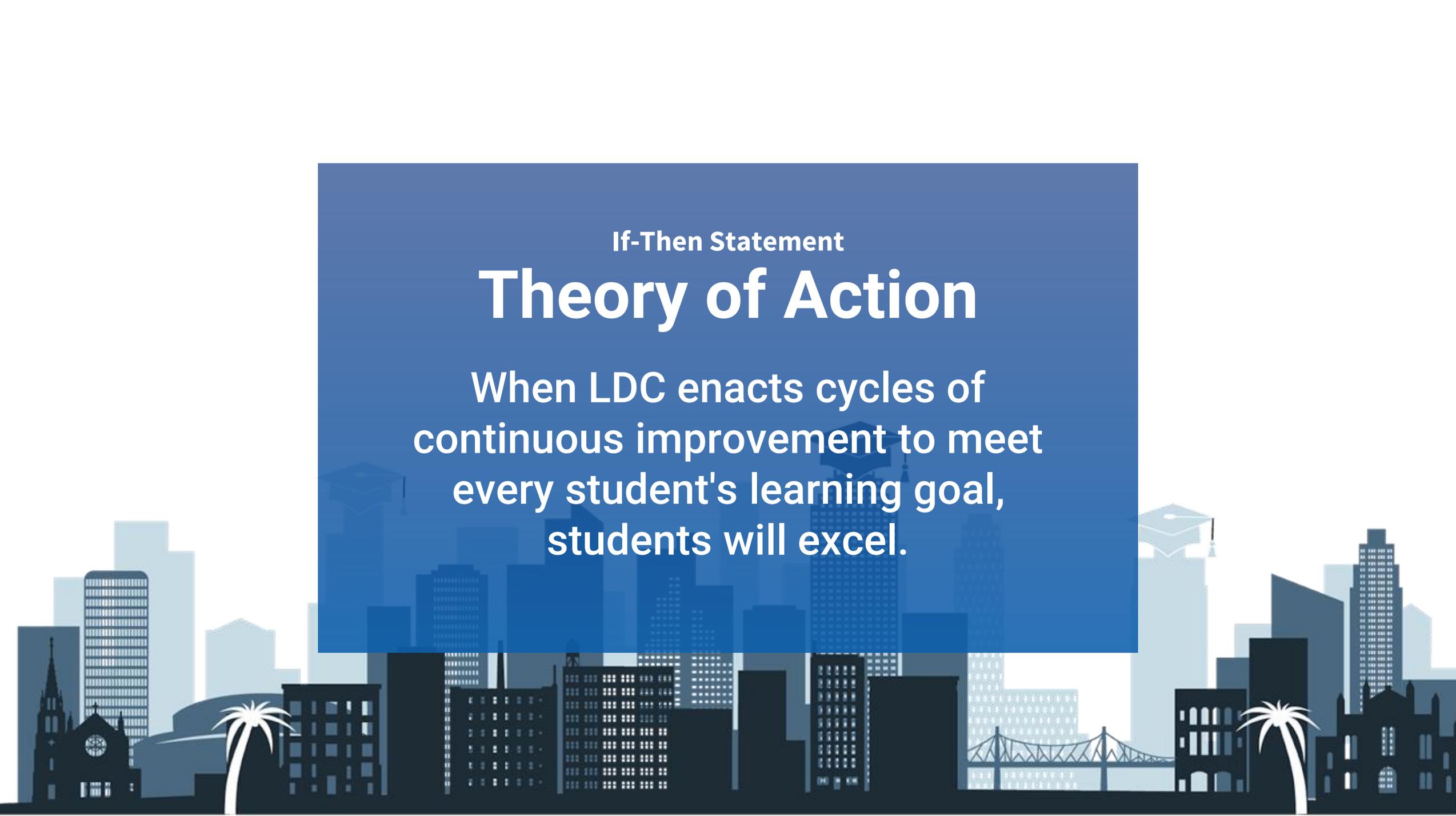
 <p><i>Mindful Monday</i></p>	<p>Mindfulness is the ability to be fully present in the moment. It can provide numerous benefits, from decreased stress and sadness to increased levels of focus and happiness, according to research. Mindfulness meditation practice is one way to truly experience the current moment and integrate that awareness into your everyday life.</p>
 <p><i>Grati-Tuesday</i></p>	<p>Gratitude is one of many positive emotions. It's about focusing on what is good in our lives and being thankful for the things we have. Gratitude is pausing to notice and appreciate the things we often take for granted, like having a place to live, food, clean water, friends, family, and even computer access.</p>
 <p><i>Wellness Wednesday</i></p>	<p>There are Eight Dimensions of Wellness: emotional, physical, social, occupational, spiritual, environmental, financial, and intellectual. Each dimension of wellness is interrelated and equally vital in the pursuit of optimum health. Understanding how to maintain and optimize each of the dimensions can support an optimal level of overall wellness.</p>
 <p><i>Thoughtful Thursday</i></p>	<p>Doing something for others is powerful for your well-being. In fact, when we give to others, our brain's pleasure and reward centers light up as if we were the receiver and not the giver! We also get a boost of feel-good endorphins and a hormone called oxytocin is released, which lowers our stress!</p>
 <p><i>Fun Friday</i></p>	<p>Fun Friday is the opportunity to learn more about our students while building community and developing and strengthening relationships. Be creative and have fun!</p>

Triple Track Agenda



LDC *Home of the Champions!* will change learning spaces into transformational communities addressing social justice issues through Deeper Learning. This will lead to students prepared to excel in the 22nd Century.



The background features a dark blue silhouette of a city skyline with various buildings, including a cathedral on the left and a suspension bridge on the right. Several graduation caps are scattered across the skyline. A large, semi-transparent blue rectangle is centered over the image, containing white text.

If-Then Statement

Theory of Action

When LDC enacts cycles of continuous improvement to meet every student's learning goal, students will excel.

Foci For 2020–2021



Instructional Foci

- Rigorous Grade Level Standards Based Learning
- Engagement Strategies for C/O 2021-2032

Equity Lens

- Black Students Matter: We See You, We Hear You
- Populations at the Margins: EL's, Students w/IEP, Gifted, Gender Identity, and unheard

Universal Design for Learning

A photograph of three young children standing in a classroom. The child on the left is a boy with short dark hair, wearing a grey hoodie. The child in the middle is a girl with braided hair, wearing a light-colored patterned shirt. The child on the right is a girl with dark hair, wearing a denim jacket. They are all smiling. The background shows classroom decorations, including a calendar with months in Spanish (febrero, marzo, abril, mayo, junio, julio, agosto, septiembre, octubre, noviembre, diciembre) and a poster with days of the week (domingo, lunes, martes, miércoles, jueves, viernes, sábado, domingo). There are also bookshelves with books and a table with a pink storage bin.

Inclusion Activity

Michelle Gorsuch
Operations Coordinator



Accounts Payable Update

Beatriz Rios

Head Accountant

Wilma Ylagan

Financial Aide



LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT



Accounts Payable Branch



MISSION STATEMENT

Our mission is to support the LAUSD community by processing accurate and timely payments while providing the highest level of customer service, to maintain fiscal controls through our policies and procedures, to ensure compliance with laws and regulations, and to deliver reliable data.

VISION

A department that is efficiently and accurately paying District vendors while providing excellent customer service.



Accounts Payable is continuously working on streamlining our processes to provide accurate and timely payments to District vendors. We are making improvements now that we want to share with you.

Vendor Invoice Management (VIM)

VIM streamlines accounts payable operations for LAUSD vendors. VIM optimizes and simplifies the process of receiving, managing, monitoring, and routing invoices and related **documentation on all levels.**

This means transitioning to paperless invoicing, which is a more automated process that accelerates invoice review and reduce errors.



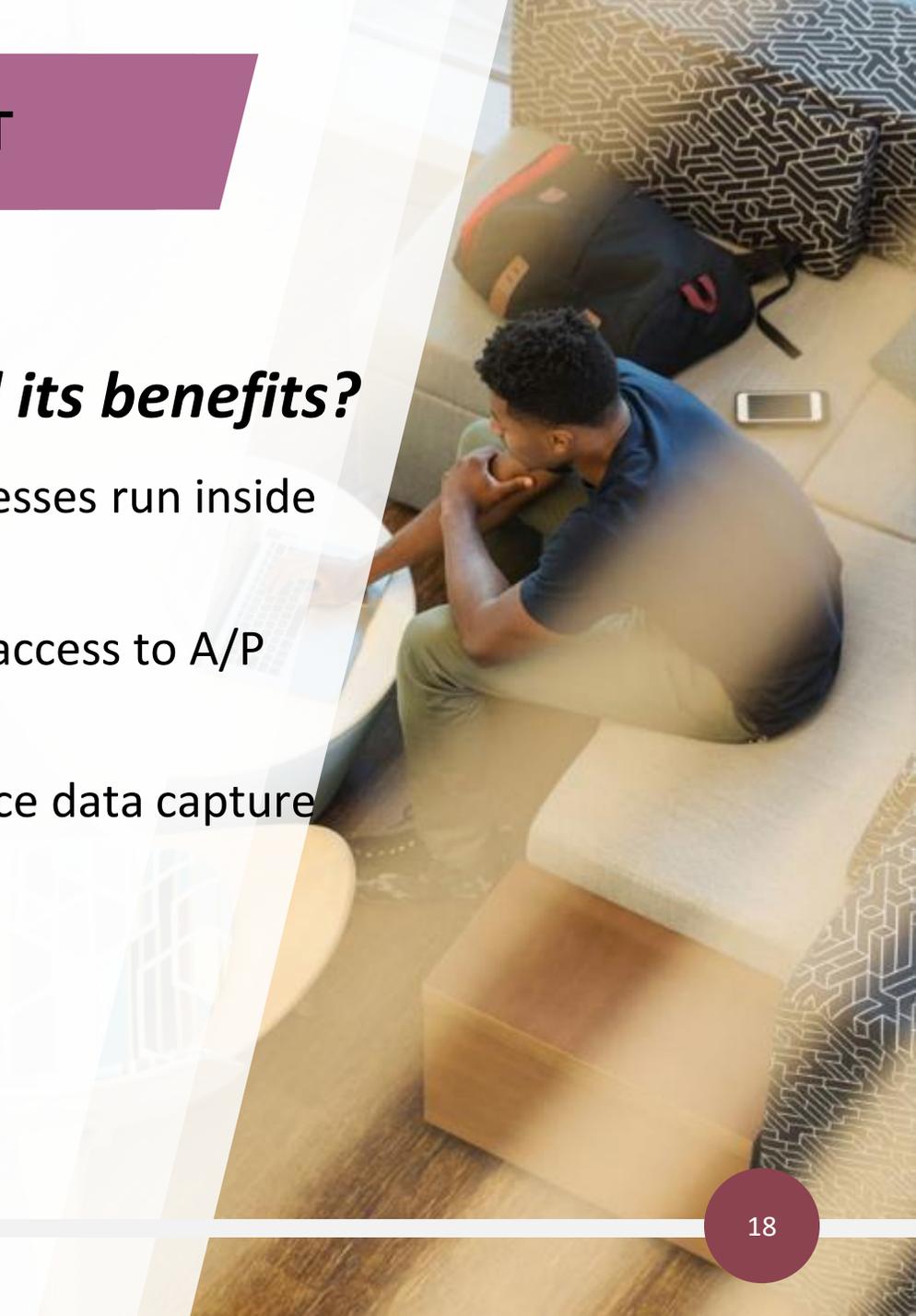


LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)

What is Vendor Invoice Management (VIM) and its benefits?

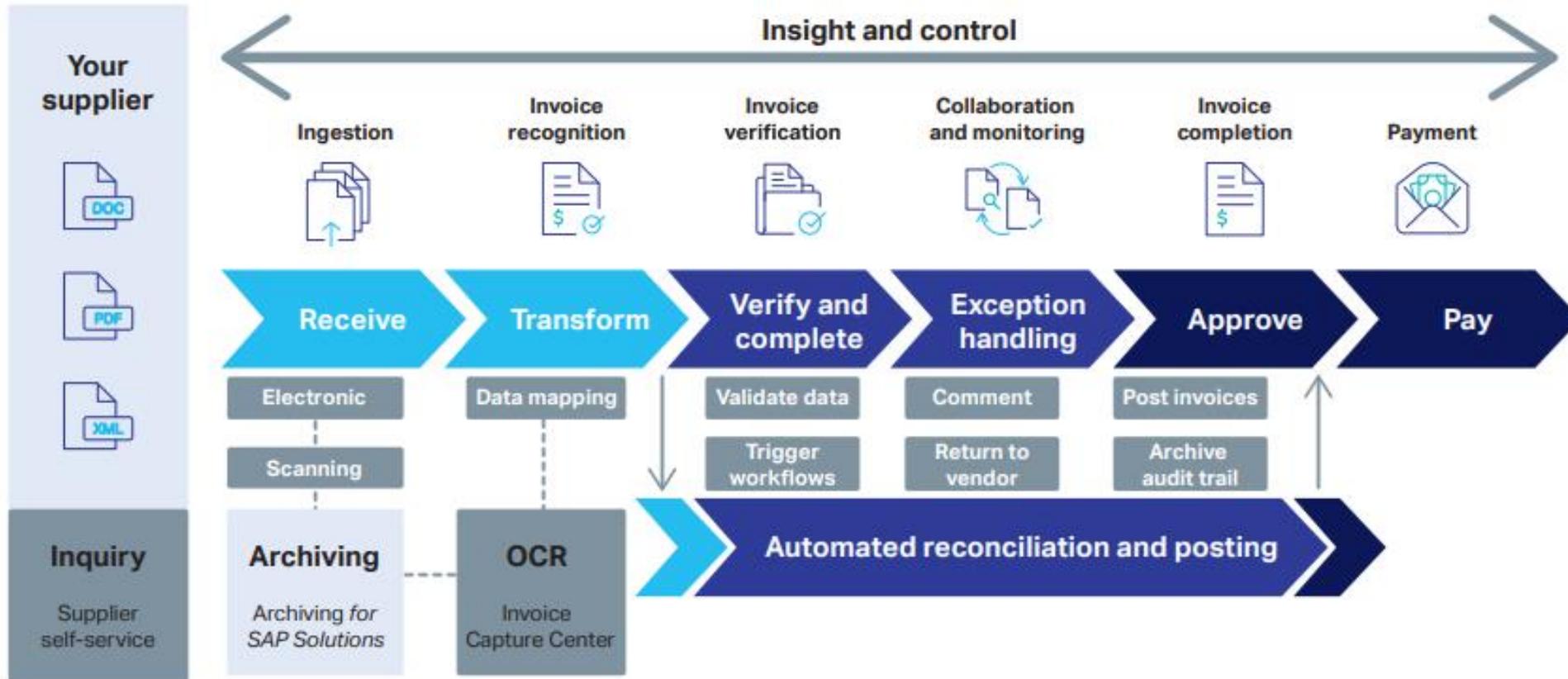
- ❖ VIM is an add-on to SAP system, where its functions and processes run inside SAP
- ❖ Ensures accurate, on-time financial reporting with automatic access to A/P information
- ❖ Accelerates invoice review and data entry through rapid invoice data capture
- ❖ Automated invoice routing and workflow
- ❖ Visibility of invoices and related documents on all levels
- ❖ Improve productivity through automation
- ❖ Reduce paper handling and physical storage





LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)





LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)



What is changing?

