



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: Administrator Certification Online System
2019-2020 for School Sites and Offices

NUMBER: MEM-6128.8

ISSUER: Alison Yoshimoto-Towery
Interim Chief Academic Officer
Division of Instruction

Zsuzsanna Vincze
Interim Administrator of Operations
Division of District Operations

DATE: December 12, 2019

DUE DATES: January 31, 2020 and
June 23, 2020

ROUTING

Local District Superintendents
Local District Administrators
of Operations
Local District Instructional
Directors
Local District Operations
Coordinators
Division Heads
Principals
School Administrative
Assistants
Local District Community of
School Administrators
Local District Administrator
of Instruction

PURPOSE: The “Administrator Certification Online System” is designed to assist administrators in electronically certifying that the required actions have been completed in accordance with District nondiscrimination and safety mandates, policies, and procedures. The online certification covers “certification” of compliance regarding items listed in Attachments B and C.

MAJOR CHANGES: This Memorandum replaces MEM-6128.7, Administrator Certification Online System 2018-2019, issued on February 20, 2019 by the Division of District Operations. The changes include revised certification due dates and certification items. Most items only require certification once a year. The number of required certification items has also been significantly reduced.

GUIDELINES: The following guidelines apply:

The Administrator Certification will be completed through the online system at <https://principalportal.lausd.net>. Administrators can electronically review, track, and monitor required actions and activities.

The Administrator Certification online system is divided into two tabs:

1. CERTIFICATION – Lists all of the required actions and due dates.
2. REPORT – Allows the division lead or designee to review, track, monitor, and print reports.



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The procedures to access and use the Administrator Certification online system are outlined in Attachment A. Administrative offices division leads may designate management level personnel as their designee. Certification for non-school site divisions must be completed by the main cost center noted in Attachment D on behalf of all of its reporting cost centers. Other administrative units reporting to the main division cost center should complete the paper certification and submit a copy to the division lead or designee to verify completion of the required items. Please note that it is still the division lead's responsibility to verify compliance with all required actions.

Most certifications are to be completed once a year, by January 31, 2020. There are only three certification items in the spring semester, due by June 23, 2020:

1. Employee Safety Seal Programs (schools only)
2. PHBAO Schools – Parent Conferences (school only)
3. EL Programs Instructional Accountabilities (schools only)

A complete list of certification items and due dates are listed in Attachment B for school sites and Attachment C for administrative offices. Schools and administrative offices should maintain a copy of the signed paper certification on file for three years for auditing purposes.

**RELATED
RESOURCES:**

Please check the MyLAUSD, eLibrary or the appropriate publishing division for the most up-to-date resources. The link to the document is embedded in the online system for each certification item.

ASSISTANCE:

For assistance, please contact your local district operations coordinator or the Division of District Operations at (213) 241-5337.



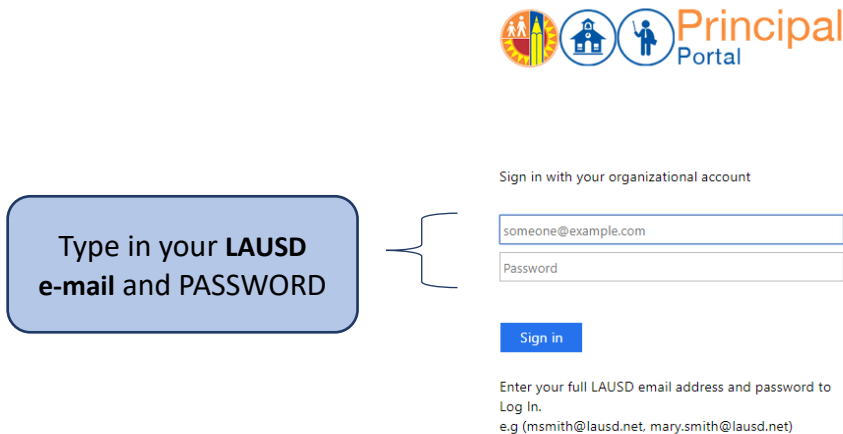
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USER GUIDE

ATTACHMENT A

- 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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ADMINISTRATOR CERTIFICATION ONLINE SYSTEM USER GUIDE

ATTACHMENT A



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: 50px; 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: 50px; 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: 50px; 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: 50px; 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: 60px;" type="text" value="01/01/2019"/>

Save Submit



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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.



