



INTEROFFICE CORRESPONDENCE

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

TO: Local District Superintendents
Division Heads

DATE: June 24, 2016

FROM: Justo H. Avila 
Chief Human Resources Officer

Linda Del Cueto 
Chief, Professional Learning and Leadership Development

**SUBJECT: MY PROFESSIONAL LEARNING NETWORK AND LEARNING ZONE
TRANSITION FOLLOW UP**

This is a follow up to the May 27, 2016 communication regarding the Learning Zone to MyPLN transition. Please share this communication with your direct reports to ensure all impacted programs are prepared to make the transition to MyPLN. As previously communicated, all professional development content **targeted specifically to certificated employees** must be offered exclusively in MyPLN as of July 1. **Please note that training items that are for certificated and classified employees (e.g., the Mandatory Child Abuse Awareness training) will remain in the Learning Zone at this time.** Please view the attached diagram for additional details regarding which trainings will remain in the Learning Zone at this time.

Support

- You or anyone on your team can schedule a support session with a MyPLN team member at any time by emailing us at mypln@lausd.net.
- The MyPLN team can support you in the following: setting trainings up in MyPLN, troubleshooting potential issues, developing resources to support your participants, and brainstorming the best way to set trainings up in MyPLN.

Contact Person

- To help facilitate efficient support for your staff, please complete the attached form to identify a main MyPLN point of contact for each department by **July 8**.
- A MyPLN support person will reach out to your contact person to schedule a transition meeting during which we will ensure that a clear and individualized plan is laid out to help support your team in making the transition to MyPLN, including identifying some training exceptions that will stay in the Learning Zone for the time being (e.g., salary point courses, courses that classified employees must access, courses that utilize the principal's portal for assignment of training, etc.).

Training

- Please note that staff must be trained before they will be provided access to create content in MyPLN.
- If you have staff who need to be trained in creating professional development offerings in MyPLN, you may request a private training for your team using the attached form.
- Anyone is welcome to sign up for our pre-scheduled MyPLN trainings which are posted on the MyPLN login page (<http://achieve.lausd.net/mypln>).

Upcoming MyPLN Enhancements

- In the 2016-17 school year, the MyPLN team will be working on finalizing the following enhancements:
 - Learning Zone Transcript and Course Transfer: All courses and transcript history in the Learning Zone will be transferred to MyPLN.
 - Salary Point Integration: This will enable salary point courses to be offered through MyPLN.
 - Principals Portal Integration: This will enable automated assignment of courses in MyPLN via the Principals Portal.

Please email your completed form to Brittany Estrada at (brittany.estrada@lausd.net) by July 8, 2016.

Many thanks for providing feedback to us. We appreciate the opportunity to continue to support you and your team and to leverage your feedback to help improve the MyPLN system and the support the MyPLN team provides to District staff.

Attachments (2)

c: Michelle King
Alma Peña-Sanchez
Deborah Ignagni
Jose Cantu
Marjorie Josaphat
Local District Administrators of Instruction