Vendor invoices are going from a paper-based, manual data entry process to PDF, automated and electronic method through VIM in SAP.



What changes will I see before my school is rolled out?

During and after VIM transition, schools will receive three automatic VIM email notifications about Purchase Order, Goods Receipt, and/or Invoice discrepancies. Please note, you will receive VIM training before the system rolls out to your school on handling the invoice via VIM.

Notification	Current Delivery Method	New Delivery Method
Invoice Alert > GR Mismatch SAP Invoice XXXXXXXXXXXX	Automatic notification triggered by SAP	Automatic email notification triggered by VIM. Subject: Missing Goods Receipt
Unable to process invoice due to price discrepancy	Notification emailed to the school by Accounts Payable staff	Automatic email notification triggered by VIM. Subject: Price Discrepancy
Unable to Process Invoice due to Invoice Quantity > PO Central Offices – <i>May 10, 2021</i>	Notification emailed to the school by Accounts Payable staff	Automatic email notification triggered by VIM. Subject: PO Exhausted



When will this happen and how do I learn more?

Central Offices – *May 10, 2021*

Schools – *TBD*

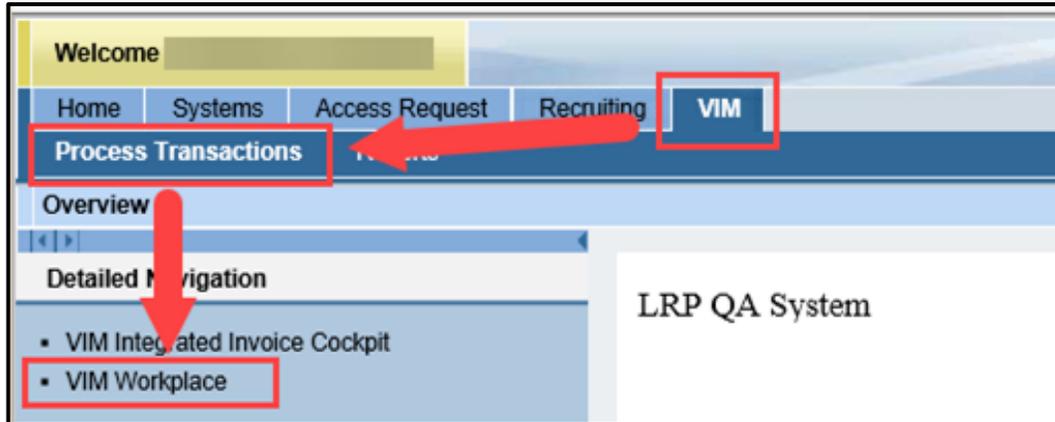
Please visit Accounts Payable - VIM website: <https://achieve.lausd.net/Page/16426>



LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)

SAP – VIM WORKPLACE



The screenshot displays the 'VIM Workplace - Personal View' interface. At the top, there are navigation tabs for 'My Inbox', 'My Pending', and 'My Completed'. Below these are buttons for 'Apply', 'Edit', and 'Reset'. The interface includes a search area with fields for 'Company Code', 'Vendor', 'Name', and 'Reference', along with filters for 'Document Date', 'Incoming Date', 'Due Date', and 'Document Id'. A table titled 'My Inbox (16 Hits)' lists various invoices with columns for Proc.St., Bulk Act., Dashboard, WF History, Execute, Document Id, Doc. Item, Res./Rep., Image, Comment, CoCode, DocumentNo, Year, Vendor, Name 1, Purch.Doc., and Refere.

Proc.St.	Bulk Act.	Dashboard	WF History	Execute	Document Id	Doc. Item	Res./Rep.	Image	Comment	CoCode	DocumentNo	Year	Vendor	Name 1	Purch.Doc.	Refere
○	○	○	○	○	2000000996					1000			1000011377	Risk Solutions & Investigations, In	4500512884	19-13
○	○	○	○	○	2000000808					1000			1000002595	LITTLER MENDELSON PC		50541
○	○	○	○	○	2000000801					1000			1000003708	DANNIS WOLIVER KELLEY		23465
○	○	○	○	○	2000000753					1000			1000001586	BARAKAT CONSULTING, INC.		256
○	○	○	○	○	2000000603					1000			4000000001	CHARTER SCHOOL CAPITAL, INC.		11111
○	○	○	○	○	2000000586					1000			1000001303	FERGUSON ENTERPRISES, INC.	4500508247	79138
○	○	○	○	○	2000000543					1000			1000000628	M.C.I. FOODS, INC	4500506533	05738
○	○	○	○	○	2000000491					1000			1000002647	GUTIERREZ PRECIADO & HOUSE		37659
○	○	○	○	○	2000000458					1000			1000000160	LAW OFFICES OF CINDY BRINING		20190
○	○	○	○	○	2000000420					1000			1000001303	FERGUSON ENTERPRISES, INC.	4500507483	78914
○	○	○	○	○	2000000258					1000			1000006636	H & H AUTO PARTS WHOLESALE	4500515310	11N031
○	○	○	○	○	2000000257					1000			5500753568	EDDINGS ENTERPRISES INC.	4500483739	09478
○	○	○	○	○	2000000256					1000			2000000283	A-Z BUS SALES, INC.		01P68
○	○	○	○	○	2000000252					1000			1000000603	ThorsonMotorCenter		36263
○	○	○	○	○	2000000221					1000			5500800855	AMERICAN MOVING PARTS	4500510516	01A99
○	○	○	○	○	2000000068					1000			1000000160	LAW OFFICES OF CINDY BRINING		NON P



LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)

VIM EMAIL NOTIFICATION – MISSING GOODS RECEIPT

- Subject: Inv #XXXXXXXXXXXXXXXXX Missing Goods Receipt
- Reason(s):
 - Goods not received
- Invoice Details:
 - (Invoice Details)*
 - (Invoice Image Attached with email)*
- Comments:
 - (Additional Comments by A/P Processor, if any)*
- Corrective action(s) provided:
 - Acknowledge receipt of goods/services by processing the online Goods Receipt (GR).
 - If GR is processed and still receiving this message, please review invoice details and all PO lines with GR have been processed.
 - If invoice is incorrect, request vendor to submit credit memo or preferably a revised invoice to invoices@lausd.net.

From: ACCOUNTS-PAYABLE@LAUSD.NET <ACCOUNTS-PAYABLE@LAUSD.NET>
 Sent: Thursday, October 29, 2020 7:47 AM
 To: Ylagan, Wilma Grace
 Subject: Inv #152708 Missing Goods Receipt

Dear School,

Accounts Payable is unable to process the following invoice for payment due to the reason(s) listed below:

Reason(s):

Goods not received

Invoice Details:

Vendor Name :A TONER WAREHOUSE, INC.
 Vendor # :100004450
 Vendor Invoice # :152708
 SAP Invoice # :5500922806
 Invoice Date :09/11/2020
 Purchase Order # :4500587411

PO Item	Material	Description	Quantity	Value	Total GR Quantity	Total IR Quantity	Total GR Amount	Total IR Amount
1		CX 431ADW (Black)	5	545.00	0	5	0.00	596.78
2		CX 431ADW (Cyan)	5	1,145.00	0	5	0.00	1,253.78
3		CX 431ADW (Magenta)	5	1,145.00	0	5	0.00	1,253.78
4		CX 431ADW (Yellow)	5	1,145.00	0	5	0.00	1,253.78
5		Xerox B215 multifunction printer	10	850.00	0	10	0.00	930.73

Please choose the proper corrective action(s) listed below:

- 1) Please acknowledge receipt of goods and/or services by processing the online goods receipt (GR).
- 2) If you already processed the GR and are receiving this email, please review the invoice details and ensure all the PO lines with GR have been processed.
- 3) If invoice is incorrect, request vendor to submit credit memo or preferably a revised invoice to invoices@lausd.net. Revised invoice must reference the invoice number which it is replacing.



LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)

VIM EMAIL NOTIFICATION – PRICE DISCREPANCY

- Subject: Inv #XXXXXXXXXXXXXXXXX Price Discrepancy
- Reason(s):
 - Price Issue
- Invoice Details:
 - (Invoice Details)*
 - (Invoice Image Attached with email)*
- Comments:
 - (Additional Comments by A/P Processor, if any)*
- Corrective action(s) provided:
 - Modify purchase order, if you agree with the billed item(s).
 - If invoice is incorrect, request vendor to submit credit memo or preferably a revised invoice with correct pricing to invoices@lausd.net.
 - For Purchase Order and/or Goods Receipt assistance, please contact your respective LRP Shopping Cart Support Center.
 - For Accounts Payable assistance, please contact 213-241-4800 or email Accounts-Payable@lausd.net.

From: ACCOUNTS-PAYABLE@LAUSD.NET <ACCOUNTS-PAYABLE@LAUSD.NET>
Sent: Thursday, October 29, 2020 7:57 AM
To: Ylagan, Wilma Grace
Subject: Inv #152708 Price Discrepancy

Dear School,

Accounts Payable is unable to process the following invoice for payment due to the reason(s) listed below:

Reason(s):

Price Issue

Invoice Details:

Vendor Name :A TONER WAREHOUSE, INC.
Vendor # :1000004450
Vendor Invoice # :152708
SAP Invoice # :5500922806
Invoice Date :09/11/2020
Purchase Order # :4500587411

Comments:

Invoice billing \$900 Unit Price Exceeds PO line 5 for \$545 Unit Price

Please choose the proper corrective action listed below:

- 1) Please modify purchase order, if you agree with the billed item(s).
- 2) If billed item is incorrect, request vendor to submit a credit memo or preferably a revised invoice with correct pricing to invoices@lausd.net. Revised invoice must reference the invoice number which it is replacing.
- 3) For Purchase Order and/or Goods Receipt assistance, please contact your respective LRP Shopping Cart Support Center (SCSC).
- 4) For Accounts Payable assistance, please contact 213-241-4800 or accounts-payable@lausd.net.

To maintain a positive relationship with vendors, please take corrective action within 5 business days.



LOS ANGELES UNIFIED SCHOOL DISTRICT

VENDOR INVOICE MANAGEMENT (VIM)

VIM EMAIL NOTIFICATION – PO EXHAUSTED

➤ Subject: Inv #XXXXXXXXXXXXXXXXX Unable to Pay-PO Exhausted

➤ Reason(s):

Quantity Issue

➤ Invoice Details:

(Invoice Details)

(Invoice Image Attached with email)

➤ Comments:

(Additional Comments by A/P Processor, if any)

➤ Corrective action(s) provided:

- Modify purchase order, if you agree with the billed item(s).
- If invoice is incorrect, request vendor to submit credit memo or preferably a revised invoice with correct pricing to invoices@lausd.net.
- For Purchase Order and/or Goods Receipt assistance, please contact your respective LRP Shopping Cart Support Center.
- For Accounts Payable assistance, please contact 213-241-4800 or email Accounts-Payable@lausd.net.

From: ACCOUNTS-PAYABLE@LAUSD.NET <ACCOUNTS-PAYABLE@LAUSD.NET>
Sent: Thursday, October 29, 2020 8:14 AM
To: Ylagan, Wilma Grace
Subject: Inv #152708 Unable to Pay-PO Exhausted

Dear School,

Accounts Payable is unable to process the following invoice for payment due to the reason(s) listed below:

Reason(s):

Quantity Issue

Invoice Details:

Vendor Name :A TONER WAREHOUSE, INC.
Vendor # :1000004450
Vendor Invoice # :152708
SAP Invoice # :5500922806
Invoice Date :09/11/2020
Purchase Order # :4500587411

PO Item	Material	Description	Quantity	Value	Total GR Quantity	Total IR Quantity	Total GR Amount	Total IR Amount
1		CX 431ADW (Black)	5	545.00	5	5	596.78	596.78
2		CX 431ADW (Cyan)	5	1,145.00	5	5	1,253.78	1,253.78
3		CX 431ADW (Magenta)	5	1,145.00	5	5	1,253.78	1,253.78
4		CX 431ADW (Yellow)	5	1,145.00	5	5	1,253.78	1,253.78
5		Xerox B215 multifunction printer	10	850.00	10	10	930.73	930.73

Comments:

PO exhausted by invoices 12806 and 120593.