← 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



Reports

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

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■ *Due Dates: January 31, 2020 and June 23, 2020* ■

Worksheet List for Schools

The following resources are District policies to assist you in completing the online certification requirements:

	DISTRICT POLICY/REFERENCES	REQUIRED ACTION	Certification Due Dates	
			01/31/20	06/23/20
1	<u>Abolition of Corporal Punishment</u> Bulletin - Abolition of Corporal Punishment (Issued by Division of District Operations)	<input type="checkbox"/> Reviewed with employees and provided training to all employees on the prohibition against corporal punishment.	_____	
2	<u>Automated External Defibrillator Certification (AEDs)</u> Policy and Procedures for Acquisitions and Use of Automated External Defibrillators (Issued by Student Health and Human Services)	<input type="checkbox"/> Appropriate supervisory staff are aware of the regulations and requirements regarding Automated External Defibrillators.	_____	
3	<u>Bullying and Hazing Policy</u> Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) (Issued by Office of the Superintendent)	By checking this section, I am certifying that I have completed and discussed all items in this section with my staff. <input type="checkbox"/> 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. <input type="checkbox"/> Response to Allegations: Allegations of bullying are investigated, monitored and resolved in accordance with the guidelines delineated in policy.	_____	
4	<u>Child Abuse Reporting</u> Bulletin - Child Abuse and Neglect Reporting Requirements (Issued by Office of the General Counsel) Bulletin - Code of Conduct with Students Online Training Module (Issued by Office of the General Counsel)	By checking this section, I am certifying that I have completed and discussed all items in this section with my staff. <input type="checkbox"/> 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 on MyPLN annually. <input type="checkbox"/> Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees. <input type="checkbox"/> “Code of Conduct with Students” distributed to and discussed with all staff and other individuals.	_____	
5	<u>Crisis Response, Suicide Intervention, Threat Assessment</u> Bulletin - Crisis Preparedness, Intervention and Recovery (Issued by Office of Educational Services) Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult) (Issued by Student Health and Human Services)	By checking this section, I am certifying that I have completed and discussed all items in this section with my staff. <input type="checkbox"/> Ensured school site crisis team members have been identified and a roster has been shared with all staff. <input type="checkbox"/> Ensured all employees completed the Suicide Prevention and Awareness Training on MyPLN. <input type="checkbox"/> 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 as students who exhibit intent to harm and homicidal ideation.	_____	

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6	<p><u>Discipline Foundation Policy</u></p> <p>Bulletin - Discipline Foundation Policy: School-wide Positive Behavior Intervention and Support (Issued by Office of the Superintendent and Division of District Operations)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Communication: A Schoolwide Discipline Plan has been developed and communicated to all stakeholders, including how the school defines, teaches, and reinforces behavior expectations, and monitors and corrects behavior errors. Updates on SWPBIS efforts and data are communicated to all stakeholders through various means regularly throughout the school year.</p> <p><input type="checkbox"/> SWPBIS/School Discipline Review Team has reviewed Tier 1, SWPBIS strategies outlined in the Rubric of Implementation (ROI), conducted a self-assessment using the ROI and reviewed Local District ROI scores for the school site. The team regularly reviews MiSiS referral data and other District data systems to design, implement, and revise school-wide efforts, and to modify the Schoolwide Discipline Plan, as necessary, with identified interventions, restorative practices, and strategies, to prevent and respond appropriately to behavioral errors.</p>	
7	<p><u>Emergency Supplies Checklist</u></p> <p>Reference Guide - School Site Emergency/Disaster Supplies (Issued by Division of District Operations)</p>	<p><input type="checkbox"/> Verified that the school's emergency bin is stocked in adequate amounts, organized, in good working order, and within applicable expiration guidelines.</p>	
8	<p><u>Employee Attendance</u></p> <p>Employee Attendance Policy Board of Education Report No. 393-0304</p> <p>Bulletin - Certification of Absence Forms (Issued by Office of the Superintendent and Accounting and Disbursement Division)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Reviewed with staff members the LAUSD Board of Education employee attendance policy.</p> <p><input type="checkbox"/> Reviewed guidelines with staff members on the use of the absence forms, the reasons for which they may request an absence leave and that all types of absences must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements and District Policies governing the employee.</p>	
9	<p><u>Employee Safety Seal Program</u></p> <p>Reference - Safety Seal Program Brochure and Safety Seal Information [Issued by Office of Environmental Health and Safety (OEHS)]</p>	<p>The goal of L.A. Unified's Employee Safety Seal Program is to help reduce employee injuries while celebrating schools' commitment to safety. Schools earn "Safety Seals" by taking certain steps to ensure staff work safely and are in an environment free of hazards.</p> <p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Provided annual safety training to all teachers. It must include showing the Safety Smarts Video.</p> <p><input type="checkbox"/> Provided monthly safety training to all custodial staff as outlined in the Plant Manager Workshops.</p>	