Please choose the proper corrective action(s) listed below:

- 1) Please modify purchase order, if you agree with the billed item(s).
- 2) If billed item is incorrect, contact and follow vendor's return process for the over-shipment. Request vendor to submit a credit memo for the returned items or preferably a revised invoice to invoices@lausd.net. Revised invoice must reference the invoice number which it is replacing.
- 3) For Purchase Order and/or Goods Receipt assistance, please contact your respective LRP Shopping Cart Support Center (SCSC).
- 4) For Accounts Payable assistance, please contact 213-241-4800 or accounts-payable@lausd.net.

To maintain a positive relationship with vendors, please take corrective action within 5 business days.



LOS ANGELES UNIFIED SCHOOL DISTRICT

For more Vendor Invoice Management information, please visit our website.

VIM Website: <https://achieve.lausd.net/Page/16426>
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 **Accounts Payable Branch**

 **213-241-4800**

 **Accounts-Payable@lausd.net**

 **<https://achieve.lausd.net/accountspayable>**



Pupil Services & Attendance

Rudy Gomez

PSA Field Coordinator



Student Health and Human Services



- Pre-Enrollment Minimum Requirements
- Non-Electronic Pre-Enrollment Packets
- Online Pre-Enrollment Application Portal
- Repro Unit Mailing Procedures
- Enrolling Students from Student Online Pre-Enrollment Portal

Distance/Online Learning: Student Pre-Enrollment Portal

LOCAL DISTRICT
CENTRAL



Home of the Champions

Best Practices to Promote School Enrollment



**Posting on school
webpage**



**Sharing via social
media**



School marquee



**Banner in front of
the school**



Mailer/flyers



**Blackboard
Connect**



**Virtual parent/
community
meeting**



**School's
outgoing
voicemail
message**





Online Student Pre-Enrollment Application Portal

The screenshot shows the 'Student Enrollment' portal. At the top left, there are three circular icons: a sun with a pencil, a school building, and a document. To their right is the text 'Student Enrollment'. On the top right, there are navigation links for 'Home', 'User Guide', and 'Parent/Guardian' (with a user icon), and a 'Logout' link.

Below the navigation is a section labeled 'En Español'. Underneath is the 'Home' heading. A 'New student' section contains two buttons: 'Pre-Enrollment Applications' (with a graduation cap icon) and 'Pre-enrollment for Accepted Placements' (with the 'UNIFIED ENROLLMENT' logo). A green starburst with the word 'New' and a green arrow points to the 'Pre-enrollment for Accepted Placements' button.

Below that is a 'Currently enrolled student' section with three buttons: 'Enrichment Applications' (with a document icon), 'Before & After School Program' (with a person and star icon), and 'Upload Documents' (with a document icon).





Online Student Pre-Enrollment Application Portal

Who can submit an application?

- **Pre Enrollment Application Tab-**
 - TK-12 student that are new to LAUSD
 - Only for school of residence enrollment
- **Unified Enrollment Tab- (NEW FEATURE)**
 - New Unified Enrollment applicants who accepted a placement for any of the following:
 - Zones of Choice
 - District K-12 Open Enrollment
 - Choices Programs:
 - Magnet
 - Permits With Transportation
 - Dual Language Education
 - Schools for Advanced Studies
 - Admission Criteria Schools
 - Affiliated Charters

Who cannot submit an application?

- Continuing, Transferring, or Matriculating LAUSD students (from LAUSD school to another LAUSD school)
- Intra-district Permits (from LAUSD school to another LAUSD school)
- Expanded Transitional Kindergarten (ETK)
- Options Schools
 - Continuation
 - Community Day Schools
 - City of Angeles
 - Carlson Home/Hospital





Online Student Pre-Enrollment Application

All principals must designate personnel to manage receipt and review of pre-enrollment material submitted by parents/ guardians via the district Student Online Pre-Enrollment Application Portal

Review student Enrollment Dashboard daily (every morning)



Admin, Principal, Designee

<https://enroll.lausd.net>





Online Student Pre-Enrollment Application Portal

   **Student Enrollment** [User Guide](#) [Login](#)

[En Español](#)

Login


LAUSD Parent/Guardian


Admin, Principal, Designee

   **Student Enrollment** [User Guide](#) [Login](#)

[En Español](#)

Admin, Principal, Designee

[← Return](#)

SSO

Password

[Forgot your password?](#)

Activate Windows
Go to Settings to activate Windows.





Online Pre-Enrollment Security

Secure Methods for exchange of enrollment forms are:

- The online Student Pre-Enrollment Portal
- A regular USPS mailing option
- Any school site distribution of docs

Non-Secure Methods:

- Personal Emails- Schools should **not accept nor request** completed student enrollment documents by **e-mail** from parents/caregivers.





Parent Guides for the Online Student Pre-Enrollment

Updated
User Guide

- Parent guide is available in English and Spanish.
- Instructions for parents on how to complete the online pre-enrollment application.

<https://enroll.lausd.net>

Rev. 3.1.2021

 **Student Enrollment**

Parent Guide to:

New student


Pre-Enrollment Applications

The new student online pre-enrollment application is only for **school of residence** for **new students entering Transitional Kindergarten/Kindergarten through 12th grade.**





School User Guides for the Online Student Pre-Enrollment

Student Enrollment

Home Documents **User Guide** axa5442 Logout

En Español

Pre-Enrollment Applications

[Clear search filters](#)

App ID Student first name Student last name School LD School year Status

Result: 4,572 Sort: Submitted date

ID	School year	Student	School	Submitted	Submitted date	Status	
4753	2021-2022	Bug Bunny DOB: 10/23/2012 Grade: 4	Hubbard Street Elementary (1460301) 13325 HUBBARD ST, SYLMAR, CA 91342	diana (sdlid)	3/3/2021 3:41 PM	Submitted 3/5/2021 5:55 PM	view
4739	2021-2022	Lindsey Angulo DOB: 12/8/2005 Grade: 9	Tweedy Elementary (1726001) 9724 PINEHURST AVE, SOUTH GATE, CA 90280	Rafael Angulo (Father)	2/11/2021 6:42 PM	Approved for next school year 2/16/2021 5:01 PM	view

TEST ENVIRONMENT

Student Enrollment

Home Documents User Guide axa5442 Logout

En Español

Pre-Enrollment Applications

[Clear search filters](#)

App ID Student first name Student last name School LD School year Status

Result: 4,572 Sort: Submitted date

User Guide

- o [School User Tasks \(PDF\)](#)
- o [Completing Enrollment in MiSIS \(PDF\)](#)
- o [Accessing Documents Uploaded By Parents \(PDF\)](#)
- o [Managing User Access \(PDF\)](#)

ID	School year	Student	School	Submitted	Submitted date	Status	
4753	2021-2022	Bug Bunny DOB: 10/23/2012 Grade: 4	Hubbard Street Elementary (1460301) 13325 HUBBARD ST, SYLMAR, CA 91342	diana (sdlid)	3/3/2021 3:41 PM	Submitted 3/5/2021 5:55 PM	view
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New Features on the Online Student Pre-Enrollment

Home Documents User Guide dxa16291  Logout

En Español

Home

Clear search filter

App ID

Student last name

School

School year

Status

Search

Download

Quick summary

New

New

2021-21

Approved (next school ye

Result: 11

Sort by: Submitted date

ID	School year	Student	School	Submitted	Submitted By	Status	
39	2020-2021	Kevin Thomas DOB: 4/27/2008 Grade: 7	John H Liechty Middle School (1805801) 650 S UNION AVE, LOS ANGELES, CA 90017	Victor Navarro (Father)	5/22/2020 12:38 AM	Cancelled 5/22/2020 11:25 AM	
33	2020-2021	my little one DOB: 10/8/2007 Grade: 5	()	me (me)	5/20/2020 1:23 PM	Submitted	
31	2020-2021	Andrew Parra DOB: 4/27/2008 Grade: 6	()	Diego Parra (Father)	5/20/2020 2:21 PM	Submitted	view
27	2020-2021	ALicia Garoupa DOB: 8/5/2005 Grade: 8	107th Street Elementary (1585701)	A (GS)	5/19/2020 9:58 AM	Approved 5/19/2020 10:11 AM	view

- Submitted date
- Status
- School
- Student last name
- Student first name





Updating School Year on the Application

(I.e. parent/caregiver applied for the current school year but meant to submit for next school year)



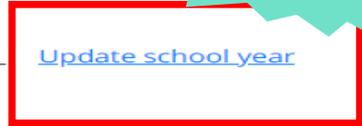
Student Enrollment

[En Español](#)

Student Pre-Enrollment Submitted [Update status](#) [Update school year](#)

School year: 2021-2022
Application ID: 4753

Date	Status	Comment
3/5/21 5:55:36 PM	Submitted	Updated school year from 2020-2021 to 2021-2022
3/3/21 3:41:57 PM	Submitted	Application submitted by parent/guardian



Update school year

Current school year: 2021-2022

New school year

2021-2022





Next Year Enrollment Applications- Approved for Next School Year Option

The screenshot displays the 'Student Pre-Enrollment' application interface. The left sidebar shows navigation options for 'Section 1: School & Address' and 'Section 2: Student Information'. The main content area shows the 'Current status: Submitted' and a list of 'New status' options:

- Cancelled**
 - School user may only cancel an application if a student is:
 - Determined to be ineligible for enrollment due to not residing within the boundaries of UkiahUSD
 - Determined to not be age eligible for enrollment based on age
 - Requested by the parent/caregiver due to enrollment in another school program
 - Other
 - The application remains unlocked for school users and school user can change the status back to in process, transferred, or approved.
 - Applicant will receive notification and dashboard status will be updated.
- In Process**
 - School has received the application and is in progress or pending additional documentation.
 - School personnel are responsible for contacting applicants by telephone and/or email to request the completion or upload of any missing documentation, if needed.
 - The application remains unlocked and can be edited by the applicant and school users.
 - Applicant will receive notification and dashboard status will be updated.
- Existing record in MISIS**
 - All U.S. District IDs already available for this student in MISIS.
 - Please input the student district ID in the comment box below.
- Approved for next school year**
 - The school has reviewed and deemed the Pre-Enrollment packet complete/final and accepted for next school year. After NYS 2, this status will trigger an automatic upload of the student information in MISIS but the student will not be enrolled until staff complete the enrollment process in MISIS.
 - Applicant will receive notification and dashboard status will be updated.

Below the status options, there is a text box for 'Notes/Comments' and a 'Submit' button. A red circle highlights the 'Approved for next school year' option, and a teal starburst with the word 'New' points to it.





Student Detail Enrollment Report

Home Documents User Guide **dxa16291** Logout

En Español

Home

Clear search filters

App ID
 Student ID
New
 Student last name
 School
 LD
 School year
 Status

ID	School year	Student	School	Submitted	Submitted By	Status	
39	2020-2021	Kevin Thomas DOB: 4/27/2008 Grade: 7	John H Liechty Middle School (1805801) 650 S UNION AVE, LOS ANGELES, CA 90017	Victor Navarro (Father)	5/22/2020 12:38 AM	Cancelled 5/22/2020 11:25 AM	view
33	2020-2021	my little one DOB: 10/8/2007 Grade: 5	0	me (me)	5/20/2020 1:23 PM	Submitted	view
31	2020-2021	Andrew Parra DOB: 4/27/2008 Grade: 6	0	Diego Parra (Father)	5/20/2020 2:21 PM	Submitted	view
27	2020-2021	ALicia Garoupa DOB: 8/8/2005 Grade: 8	107th Street Elementary (1585701)	A (GS)	5/19/2020 9:58 AM	Approved 5/19/2020 10:11 AM	view

AutoSave Off | export-02252021-1137AM - Excel | Search | Armenta, D

File Home Insert Page Layout Formulas Data Review View Help

L7 | mother

	A	B	C	D	E	F	G	H	I	J	K	L
	ID	SchoolYear	Status	StudentLegal_Firstname	StudentLegal_Lastname	StudentLegal_Middlename	Student_Enrolling Grade	SchoolName	SchoolCostCenter	SubmittedDate	SubmittedBy_Fullname	SubmittedBy_Relationship
1			Approved for next school year				9			2/11/2021 6:42 PM		Father
2		2021-2022	Enrolled				K			2/11/2021 12:06 AM		FATHER
3		2020-2021	Submitted				6			2/1/2021 11:10 AM		madre
4		2020-2021	Submitted				6			1/20/2021 2:45 PM		Mother





Quick Summary Report

If you wish to download the **Quick Summary** Report to an excel-file, which can be saved and/or printed, click the **Download** icon at the bottom of the Summary.

The screenshot shows the 'Student Enrollment' system interface. At the top, there are navigation links: Home, Documents, User Guide, and a user profile for 'dxa16291' with a 'Logout' option. Below this, there's a search section with fields for 'App ID', 'Student first name', 'School', 'LD', 'School year', and 'Status'. A red box highlights the 'Quick summary' button. A green starburst graphic with the word 'New' is overlaid on the search filters. Below the search section is a 'Summary' table with columns for 'LD', 'Schools', 'Location Code', 'Submitted', 'Transferred', 'In Process', 'Approved', 'Approved (next school year)', 'Enrolled', 'Pending (2-4 days)', 'Pending (5-9 days)', and 'Pending (10+ days)'. The table contains data for three schools: Westwood Charter Elementary, Woodcrest Elementary, and Para Los Ninos - Evelyn Thurman Gratts Primary. At the bottom right of the summary table, a red box highlights the 'Download' button.