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<p>10</p>	<p><u>English Learner Programs Instructional Online Accountabilities (1st Semester)</u></p> <p>Online Accountabilities Task Calendar EL Program Policies</p> <p>EL Program Forms</p> <p>2018 Master Plan for English Learners and Standard English Learners</p> <p>Federal Program Monitoring: EL Instrument</p> <p>English Learner Programs Instructional Online Accountabilities (2nd Semester)</p> <p>Online Accountabilities Task Calendar</p> <p>EL Program Policies</p> <p>EL Program Forms</p> <p>2018 Master Plan for English Learners and Standard English Learners</p> <p>Federal Program Monitoring: EL Instrument</p>	<p>By checking this section, I am certifying that my school has completed the EL program accountabilities for the fall semester as established within the EL Programs task calendar, including but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Held the Master Plan Instructional Options meeting (s) <input type="checkbox"/> Established the ELD instructional block/schedule (elementary schools only). <input type="checkbox"/> Ensured all classes with ELs have EL Service section attributes entered in MiSiS. <input type="checkbox"/> Planned and provided ongoing professional development specific to ELs. <input type="checkbox"/> Monitored the progress of ELs and RFEPs as part of the SSPT. <input type="checkbox"/> Established Individual Reclassification Plans (IRP) for PLTELS and LTELS and held parent meetings with the corresponding parents. <p>By checking this section, I am certifying that I have completed the EL program accountabilities for the spring semester as established in the EL Programs Task Calendar, including but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conducted class observations of Designated and Integrated ELD. <input type="checkbox"/> Held a Master Plan Instructional Program Options meeting #2. <input type="checkbox"/> Ensured all classes with ELs have EL service section attributes entered in MiSiS. <input type="checkbox"/> Monitored the progress of ELs and RFEPs as part of the SSPT. <input type="checkbox"/> Reviewed the IRP goals and progress of PLTELS and LTELS and held the second meeting with their parents. 	<p>_____</p> <p>_____</p>
<p>11</p>	<p><u>Ethics Policies</u></p> <p>Bulletin - Ethics Policies (Issued by Office of the Superintendent)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> <u>Employee Code of Ethics</u> distributed to and discussed with all staff. 	<p>_____</p>
<p>12</p>	<p><u>Family Medical Leave and Reasonable Accommodations (FMLA)</u></p> <p>Bulletin - Family and Medical Leave Act/CA Family Rights Act/Pregnancy Disability Leave Policy (Issued by Division of Risk Management and Insurance Services)</p> <p>Bulletin - Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws (Issued by Division of Risk Management and Insurance Services)</p> <p>Bulletin - Reasonable Accommodations for Individuals with Disabilities (Issued by Division of Risk Management and Insurance Services)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provided information to employees on the Federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provisions and requirements. <input type="checkbox"/> Per BUL-4991, all notices are posted in an area frequented by employees, where they are highly visible and may be easily read during the workday. <input type="checkbox"/> Reviewed the bulletin and understand district, state and federal requirements to ensure that individuals with a disability are given the reasonable accommodations necessary to perform the essential functions of their job and receive the benefits and privileges of employment. 	<p>_____</p>