LD	Schools	Location Code	Submitted	Transferred	In Process	Approved	Approved (next school year)	Enrolled	Pending (2-4 days)	Pending (5-9 days)	Pending (10+ days)
			2	0	0	0	0	0	0	0	2
			1	0	0	0	0	0	0	0	1
			0	1	0	0	0	0	0	0	1
W	Westwood Charter Elementary	1774001	0	0	0	15	0	0	0	0	0
W	Woodcrest Elementary	1786301	0	0	0	20	0	0	0	0	0
XR	Para Los Ninos - Evelyn Thurman Gratts Primary	1216301	0	0	0	1	0	4	0	0	0





Enrollment Reminders





Documentation for Cumulative Record

- This Enrollment portal application is not the exact paper format, but schools have the ability to create and print the application in PDF to keep in the student cumulative record.
- The user (parent/caregiver) certifies the information digitally, which does not require a wet signature.
- Schools shall NOT require families to complete the paper form of the enrollment application in addition to the already completed enrollment portal application.





Schools are still responsible for providing and collecting the additional enrollment forms to complete the enrollment process.

(Please refer to the Student Enrollment Document Checklist)





Student Enrollment Document Checklist

Additional Forms Required:

- **Forms for New LAUSD students** must include all the documents listed under the column titled *“New LAUSD Student”*
- **Forms for Matriculating and/or transferring students within LAUSD** only requires the selected forms listed under the column titled *“Annually Disseminated Forms”*

ATTACHMENT J

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Health and Human Services

STUDENT ENROLLMENT DOCUMENT CHECKLIST

DOCUMENTS	New LAUSD Student	Annually Disseminated Form
This checklist serves as a quick reference guide for all schools. All of the documents listed below must be included in student enrollment packets. The inclusion of these forms in student enrollment packets are differentiated by the following two categories: new LAUSD students and forms that must be annually disseminated to every student. Students matriculating and/or transferring within LAUSD shall provide updates through the required annually disseminated forms. Schools shall not require matriculating students to complete a new Student Enrollment Form or to provide an additional document for address verification.		
Please refer to Office Checklist for Student Enrollment to ensure all information has been received with each new enrollment form (file in Cumulative Record for audit purposes).		
Student Enrollment Form* (file white copy in Cumulative Record)	✓	
Student Emergency Information Form* (Original to, Optional copy to Attendance Office)	✓	
<ul style="list-style-type: none"> Information on the Student Emergency Information Form should be updated in MiSIS within 5 days. 	✓	✓
Temporary Student Health Card	✓	
Guide to Immunizations Required for School Entry – Grade TK/K-12	✓	✓
Oral Health Assessment Letter/Waiver Request Form (only for Kindergarten or 1 st grade entry)	✓	
Student Meal Application	✓	✓
Student Residency Questionnaire	✓	✓
Title III Immigrant Education Program Questionnaire	✓	
Migrant Education Program Family Work Questionnaire	✓	
American Indian-Alaskan Native Letter Questionnaire	✓	
Financial Responsibility for Damaged School Property Letter	✓	✓
Parent Student Handbook (updated yearly)	✓	✓
Master Academic School Calendar	✓	✓
CHAMP Program Brochure	✓	✓
Health Insurance Enrollment Information	✓	✓
Responsible Use Policy (RUP) for District Computer Systems	✓	✓
Parent/Guardian Publicity Authorization and Release	✓	✓
School rules, behavior standards, policies, school map including location of restrooms, bell schedules, pedestrian routes, etc.	✓	✓
School attendance policy and procedures related to absences, tardiness and truancy aligned to District policy.	✓	✓

*Additional languages available on www.lausd.net under Families, Forms and Policies tab.

Page 1 of 1

REF-6554.4
Student Health and Human Services

August 16, 2019





LAUSD Affidavits for Any Missing Required Documents

School personnel shall provide affidavits for any missing but required documents at the time of enrollment. The affidavits below are to be provided as an alternative document if a parent/guardian/caregiver is unable to provide any of the following verifications below. Affidavits are to be placed with enrollment packets and filed in the student's cumulative record.

Type of Verification	Type of affidavit
Residence	<ul style="list-style-type: none">• Affidavit to Verify Residence Form (Attachment C)• Affidavit of Temporary Residence (Attachment D)
Age of Minor	<ul style="list-style-type: none">• Affidavit for Proof of Age of Minor (Attachment F)
Parent/Legal Guardian	<ul style="list-style-type: none">• Affidavit of Parent/Legal Guardian Identification (Attachment G)• Caregiver's Authorization Affidavit (Attachment I)





Thank you!

Rudy Gomez, PSA Administrator
rxg6404@lausd.net

Rafael Rubalcava, Specialist
rafael.rubalcava@lausd.net

Mae Camille Sanchez, Lead Counselor
maecamille.sanchez@lausd.net

Omar Maynez, Lead Counselor
omar.maynez@lausd.net

Maribel Garcia, S.A.R.B Chair
mxl0572@lausd.net

Krisia Rivas, PSA Aide
kmr2448@lausd.net

For enrollment and attendance updates, please join our Schoology group- Access code: **D4GT-DTTH-59Z3V** or visit our website <https://achieve.lausd.net/attendanceandenrollment>





Compassion Fatigue and Self Care During Distance Learning



School Mental Health/ LD Central

Monica Topete, LCSW

monica.topete@lausd.net

Veronica Real, LCSW

veronica.real@lausd.net

Nidia San Jose, LCSW

nidia.sanjose@lausd.net

Checking-in

1. Curious
2. Confused
3. Surprised
4. Playful
5. Tired
6. Upset/Frustrated
7. Withdrawn
8. Relieved/ Thankful
9. Hungry

On this squirrel scale,
how do you feel today?



Objectives



- **Understand** stress and its impact on people and systems
- **Learn** to mitigate the impact of Compassion Fatigue
- **Explore** strategies to maintain wellbeing in the workplace during difficult times
- **Create** your own Personal Resilience Toolkit

Current Times

- High stress and uncertainty
- Absence of normality and structure
- Fluctuating mood and feelings



Group Reflection

- What new workplace stressors have you or your team experienced due to the current situation?



The Impact of COVID-19



- Abrupt changes in work routine
- Managing work-life balance
- Physical/social isolation
- Sick friends and family
- Fear of infection
- Fear of job security or financial stress
- Greater work demands

Effects of Social Isolation

- Fear and anxiety
- Depression and boredom
- Anger, frustration, or irritability
- Difficulty concentrating
- Loneliness
- Stigmatization



Social Injustices & Social Unrest

- Emotional distress
- Post-traumatic stress
- Fearful of personal safety
- Increased symptoms of Depression and/or anxiety

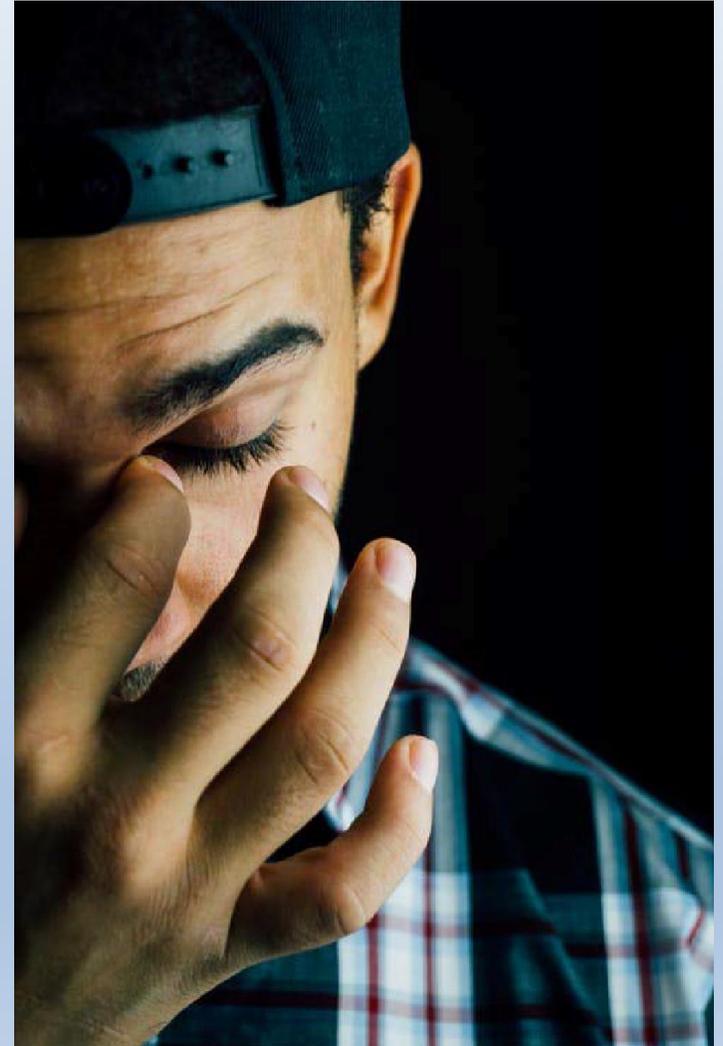


The Impact of Compassion Fatigue

Compassion Fatigue:

The experience of **short-term exhaustion** and **traumatic stress** reactions associated with exposure to the suffering of one's clients.

(Boscarino, Figley, & Adams, 2004)



Cultivating Wellbeing

- **Emotion Regulation**
- Boundaries
- Toolbox for Personal Resilience



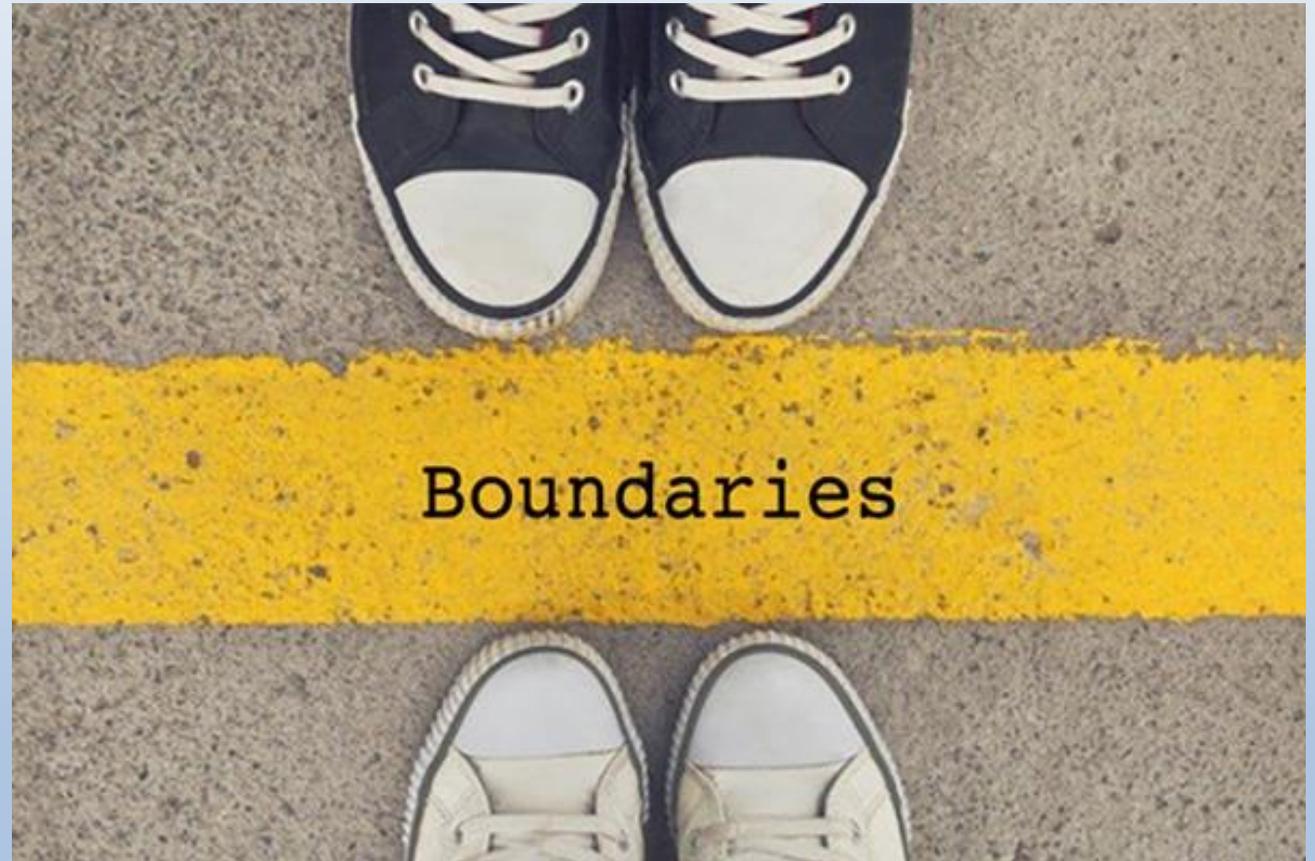
What is Emotion Regulation?

The ability to manage emotions and actions in ways that are potentially beneficial for ourselves and others.



Cultivating Wellbeing

- Emotion Regulation
- **Boundaries**
- Toolbox for Personal Resilience



BOUNDARIES

are a part of self-care.

They are healthy,
normal, and necessary.