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13	<p><u>Injury & Illness Prevention Program</u></p> <p>Bulletin - Injury & Illness Prevention Program Requirements (Issued by OEHS and Office of the Operating Officer)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written Injury and Illness Prevention Program reviewed, updated, and available in the Main Office. <input type="checkbox"/> Training on Injury and Illness Prevention Program provided to all staff, including documentation with sign-in sheets. <input type="checkbox"/> Site safety inspection conducted once each semester and documented. <input type="checkbox"/> As part of the development of the Injury and Illness Prevention Program and the Safe Schools Plans, Safety Committee meetings are held a minimum of twice each semester and documented. <input type="checkbox"/> Summary Injury and Illness Prevention Program displayed in a prominent location. 	
14	<p><u>Internet Safety</u></p> <p>Bulletin - Policy Regarding Internet Safety for Students (Issued by Chief Information Officer)</p> <p>Bulletin - Social Media Policy for Employees and Associated Persons (Issued by Division of Instruction)</p> <p>Bulletin - Responsible Use Policy (RUP) for District Computer and Network Systems (Issued Information Technology)</p>	<p>STUDENTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provided education to all students about safe and appropriate online behavior during the first week of each semester. Discussed with students their responsibility for accessing, handling, protecting, and using District network resources. <p>EMPLOYEES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social media policy discussed with staff members and other applicable persons. Discussed with staff their responsibility for accessing, handling, protecting, and using District network resources. 	
15	<p><u>Nondiscrimination Information and Sexual Harassment Policy</u></p> <p>Memorandum - Nondiscrimination Required Notices and Ordering of Student Brochures (Issued by Office of the General Counsel)</p> <p>Bulletin - Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (Issued by Office of the General Counsel)</p> <p>Memorandum - Parent Student Handbook Distribution (Issued by Division of District Operations)</p> <p>Bulletin - Section 504 of the Rehabilitation Act of 1973 (Issued by Office of the General Counsel)</p> <p>Bulletin - Title IX Policy/Complaint Procedures (Issued by Office of the General Counsel)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> District “Nondiscrimination Statement” and “Sexual Harassment Policy” distributed to all employees. <input type="checkbox"/> District “Nondiscrimination Statement” and “Sexual Harassment Policy” posted in prominent locations. <input type="checkbox"/> “Parent Student Handbook” distributed to every student during the first month of enrollment at the time of initial enrollment. <input type="checkbox"/> “Section 504 and Students with Disabilities” brochure distributed to every student during the first month of enrollment or at the time of initial enrollment. <input type="checkbox"/> Identification of the site Section 504 Designee. <input type="checkbox"/> Sexual Harassment Policy discussed in age appropriate language with students (at the beginning of the year/semester, as applicable). <input type="checkbox"/> Secondary Schools Only: “Title IX and Non-Discrimination Students Know Your Rights” brochure distributed to and discussed with all students. 	

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16	<p><u>OSHA 300A Annual Certification</u></p> <p>Reference Guide - Cal/OSHA Log of Injuries and Illnesses (Issued by the Office of Environmental Health and Safety)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Reviewed and signed the Cal/OSHA Form 300A. <input type="checkbox"/> Per District policy and OSHA requirements, the Cal/OSHA Form 300A was posted by January 31st and will remain posted until April 30th.</p>	
17	<p><u>PHBAO Schools</u></p> <p>Reference Guide - Parent Conferences to Support LAUSD's Master Plan for Integration in Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHABAO Hispanic includes Latinos) Schools and All Magnet Schools/Centers (Issued by the Division of Instruction – Student Integration Services)</p>	<p>First Semester</p> <p>PHBAO schools are required to provide two conferences between parents and teachers during the school year (one per semester). Individual parent conferences are conducted on school sites and written records of parent participation are kept by schools. The scheduling of PHBAO conferences differs by grade levels for the 2019-20 school year.</p> <p>The first PHBAO conference was completed within the following time parameters:</p> <p>Elementary: The first conference was scheduled during the week of November 18-22, 2019.</p> <p>Secondary: The first conference was scheduled after the first five (5) weeks of class and prior to the 15-week progress report during the first semester.</p> <p>Second Semester</p> <p>Elementary: The second conference was scheduled during the week of March 2-6, 2020. Secondary: The second conference was scheduled prior to the 15-week progress report during the second semester.</p>	
18	<p><u>Special Education and Section 504</u></p> <p>Reference Guide - Oral Interpretation at an Individualized Education Program (IEP) Team Meeting (Issued by Division of Special Education)</p> <p>Reference Guide - Submitting Requests for Written Translation of Individualized Education Program (IEP) and Related Documents (Issued by Division of Special Education)</p> <p>Reference Guide - Clerical Support for Special Education and Section 504 as Required by the Modified Consent Decree (Issued by Division of Special Education)</p> <p>Bulletin - My Integrated Student Information System (MiSiS) Student Support Module Required Usage (Issued by Division of District Operations)</p> <p>Bulletin - Guidelines for Student Suspension (Issued by Division of District Operations)</p> <p>Reference Guide - Procedures for Completing the Annual Early Childhood Special Education</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Reviewed responsibilities for ensuring adequate oral interpretation by trained interpreters at IEP/Section 504 meetings and timely translation of documents. <input type="checkbox"/> Online submission of “Attachment A: School Roster of Staff Eligible to Interpret at IEP Meetings” by October 16, 2019. <input type="checkbox"/> Reviewed the reference guide with appropriate staff and understand district procedures and timelines for submitting requests for a written translation of IEP documents/Section 504 plans and/or related documents.</p> <p><u>THE FOLLOWING REMAIN AS INDIVIDUAL ACTIONS:</u></p> <p><input type="checkbox"/> Reviewed the reference guide with the MCD Clerk and submitted Google form School Roster of MCD Clerical Support” by October 16, 2019. <input type="checkbox"/> Reviewed the 2019-2020 suspension data for students receiving special education services and verified that the suspension data is accurate. <input type="checkbox"/> Completed observation of at least one staff member in each pre-school special education classroom completing</p>	