DOREEN VIRTUE

Different Categories of Boundaries



- **Physical:** Agreement on personal space and physical touch
- **Intellectual:** Respect for each others' thoughts and ideas
- **Emotional:** Openness of feelings with one another
- **Material:** Mutual feelings towards money and possessions
- **Time:** Amount of time spent with one another

Cultivating Wellbeing

- Emotion Regulation
- Boundaries
- **Toolbox for Personal Resilience**



Building Personal Resilience



Dimensions of Wellbeing



Emotional



Environmental



Financial



Social



Intellectual



Occupational



Physical



Spiritual

Deep Breathing Technique

Smell the flower, Blow out the Candles



Gratitude



Facilitating Your Mindfulness

MINDFULNESS



Additional Ways to Maintain Wellbeing during COVID-19

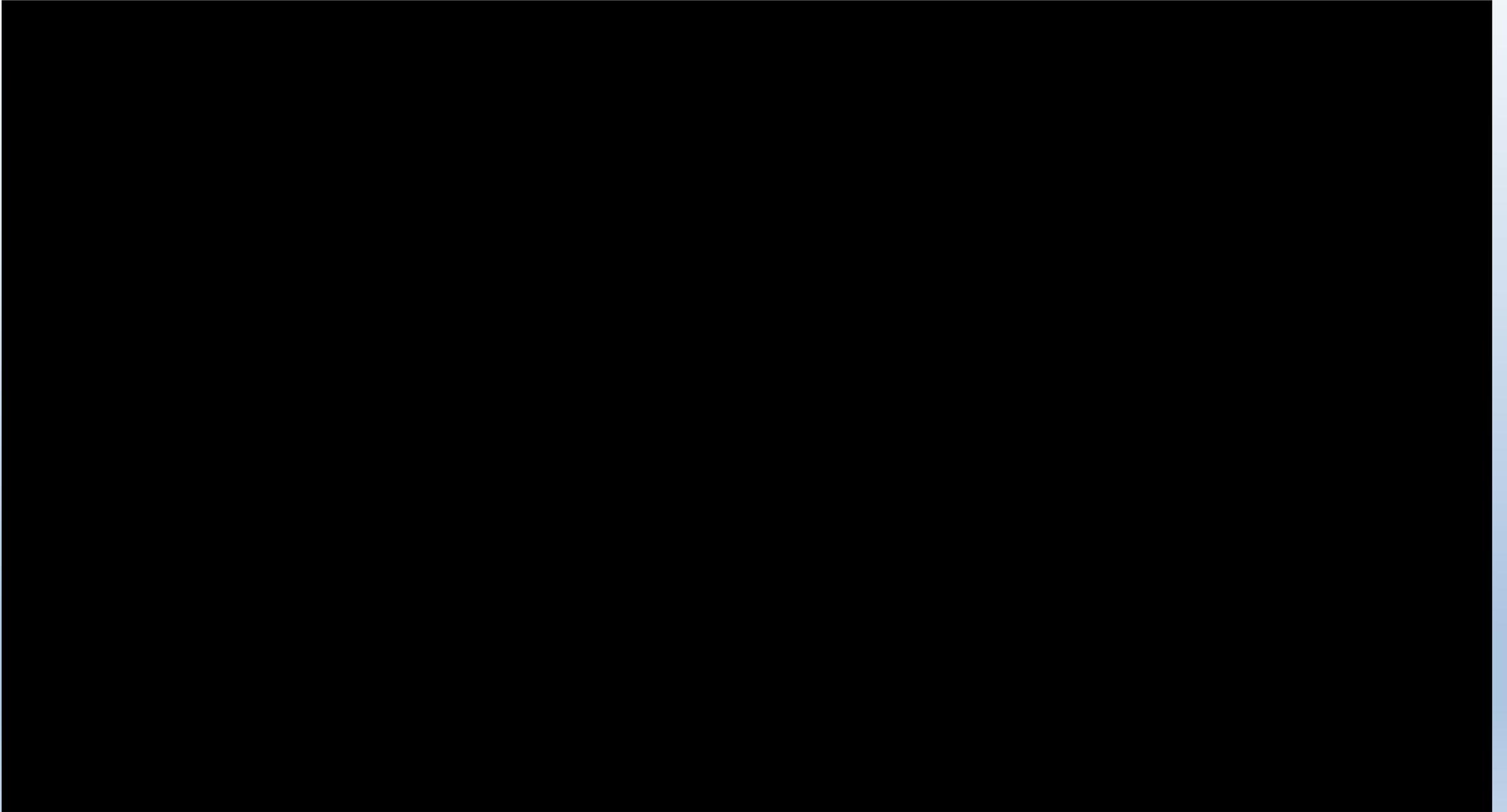
- Limit news and social media intake
- Create a daily routine/schedule
- Stay connected with others virtually
- Use empathetic communication
- Focus on what you can control
- Move your body
- Take frequent breaks from screens



Group Reflection

- What are the tools in your toolbox for personal resilience?





Resources



UCLA Health Guided Meditations



HEADSPACE
TREAT YOUR HEAD RIGHT



LOS ANGELES UNIFIED SCHOOL DISTRICT

MENTAL HEALTH
HOTLINE



**Students, Families,
& Educators
Need Help?**
Call **213-241-3840**
for consultation, support &
referrals
Weekdays 8 am - 5 pm

SMH Resources

For support and consultation, contact:

**School Mental Health Crisis Counseling
and Intervention Services**

- Monday-Friday (8:00 am-5:00 pm)
- (213) 241-3840

- Employee Assistance Program
(800) 999-7222

•www.AnthemEAP.com

•Login in Code: LAUSD



**VIRTUAL
HIGH FIVE!**

Thank you... 



BACK IN
5 MIN

Payroll Services

Tasha Cunningham
Senior Payroll Specialist



COVID-19 Update

Tony Cortez

Operations Coordinator

Vaccine and Covid-19 Test Sites

Baseline
Testing

(42 Sites)

6 Sites in Local District Central

- Carver MS
- Foshay LC
- Franklin HS
- Mayberry El
- RFK
- Roybal LC

Who is required to test?

Everyone who comes onto campus to learn and support learning.

Weekly:

- All staff currently reporting to work
- Students: Participating in Athletics conditioning program
- Students participating in LAUSD Childcare program

Prior to returning:

- Students and staff must test at least 7 days prior to commencing in person learning
- School staff to test 3 days before being on campus



Testing based on Tiers



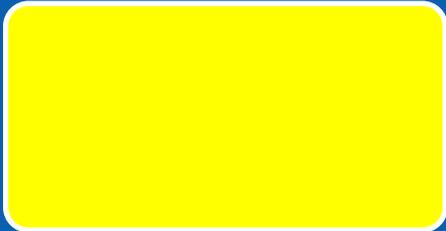
Red Tier

- Students and staff test every 2 weeks



Orange Tier

- Staff every 2 weeks
- 20% of students every two weeks



Yellow Tier

- 20% of staff
- 20% of students

Saturday Testing for March



Saturday Testing for March



MAR 13

SITE	LD
Drew	S
Fleming MS	S
Jordan	S
Franklin SH	C
Roybal	C
RFK	C
Romer MS	NE
Telfair	NE

MAR 20

SITE	LD
Raymond EI	W
Mark Twain	W
Legacy High	E
El Sereno MS	E
Garfield HS	E
Carver MS	C
Roybal	C
RFK	C
Northridge MS	NW
Reseda HS	NW

**The Los Angeles Unified COVID-19
Testing Program**
Staying healthy together to reduce the spread



Cesar Chavez Schedule

Cesar Chavez Holiday COVID Testing sites and hours

MARCH 26, 2021

9:00 AM-3:00 PM

Central	Roybal LC and RFK Community of Schools
East	Legacy SH and El Sereno MS
Northeast	Panorama SH and Pacoima MS
Northwest	Northridge MS and Woodland Hills Acad.
South	Gardena SH and Drew MS
West	Raymond ES and Mark Twain MS

Vaccine Options for all Employees

Vaccinations Available

STATE	LAUSD	COUNTY
  https://myturn.ca.gov	  BOOK AN LAUSD COVID-19 VACCINE APPOINTMENT https://dailypass.lausd.net	 http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup/
Register here to book an appointment through the state's MyTurn appointment system	Register at an LAUSD vaccine site using the Daily Pass at dailypass.lausd.net	Register at other LA county sites such as through the LACDPH website or your local pharmacy

Spring Break and Vaccination Schedules

Spring Break Testing and Vaccination

Vaccination Sites

March 29, 30, 31, April 1

9:30 am-3:00 pm

April 2

9:30-12:30

- **Roybal LC**
- **Diego Rivera LC**
- **Panorama SH**
- **SOFI**

COVID Testing Sites

**Monday, Tuesday and
Wednesday**

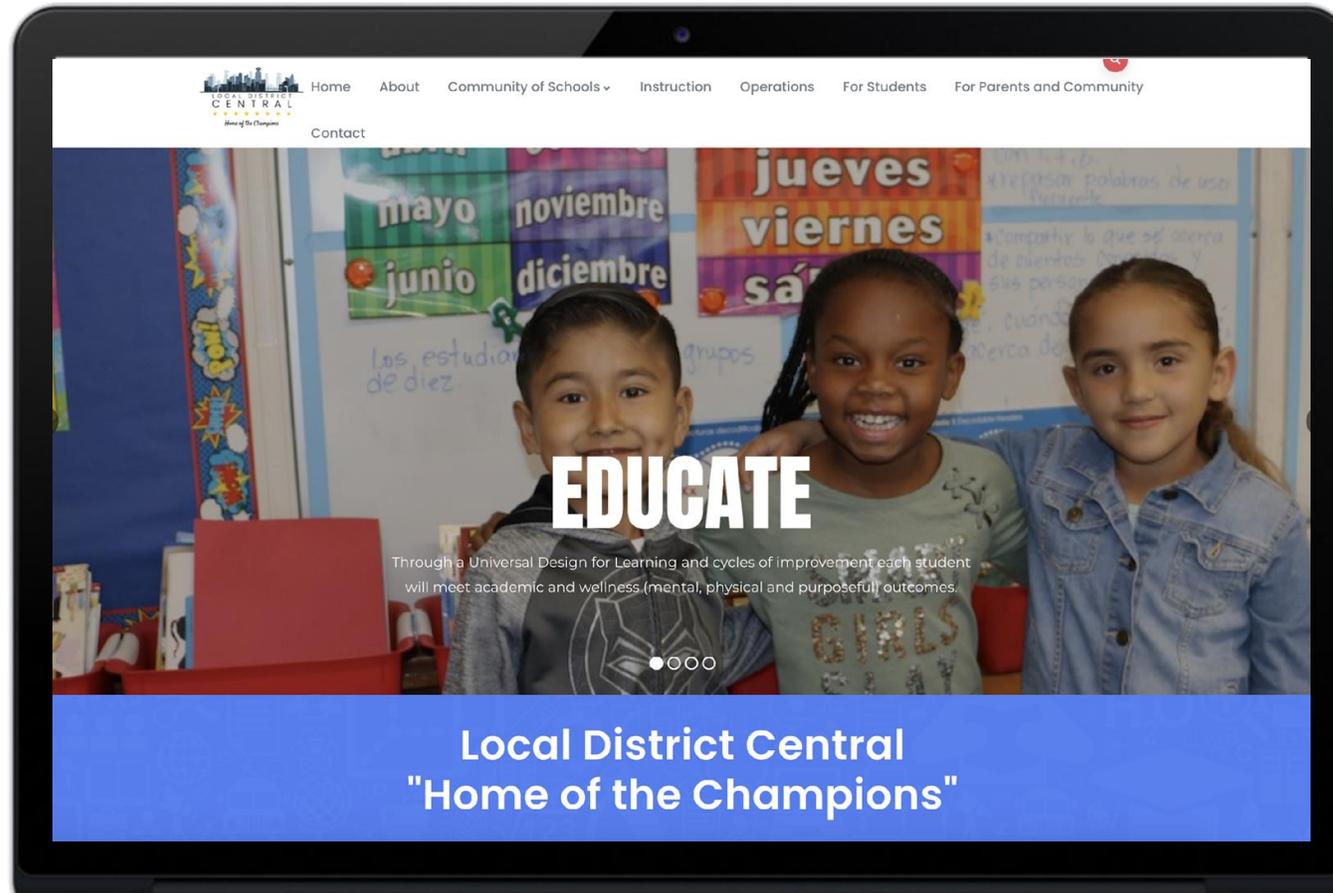
(March 29, 30, & 31)

7:15 am-4:00 pm

- **Central- RFK* and Roybal**
- **East-Legacy/International* HS
and El Sereno**
- **Northeast- Pacoima MS*
Panorama**
- **Northwest- Northridge* and
Woodland Hills**
- **South- Gardena* and Drew**
- **West- Raymond* and Twain**

*Drive up sites

VISIT OUR WEBSITE



 www.LDCentral.net

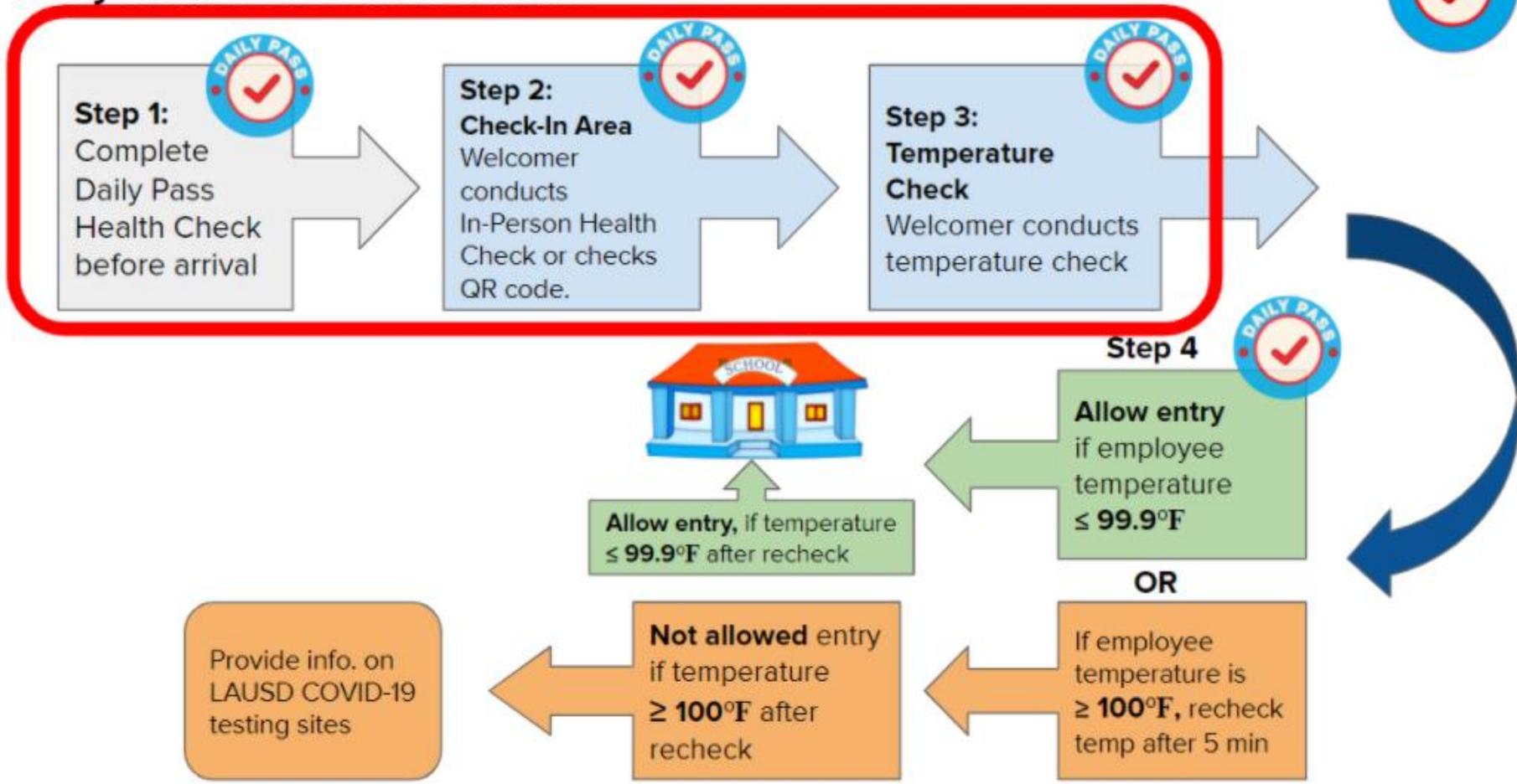
Daily Pass

Flaminio Zarate

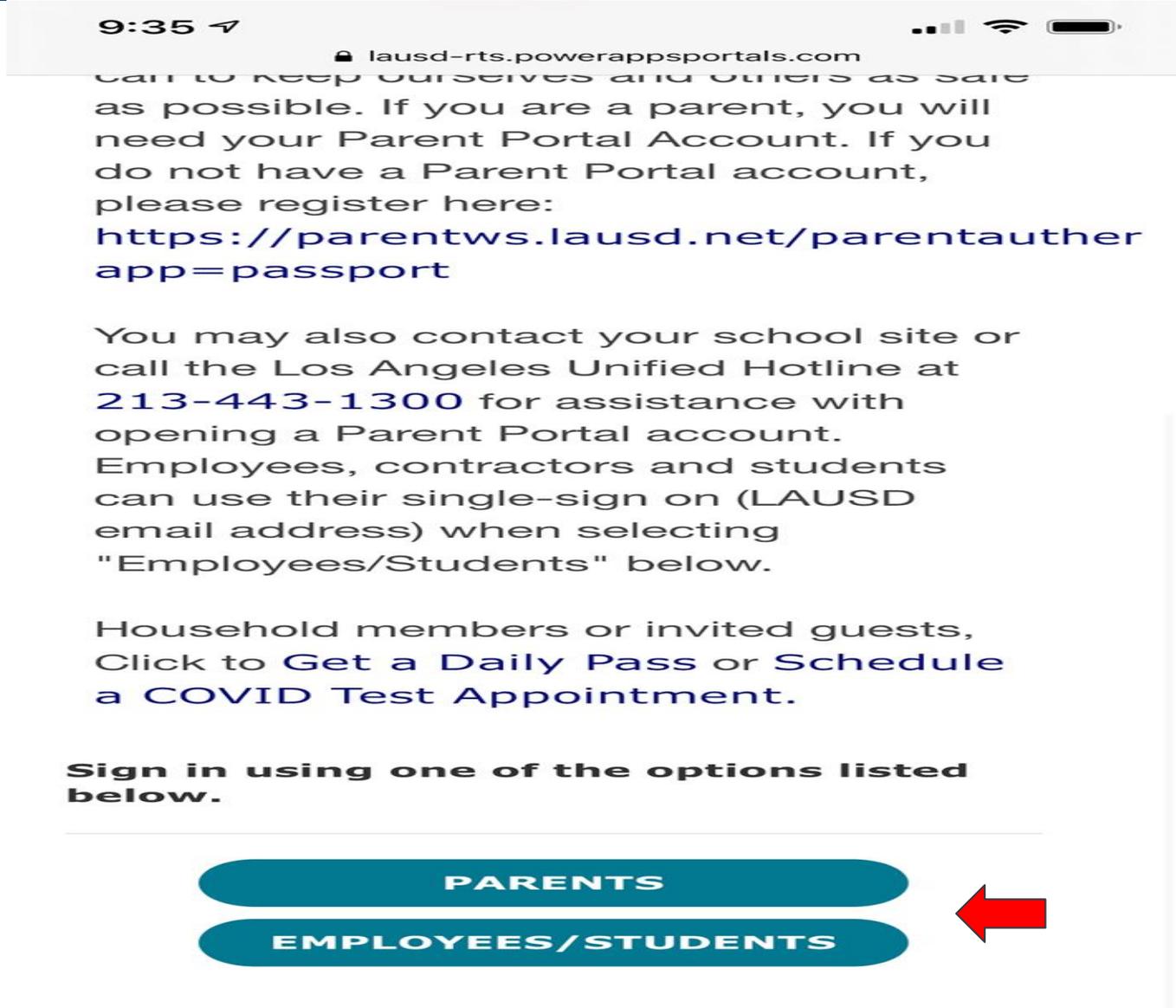
Operations Coordinator

Daily Health Check Procedures

WEEK 2
(2/22-2/26)



Getting a Daily Pass [Dailypass.lausd.net](https://dailypass.lausd.net)



Signing In

5:41   

AA  login.microsoftonline.com 



Sign in

Email, phone, or Skype 

[Can't access your account?](#)

[Next](#)

Enter your full LAUSD email address and password to Log in. e.g. (msmith@lausd.net, mary.smith@lausd.net)

 Sign-in options

Employee & Student View

[Terms of use](#) [Privacy & cookies](#) ...

7:42   

AA  866138826.identity.oraclecloud.com 



Los Angeles Unified School District

Please log in with your registered email. If you do not have a parent portal account you can copy and paste this link "<https://achieve.lausd.net/register-parent>" in your browser to get started.

User Name

Password 

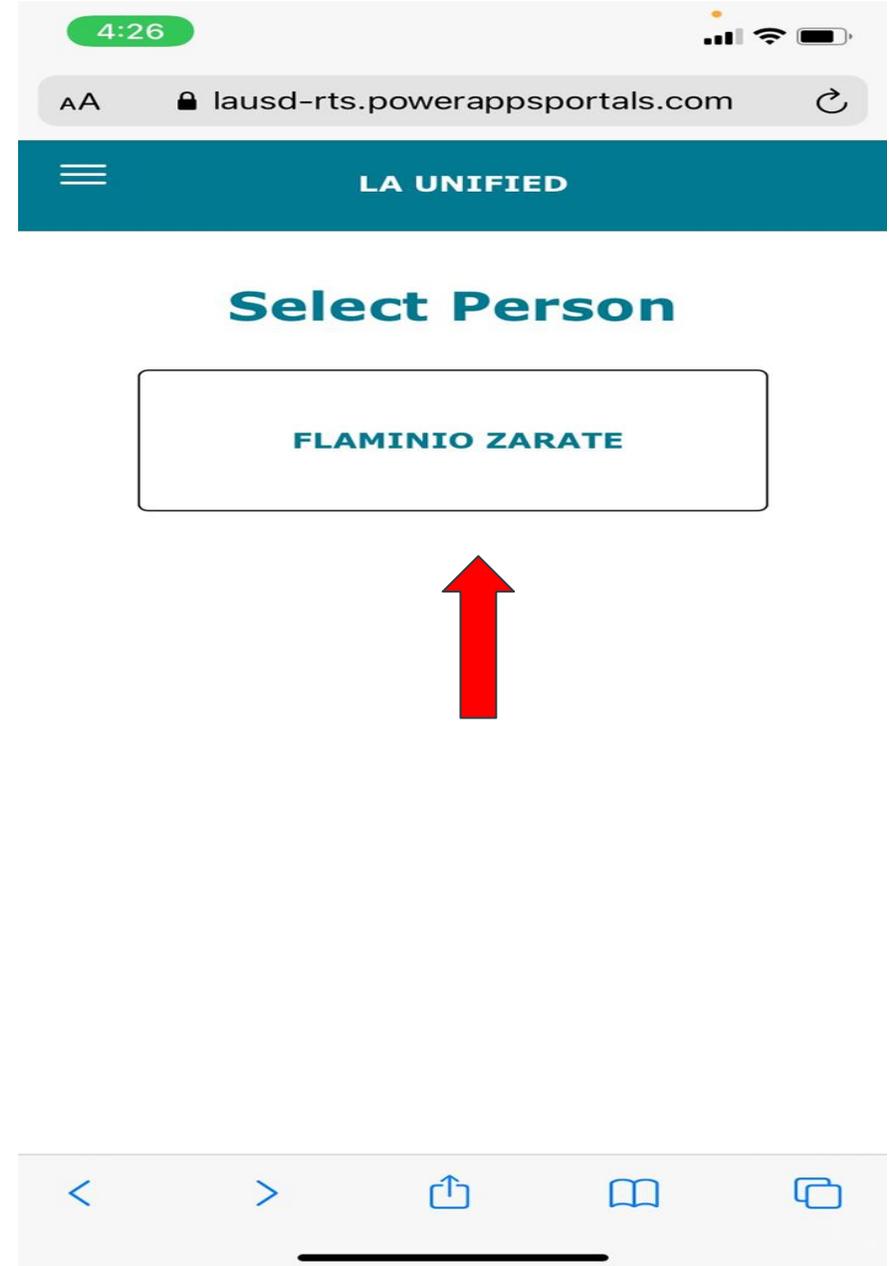
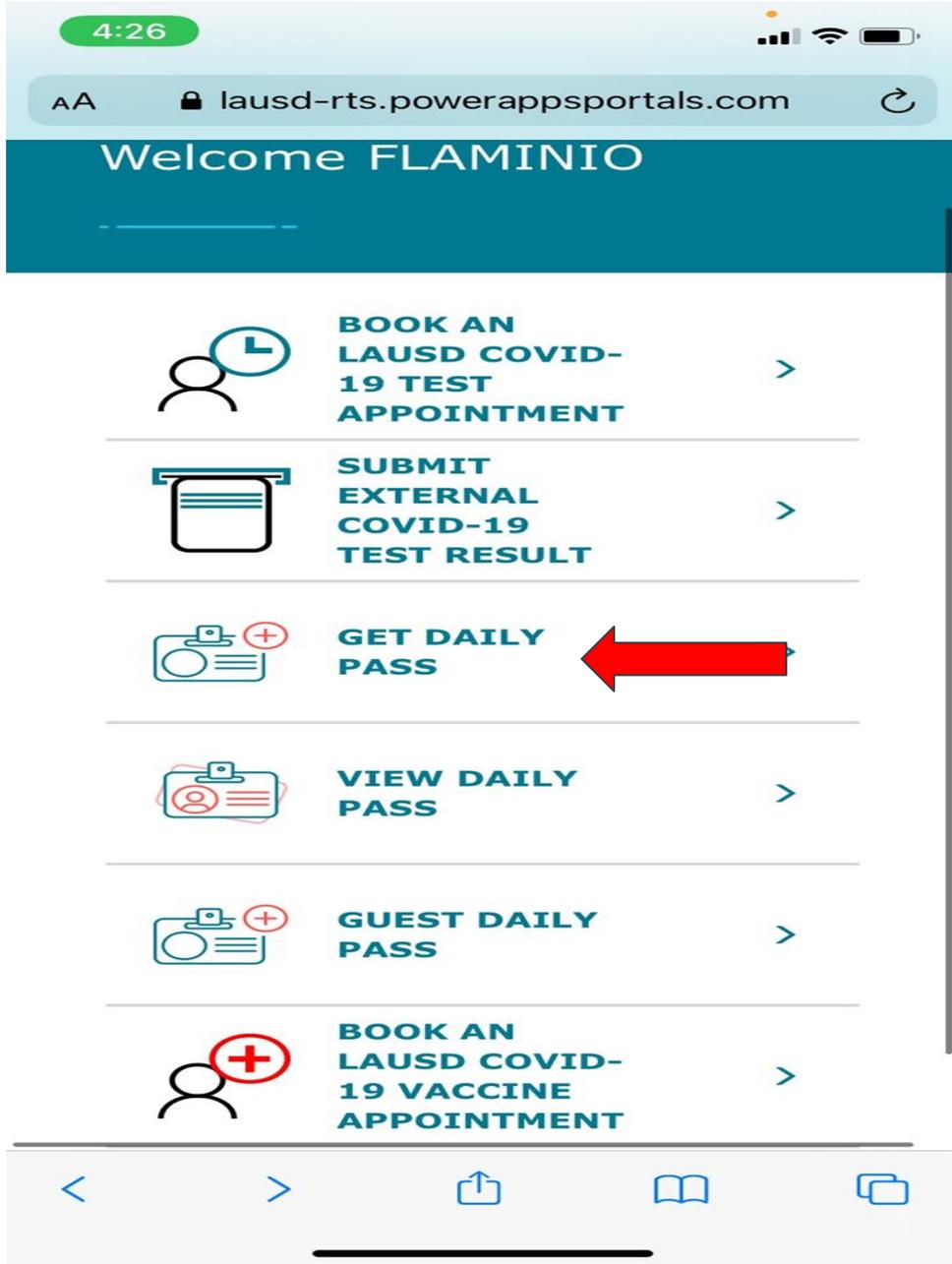
[Sign In](#)

Need help signing in? [Click here](#)

[Cookie Preferences](#)

Parent View





Select Location Below

For an easier search, type the first letters to look up a location.