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	<p>Health and Safety Review (Issued by Division of Special Education)</p> <p>Memorandum - Special Education Performance Indicators and Outcomes (Issued by Division of Special Education)</p>	<p>toileting procedure support/diaper change with a pre-school student.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submission of “Attachment B: Annual Early Childhood Special Education Health and Safety Review Toileting Procedure Skills Performance Checklist.” <input type="checkbox"/> Viewed online training regarding (1) the District’s implementation of special education substantial compliance and performance indicators, and (2) the updated requirements for Modified Consent Decree (MCD) Outcome 13 - Delivery of Services. 	
19	<p><u>Student and Employee Security</u></p> <p>Bulletin - Student and Employee Security (Issued by Office of the Superintendent)</p> <p>Bulletin - Visitors to School Campuses and Locked Campuses During Class Hours at all Schools (Issued by Division of District Operations)</p> <p>Reference Guide - Field Trips Handbook and Revised Procedures (Issued by Division of Instruction)</p> <p>Bulletin - Incident System Tracking Accountability Report (iSTAR) (Issued by Division of District Operations)</p> <p>Bulletin - Administrative Searches to Ensure School Safety (Issued by Division of District Operations)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reviewed the information with students and staff during the first week of each semester. <input type="checkbox"/> Reviewed the school visitors’ policy with staff members. Distributed to parents and students the school visitors’ policy and closed-campus policy guidelines. <input type="checkbox"/> Reviewed the field trip handbook and revised procedures with staff members, who understand appropriate administrative authorization for all type of school-sponsored field trips. <input type="checkbox"/> Reviewed the staff members assigned to have iSTAR access, updated designees, and reviewed iSTAR reporting procedures with assigned administrator designees and other appropriate staff. <p><u>Secondary Schools Only and Span to Grade 12</u></p> <p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><i>Select one of the options below:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Developed a plan to conduct daily searches and use a documentation system to maintain daily search logs. <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> My school is part of a random search pilot group. I developed a plan to conduct ten (10) searches a month and use a documentation system to maintain search logs. <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> My school is part of the random search exempt group. <p>To be checked by all principals except the random search exempt group:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Signs have been posted in several prominent locations at the site advising that all persons on the premises are subject to search for weapons by metal detector. <input type="checkbox"/> District policy on metal detectors searches has been distributed to parents. <input type="checkbox"/> Reviewed the District policy with staff members performing random metal detector searches and verified that they have completed STEPS 215 course, “How to Conduct a Random Metal Detector Search” (STEPS 215) on MyPLN. 	
20	<p><u>Student Body Policies</u></p> <p>Publication 464 - Student Body Policies and Accounting Procedures for Elementary Schools</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p>	

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	<p>Publication 465 - Student Body Policies and Accounting Procedures for Secondary Schools</p> <p>Publication 469 - Student Body Policies for Community Adult Schools, ROC, and Skills Centers</p> <p>Addendum for Small Learning Communities, Pilot Schools, New Tech Schools, and other Small Schools on Shared Campuses</p>	<input type="checkbox"/> Reviewed the applicable Student Body policies and accounting procedures and understand the site administrator’s responsibilities for staff adhering to the policies and procedures. <input type="checkbox"/> Reviewed the applicable Student Body policies and accounting procedures with staff members.	_____
21	<p><u>Student Support and Progress Team</u></p> <p>Bulletin - A Multi-Tiered System of Support Framework for the Student Support and Progress Team (Issued by the Division of Instruction)</p>	<input type="checkbox"/> Established, in collaboration with staff members, a Student Support and Progress Team (SSPT) that ensures students’ needs are addressed and provides a method to evaluate the effectiveness of school-wide Tier I systems and practices (i.e., Instructional and Positive Behavior Intervention Supports).	_____
22	<p><u>Uniform Complaint Procedures (UCP)</u></p> <p>Bulletin - Uniform Complaint Procedures (Issued by Office of the General Counsel)</p>	<input type="checkbox"/> Information regarding UCP complaint procedures distributed to staff, students, parents, school advisory committees, and other interested parties.	_____
23	<p><u>Williams Complaints</u></p> <p>Bulletin - Williams Complaint Procedures (Issued by Office of the General Counsel)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <input type="checkbox"/> “Notice to parents, guardians, pupils, teachers, and other stakeholders - Important information about your complaint rights - Williams Legislation” posted in each classroom and visible to all. <input type="checkbox"/> “Williams Complaint Procedures Form for Education Code Section 35186” available in the main office.	_____

I certify that the foregoing information is true and complete electronic submission/certification.

School Name: _____ **Local District:** _____

Principal’s Signature: _____ **Date:** _____

Principal’s Name (Print) _____

**LOS ANGELES UNIFIED SCHOOL DISTRICT
ADMINISTRATOR CERTIFICATION FORM – 2019-2020 School Year**

■ **Due Dates: January 31, 2020 and June 23, 2020** ■

Worksheet List for Offices

The following resources are District policies to assist you in completing the certification requirements:

	DISTRICT POLICY/REFERENCES	REQUIRED ACTION	Certification Due Dates	
			1-31-2020	6-23-2020
1	<p><u>Automated External Defibrillator Certification (AEDs)</u></p> <p>Bulletin - Policy and Procedures for Acquisitions and Use of Automated External Defibrillators (Issued by Student Health and Human Services)</p>	<p><input type="checkbox"/> The division lead and other appropriate supervisory staff are aware of the regulations and requirements regarding Automated External Defibrillators.</p>	_____	
2	<p><u>Bullying and Hazing Policy</u></p> <p>Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) (Issued by the Office of the Superintendent)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Response to Allegations: Allegations of bullying are investigated, monitored and resolved in accordance with the guidelines delineated in the policy.</p>	_____	
3	<p><u>Child Abuse Reporting</u></p> <p>Bulletin - Child Abuse and Neglect Reporting Requirements (Issued by Office of the General Counsel)</p> <p>Reference Guide - Code of Conduct with Students - Online Training Module (Issued by the of the General Counsel)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Provided scenario-based training to all employees on child abuse laws, reporting procedures, duties of mandated reporters, requirement that all employees complete the Child Abuse Training on MyPLN annually, including prohibitions against corporal punishment.</p> <p><input type="checkbox"/> Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees.</p> <p><input type="checkbox"/> "Code of Conduct with Students" distributed to and discussed with all staff.</p>	_____	
4	<p><u>Crisis Response, Suicide Intervention, Threat Assessment</u></p> <p>Bulletin - Suicide Prevention Intervention and Postvention (Issued by the Division of District Operations and Student Health and Human Services)</p> <p>Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult) (Issued by the Division of District Operations and Student Health and Human Services)</p> <p>Bulletin - Crisis Preparedness, Response, and Recovery (Issued by the Office of Educational Services)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Ensured all employees completed the Suicide Prevention and Awareness Training on MyPLN.</p> <p><input type="checkbox"/> 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 as students who exhibit intent to harm and homicidal ideation.</p>	_____	