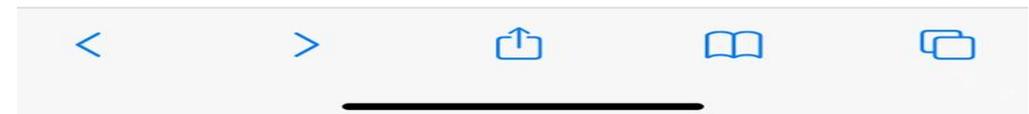
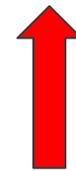
NEXT



Select Location Below

For an easier search, type the first letters to look up a location.

NEXT





Take the daily health check

We can help protect the community by practicing healthy behaviors that decrease the risk of getting COVID-19. COVID-19 is commonly transmitted in homes. We successfully make our communities safer when:

- We wear face coverings at school and outside the home.
- We avoid inviting people into the home, other than those who need to be there.
- We minimize close physical contact, which increases your exposure to the virus. (Close physical contact is being next to anyone less than 6 feet away for more than 15 minutes. People who don't have symptoms can still transmit the virus.)

Our goal is to have everyone back to school as safely as possible. **Do you agree to commit to the safest behaviors possible and in so doing, keeping the schools safer?**

ACCEPT



Do you agree with the following statements?

Do you agree with the following statements? Please respond as accurately and honestly as possible. I am feeling well. I have not had any of the symptoms below in the past 14 days.

- Fever of 100 degrees or greater
- Shortness of breath or difficulty breathing
- Chills
- Fatigue (new or severe)
- Any of the following not due to a chronic condition
 - Cough
 - Congestion or Runny Nose
 - Muscle or body aches
 - Headache
 - Sore throats
 - Nausea/Vomiting
 - Diarrhea
 - Loss of taste or smell

I have not been in close physical

- o Loss of taste or smell

I have not been in close physical contact with anyone with these symptoms, or a COVID-19 case, in the past 14 days.

I have not been informed by my medical provider that I have COVID-19 in the past 14 days.

I have not had a positive test result in the past 14 days.

I am not currently under a quarantine or isolation order.

I have been as safe as possible.

If you "disagree" with any of the above, you will not be allowed to enter a school or District office and you can schedule a COVID-19 test if you are an employee or student at <https://achieve.lausd.net/covidtestingappt>

I AGREE



I DISAGREE



FLAMINIO ZARATE

FEBRUARY 21
DAILY PASS

Going to



LOCAL DISTRICT CENTRAL



Click to enlarge

CANCEL PASS

10:07 ↗

lausd-rts.powerappsportals.com

- Loss of taste or smell

I have not been in close physical contact with anyone with these symptoms, or a COVID-19 case, in the past 14 days.

I have not been informed by my medical provider that I have COVID-19 in the past 14 days.

I have not had a positive test result in the past 14 days.

I am not currently under a quarantine or isolation order.

I have been as safe as possible.

If you "disagree" with any of the above, you will not be allowed to enter a school or District office and you can schedule a COVID-19 test if you are an employee or student at <https://achieve.lausd.net/covidtestingapp>

I AGREE

I DISAGREE



10:19 ↗

lausd-rts.powerappsportals.com



LA UNIFIED

Looks like you aren't feeling well!

It is better for you to stay at home today.

Please schedule a COVID-19 test at: <https://achieve.lausd.net/covidtestingappt>.

If you have concerns about your health, please contact your healthcare provider. For any additional information please contact L.A. Unified Community Engagement Team at (213) 725-5637. If you are an employee, please inform your supervisor about your absence. If you are a student, please have your parent or guardian inform the school about your absence.

Check-In Area: Materials

- A line up area with signage to mark at least of 6 feet distance
- Waiting area next to the check-in area if a temperature re-check is necessary.
- **Posters/signs of the *Three S for Site Safety* and the *Daily Health Check***
- Mobile device to scan QR codes
 - Each school will get at least 3 iPhones
- No-touch thermometer with batteries
- Log to keep record of those who do not pass the health check
- Table to set materials/tools



COVID-19 Testing Program
DAILY PASS
 A New Standard in Public Education

DAILY HEALTH CHECK

1. PERSONAL & COMMUNITY SAFETY CHECK

We can help protect the community by practicing healthy behaviors that decrease the risk of getting COVID-19. COVID-19 is commonly transmitted in homes. We successfully make our communities safer when:

-  We wear face coverings at school and outside the home.
-  We avoid inviting people into the home, other than those who need to be there.
-  We minimize close physical contact, which increases your exposure to the virus. (Close physical contact is being next to anyone less than 6 feet away for more than 15 minutes. People who don't have symptoms can still transmit the virus.)

Our goal is to have everyone back to school as safely as possible.

Do you agree to commit to the safest behaviors possible and in so doing, keeping the schools safer?

2. WELLNESS & EXPOSURE CHECK

Please complete our Daily Pass screening.

I am feeling well. I have not had any of the symptoms below in the past 72 hours.

-  **Fever of 100 degrees or greater**
-  **Shortness of breath or difficulty breathing**
-  **Chills**
-  **Fatigue (new or severe)**

Any of the following not due to a chronic condition

- Cough
- Congestion or Runny Nose
- Muscle or body aches
- Headache
- Sore throat
- Nausea/Vomiting
- Diarrhea
- Loss of taste or smell

I have **not** been in close physical contact with anyone with these symptoms, or a COVID-19 case, in the past 14 days. I have been as safe as possible.

If you "disagree" to any of the above, you will not be issued a Daily Pass and you can schedule a COVID-19 test at <https://achieve.lausd.net/covidtestingappt>.

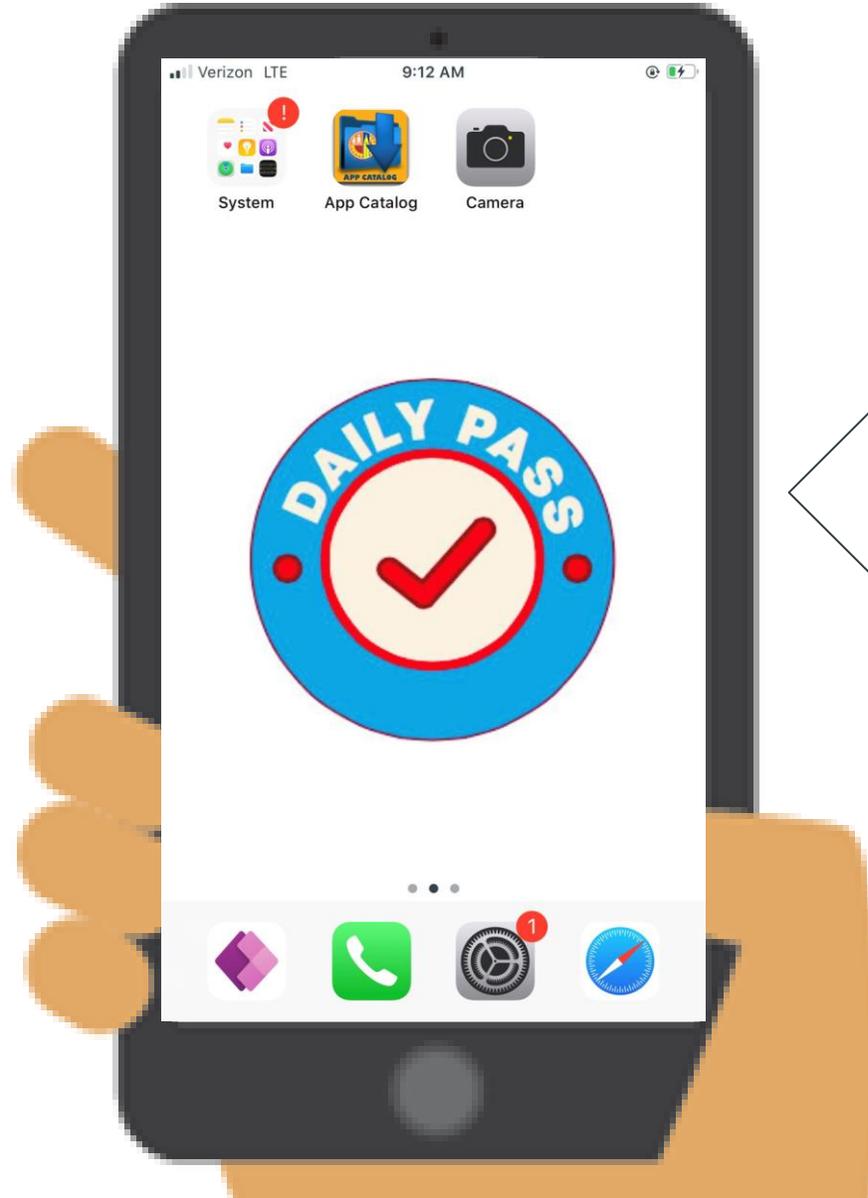
Do you agree to the statement above?

Daily Screening Questions for Students, Employees or Parents who do not have a Daily Pass.

Temperature Check Must be below 100 Degrees Fahrenheit. If it is above you can have them step aside and retake 5 minutes later.



- Assigned to the school
- Mobile Number
- WiFi and Data Included



**Wallpaper:
Daily Pass Logo**

Daily Pass Scanner

Job Aid to download the [link](#)

Link to add additional person access to Daily Pass Scanner

<http://bit.ly/DP-ScannerAccess>

Daily Pass Job Aid

R1 December 2020

As part of Los Angeles Unified's commitment to safety during the COVID-19 pandemic, the Daily Pass app is a tool the District has adopted that allows individuals with single-sign-on access to do a health check before entering a school or office. The health check asks individuals to commit to safe behaviors and asks about wellness and exposure. There is a separate online tool for guests to get their Daily Pass. See Daily Pass Job Aid – Guest Portal for those instructions.

Please use this Job Aid to learn how to access and navigate the Daily Pass app via the app store or web browser. As modifications are made to the app please check for updated job aids.

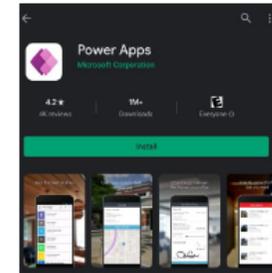
ACCESSING THE DAILY APP

Step 1 – Download Power Apps

Search for "Power Apps" in the Apple App Store or Google Play Store. You can also click [here](#) for links to download.



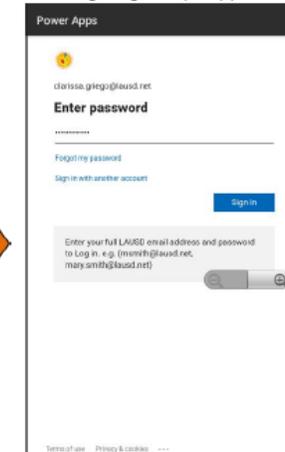
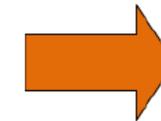
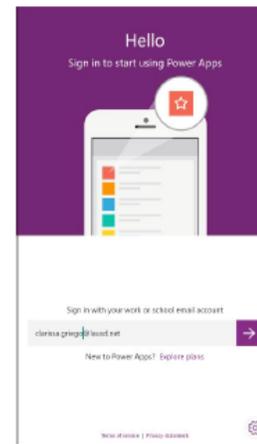
Apple App Store



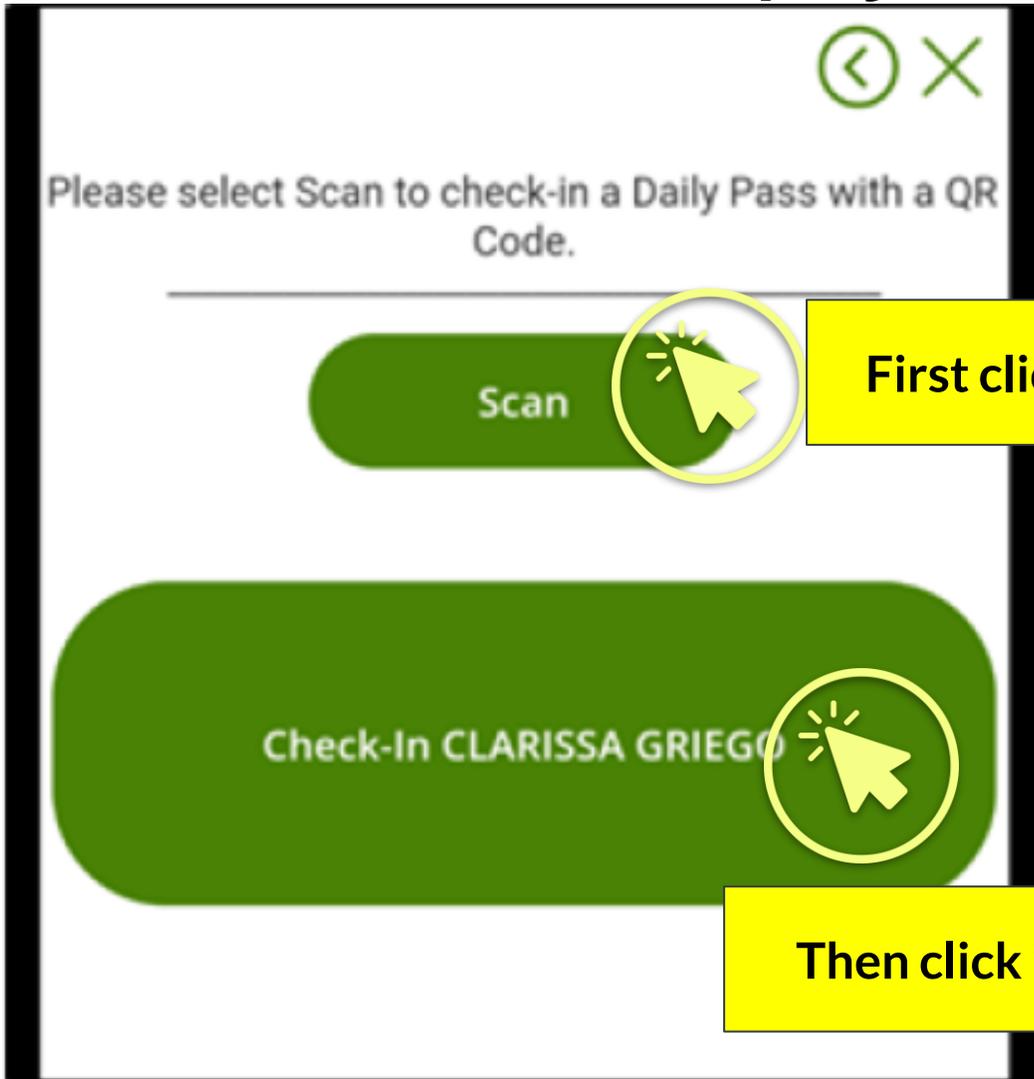
Google Play Store

Step 2 – Enter LAUSD E-mail and SSO Password

After downloading the app, open the app and enter your LAUSD email address and click on the arrow. You will be redirected to a screen where you will enter your LAUSD Single Sign On (SSO) password. Click sign-in