**LOS ANGELES UNIFIED SCHOOL DISTRICT
ADMINISTRATOR CERTIFICATION FORM – 2019-2020 School Year**

■ **Due Dates: January 31, 2020 and June 23, 2020** ■

5	<p><u>Employee Attendance</u></p> <p>Employee Attendance Policy Board of Education Report No. 393-03/04</p> <p>Bulletin - Certification of Absence Forms (Issued by the Office of the Superintendent and the Accounting and Disbursement Division)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Reviewed with staff members the LAUSD Board of Education employee attendance policy.</p> <p><input type="checkbox"/> Reviewed guidelines with staff members on the use of the absence forms, the reasons for which they may request an absence leave and that all types of absences must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements and District Policies governing the employee.</p>	<p>_____</p>
6	<p><u>Ethics Policies</u></p> <p>Bulletin - Ethics Policies (Issued by the Office of the Superintendent)</p>	<p><input type="checkbox"/> “<i>Employee Code of Ethics</i>” distributed to and discussed with all staff.</p>	<p>_____</p>
7	<p><u>Family Medical Leave and Reasonable Accommodations</u></p> <p>Bulletin - Family and Medical Leave Act/CA Family Rights Act/Pregnancy Disability Leave Policy (Issued by the Division of Risk Management and Insurance Services)</p> <p>Bulletin - Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws (Issued by the Division of Risk Management and Insurance Services)</p> <p>Bulletin - Reasonable Accommodations for Individuals with Disabilities (Issued by the Division of Risk Management and Insurance Services)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Provided information to employees on the Federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provisions and requirements.</p> <p><input type="checkbox"/> Per BUL-4991, all notices are posted in an area frequented by employees, where they are highly visible and may be easily read during the workday.</p> <p><input type="checkbox"/> Reviewed the bulletin and understand district, state and federal requirements to ensure that individuals with a disability are given the reasonable accommodations necessary to perform the essential functions of their job and receive the benefits and privileges of employment.</p>	<p>_____</p>
8	<p><u>Injury & Illness Prevention Program</u></p> <p>Bulletin - Injury & Illness Prevention Program Requirements (Issued by the Office of Environmental Health and Safety)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Written Injury and Illness Prevention Program reviewed, updated, and available in the Main Office.</p> <p><input type="checkbox"/> Training on Injury and Illness Prevention Program provided to all staff, including documentation with sign-in sheets.</p> <p><input type="checkbox"/> Site safety inspection conducted once each semester and documented.</p> <p><input type="checkbox"/> As part of the development of the Injury and Illness Prevention Program and the Safe Schools Plans, Safety Committee meetings are held a minimum of twice each semester and documented.</p> <p><input type="checkbox"/> Summary Injury and Illness Prevention Program displayed in a prominent location.</p>	<p>_____</p>
9	<p><u>Internet Safety</u></p> <p>Bulletin - Social Media Policy for Employees and Associated Persons</p>	<p>Social media policy discussed with staff members and other applicable persons. Discussed with staff their responsibilities for accessing, handling, protecting, and using District network resources.</p>	<p>_____</p>

**LOS ANGELES UNIFIED SCHOOL DISTRICT
ADMINISTRATOR CERTIFICATION FORM – 2019-2020 School Year**

■ **Due Dates: January 31, 2020 and June 23, 2020** ■

	(Issued by the Division of Instruction) Bulletin - Acceptable Use Policy (AUP) for District Computer and Network Systems (Issued by the Chief Information Officer)		
10	<u>Nondiscrimination Information and Sexual Harassment Policy</u> Memorandum - Nondiscrimination Required Notices and Ordering of Student Brochures (Issued by the Office of the General Counsel) Bulletin - Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (Issued by the Office of the General Counsel) Bulletin - Title IX Policy/Complaint Procedures (Issued by the Office of the General Counsel)	By checking this section, I am certifying that I have completed and discussed all items in this section with my staff. <input type="checkbox"/> District “ <i>Nondiscrimination Statement</i> ” and “ <i>Sexual Harassment Policy</i> ” distributed to all employees. <input type="checkbox"/> District “ <i>Nondiscrimination Statement</i> ” and “ <i>Sexual Harassment Policy</i> ” posted in prominent locations.	_____
11	<u>OSHA 300A Annual Certification</u> Reference Guide - Cal/OSHA Log of Injuries and Illnesses (Issued by the Office of Environmental Health and Safety)	By checking this section, I am certifying that I have completed and discussed all items in this section with my staff. <input type="checkbox"/> Reviewed and signed the Cal/OSHA Form 300A. <input type="checkbox"/> Per District policy and OSHA requirements, the Cal/OSHA Form 300A was posted by January 31 st and will remain posted until April 30 th .	_____
12	<u>Student and Employee Security</u> Bulletin - Incident System Tracking Accountability Report (iSTAR) (Issued by the Division of District Operations)	<input type="checkbox"/> Reviewed and updated staff members assigned iSTAR access. Reviewed iSTAR reporting procedures with assigned administrator designees and other appropriate staff.	_____
13	<u>Uniform Complaint Procedures (UCP)</u> Bulletin - Uniform Complaint Procedures (Issued by the Office of the General Counsel)	<input type="checkbox"/> Information regarding UCP complaint procedures disseminated to staff.	_____

I certify that the foregoing information is true and complete:

Division Name: _____ **Branch/Office Name:** _____

Administrator’s Signature: _____ **Title:** _____ **Date:** _____

Print Name: _____



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

ATTACHMENT D

**ADMINISTRATOR CERTIFICATION – 2019-2020 SCHOOL YEAR
NON-SCHOOL SITE DIVISIONS LIST**

COST CENTER	DIVISION NAME
1023501	ADULT EDUCATION - CENTRAL OFFICE
1152601	BEYOND THE BELL BRANCH
1006601	CHARTER SCHOOLS DIVISION
1047401	DEPUTY SUPERINTENDENT OF BUSINESS SERVICES & OPERATIONS
1007001	DIVISION OF DISTRICT OPERATIONS
1094201	DIVISION OF INSTRUCTION
1155501	EARLY CHILDHOOD EDUCATION DIVISION
1064001	FACILITIES & MAINTENANCE & OPERATIONS - CENTRAL OFFICE
1062501	FACILITIES SERVICES DIVISION
1025201	FEDERAL & STATE EDUCATION PROGRAMS BRANCH
1147501	FOOD SERVICES DIVISION
1054801	INFORMATION TECHNOLOGY DIVISION
1028601	LOCAL DISTRICT CENTRAL
1024301	LOCAL DISTRICT EAST
1018001	LOCAL DISTRICT NORTHEAST
1024101	LOCAL DISTRICT NORTHWEST
1024401	LOCAL DISTRICT SOUTH
1024201	LOCAL DISTRICT WEST
1056701	OFFICE OF CHIEF FINANCIAL OFFICER
1104101	OFFICE OF CHIEF OF SPEC ED, EQUITY & ACCESS
1028401	OFFICE OF DATA & ACCOUNTABILITY
1049901	OFFICE OF ENVIRONMENTAL HEALTH & SAFETY
1003701	OFFICE OF GENERAL COUNSEL
1051801	OFFICE OF LEADERSHIP DEV & PARTNERSHIPS
1051901	OFFICE OF SCHOOL CULTURE, CLIMATE & SAFETY
1043901	OFFICE OF THE BUDGET DIRECTOR
1056001	OFFICE OF THE BUSINESS MANAGER
1007801	OFFICE OF THE CHIEF STRATEGY OFFICER
1002501	OFFICE OF THE SUPERINTENDENT
1003501	PERSONNEL COMMISSION
1134101	SCHOOL POLICE DEPARTMENT
1109701	SPECIAL EDUCATION SERVICE CENTER, OPERATIONS
1020901	STUDENT HEALTH & HUMAN SVCS
1005201	STUDENT INTEGRATION SERVICES
1128101	TRANSPORTATION SERVICES DIVISION



LOS ANGELES UNIFIED SCHOOL DISTRICT

ADMINISTRATOR CERTIFICATION ONLINE SYSTEM GRANTING A DESIGNEE ACCESS IN THE PRINCIPAL'S PORTAL

ATTACHMENT E

1. Log on using your single sign-on and click “Tools” in the top right hand corner.



2. Click “User Manager” option

3. To edit or remove access for each user, use the options available in the last column

User Name	First Name	Last Name	User Type	Cost Center / LD	Location Name	User Status	Module (System)	Options
aaabbccc	JOHN	JAMES		1515301	ORCHARD ACADEMIES 2B	A	INSACCOUNT	
aaabbccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	ADMINCERT	
aaabbccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	INSACCOUNT	
aaabbccc	JOHN	JAMES	School	1515301	ORCHARD ACADEMIES 2B	A	PCSSC	
aaabbccc	JOHN	JAMES	School	1853101	ISAACS AVALON HS	A	GATE	
aaabbccc	JOHN	JAMES	School	1471201	KENTWOOD EL	A	GATE	
aaabbccc	JOHN	JAMES	School	1839001	WALNUT PARK MS SJ/SL	A	GATE	
aaabbccc	JOHN	JAMES	School	1478601	LA SALLE AVE EL	A	GATE	
aaabbccc	JOHN	JAMES	Office	1002501	SUPERINTENDENT	A	ALL	
aaabbccc	JOHN	JAMES	LD	S		I	ALL	

4. To add access, click “Add Users” at the bottom of the screen.



LOS ANGELES UNIFIED SCHOOL DISTRICT
ADMINISTRATOR CERTIFICATION ONLINE SYSTEM
GRANTING A DESIGNEE ACCESS IN THE PRINCIPAL'S PORTAL

ATTACHMENT E

5. Click "Find" to search for an employee. Use the dropdown to assign access to the chosen system(s). Click "Add User" at the bottom of the screen to save.

Add Users (click here)

To add a user, click on the 'Find' button and search for the employee. Click on the employee t

User Name:	<input type="text"/>	<input type="button" value="Find"/>
User Type:	<input type="text"/>	
Location/Local District:	<input type="text"/>	
Module (System)	<input type="text"/>	
Role	<input type="text" value="All"/>	