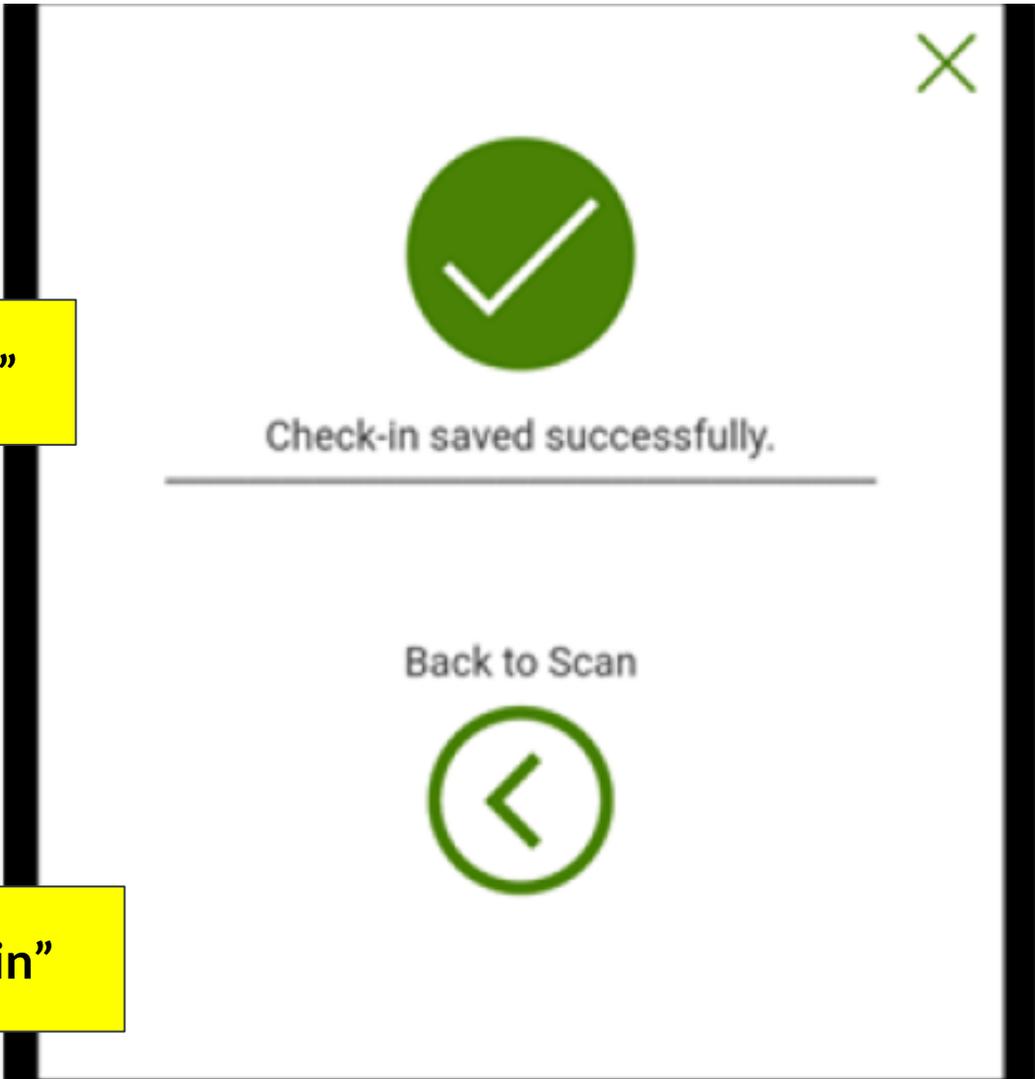


After QR code displayed:



First click "Scan"

Then click "Check-in"





Principal's Portal

Williams Sufficiency Verification ?

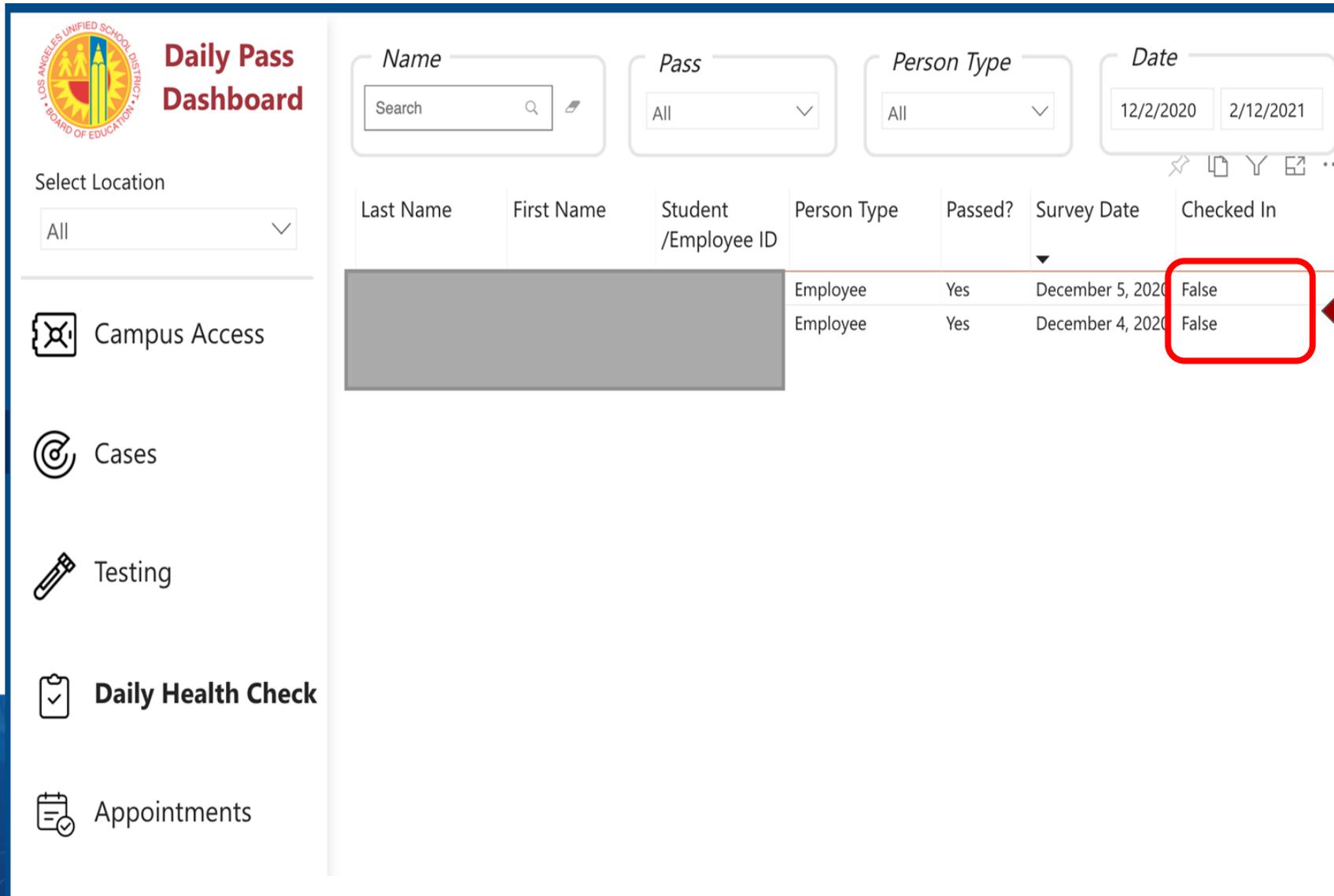
SAFE STEPS TO SAFE SCHOOLS 

- COVID-19 Compliance Checklist for Schools ?
- COVID-19 Containment, Response and Control Plan ?
- COVID-19 Prevention Trainings ?
- Daily Pass Dashboard** **New** ?
- Employee Guide ?
- Instructional Handbook Online Learning And Hybrid Model ?
- Principal's Addendum ?
- Principal's Playbook ?
- Return To Campus: Family Guide ?
- Safe Steps to Safe Schools Toolkit ?
- Transition Plan: From Safer At Home to In-Person Services **New** ?



Daily Pass
Principal's Dashboard
Access-
dailypassdb.lausd.net

Principal Dashboard: Preview



The dashboard features the Los Angeles Unified School District logo and the title "Daily Pass Dashboard". On the left, there is a "Select Location" dropdown menu set to "All" and a sidebar with navigation icons for "Campus Access", "Cases", "Testing", "Daily Health Check", and "Appointments". The main area contains search and filter controls for "Name", "Pass", "Person Type", and "Date". Below these is a table with columns: Last Name, First Name, Student /Employee ID, Person Type, Passed?, Survey Date, and Checked In. Two rows of data are visible, both with "False" in the "Checked In" column. A red box highlights the "False" values, and a red arrow points to them from the right.

Last Name	First Name	Student /Employee ID	Person Type	Passed?	Survey Date	Checked In
			Employee	Yes	December 5, 2020	False
			Employee	Yes	December 4, 2020	False

True/False = Yes/No



Campus Access



Daily Pass Dashboard

Select Location

All

Campus Access

Cases

Testing

Daily Health Check

Appointments

Name

Last Name	First Name	Student /Employee ID	Person Type	Access	Facility Name
MARTINEZ	ABIGAIL		Student	Disallowed	ALLESANDRO ELEMENT
PEREZ	ALBERT		Student	Disallowed	ALLESANDRO ELEMENT
GUTIERREZ	ALEX		Student	Disallowed	ALLESANDRO ELEMENT
NEVAREZ	ALYSSA		Student	Disallowed	ALLESANDRO ELEMENT
ANDRES	ANA		Student	Disallowed	ALLESANDRO ELE
NATIVIDAD	ANAYA		Student	Disallowed	ALLESANDRO
REYES ORELLANA	ASHLY		Student	Disallowed	ALLESANDRO
PEDRAZA	CYNTHIA		Student	Disallowed	ALLESANDRO
GALVEZ	DANIEL		Student	Disallowed	ALLESANDRO
ANTUNEZ	DEVYN		Student	Disallowed	ALLESANDRO ELE
PAREDES	DIEGO		Student	Disallowed	ALLESANDRO ELEMEN
MARTINEZ-REAL	JASON		Student	Disallowed	ALLESANDRO ELEMENT
ARBOLEDA	JOSEPH		Student	Disallowed	ALLESANDRO ELEMENT
SERAFIN	JOSEPH		Student	Disallowed	ALLESANDRO ELEMENT
ZELEDON AGUILAR	KAITLYN		Student	Disallowed	ALLESANDRO ELEMENT
SANDOVAL	MARLENE		Student	Disallowed	ALLESANDRO ELEMENT
ARITA VASQUEZ	MARLIS		Student	Disallowed	ALLESANDRO ELEMENT

Testing = positive/close contact, no negative test result
Daily Pass = didn't get a Daily Pass

Will itinerants show up in my dashboard?

Itinerants will only appear in a school's dashboard if they get a Daily Pass for the school in the Daily Health Check tab. The school will not have access to the itinerant's testing or appointment information.

Will Early Ed students show up in the dashboard?

At the moment, early ed students will not show up in the Daily Pass dashboard.



Dashboard Resources: <http://bit.ly/DailyPassDb-resources>

- Job Aid
- FAQ's
- Video Tutorial
- Presentations
- Bulletins



Q&A

Evaluation



<http://bit.ly/SAAeval3-18-21>

Social Media

Follow & Tag

All your events & news



@lausd_Ldc



@lausdLDCentral



@lausd_Ldc

A photograph of three young girls standing in a classroom. The girl on the left is wearing a grey and black hoodie with a circular logo. The girl in the middle is wearing a grey t-shirt with a graphic. The girl on the right is wearing a denim jacket. They are standing in front of a wall decorated with educational posters, including a calendar with months in Spanish (febrero, marzo, abril, mayo, junio, julio, agosto, septiembre, octubre, noviembre, diciembre) and a poster with days of the week (domingo, lunes, martes, miércoles, jueves, viernes, sábado, domingo). There are also posters about seasons and a book titled 'Going to the Beach'. A pink storage bin is visible in the foreground.

Thank You