Frequently Asked Questions when completing the ISSP:

I am the designee, but the system won't let me submit my plan.
Only the principal can submit the ISSP. Principals need to click on the "Edit Plan" button and click "yes" in the message box that pops up to submit the plan after reviewing the plan. The date and status will change on the School Details page.

One of our employees is not in our dropdown list.
Click on the magnifying glass to the right of the box you are trying to complete. On the "Lookup" Window, change the list to show "All LAUSD Staff" by clicking on the down arrow next to the school name showing on the field on the right. Search by name ensuring you are using the employee's name as listed on HR records.

Do I need to get everyone's signature on the plan? Does my school site council need to approve it?
Print out the signature page template in Step 5. Each year, every plan needs the signature of the principal and these representatives after they have reviewed the plan: UTLA, classified staff, law enforcement, parent, and student (if middle or high school). Upload the signed page into Step 5.

I want to submit my plan now, but I haven't had the stakeholder meeting that is mentioned in Step 6. Can I submit anyway?
Yes! You can hold the stakeholder meeting a little later in the year and then upload the meeting documents in Step 6 and re-submit.

Can we make changes to our plan later in the school year?
Yes! You may make changes to your plan whenever needed. Remember to resubmit after you have made the changes to see them in the current plan.

How do I add a designee to work on the plan?
The principal is the only person who can add a designee. This is done on the School Details page. Be sure to click the save button in the top left corner of the School Details page.

One of the names on my emergency contacts page is red.
Names in red on the Emergency Contacts screen are missing contact phone numbers. The <u>employee</u> must update their own information in the Employee Self Service system at ess.lausd.net and click to save the changes. You will see the changes in your ISSP <u>the next day</u>, as data is correlated between systems every night.

How do I update employee contact information?
The <u>employee</u> must update their own information in the Employee Self Service system at ess.lausd.net and click to save the changes. You will see the changes in your ISSP <u>the next day</u>, as data is correlated between systems every night.

I am an interim principal. How do I get access to the plan?
When HR formally assigns an interim principal and updates the master data file, the Interim Principal will show as the principal of the school and will be able to edit. Unfortunately, we cannot manually make this change. If an Interim Principal needs to assign access to a designee, the Interim Principal needs to email jill.barnes@lausd.net and claudia.m.lara@lausd.net and include the name of the school and the name of the employee to assign as the designee.

How do we incorporate the co-located independent charter school at our site into the ISSP?
*Independent charter school employees located on LAUSD campuses should apply for an LAUSD single sign-on through OneAccess (*https://oneaccess.lausd.net/)* and keep their campus information updated. They will then be included in a separate dropdown of employees under the charter school's name. You can also upload a pdf of charter employees who are assigned to emergency teams in Step 5, under Other Document Upload.*

My school doesn't have an assigned police officer. What do I enter for the law enforcement required team member in Step 1?
You have two options: You may select the Los Angeles School Police Department officer that serves your area from the employee dropdown, using the "All LAUSD Staff" option or you can instead type in the name of a local law enforcement officer that serves your school.

Does the police department need to sign my plan?
Yes, every ISSP must be reviewed and signed by a member of law enforcement. The Los Angeles School Police Department can view all plans online, but other local law enforcement agencies cannot. (They can however sign your plan if they review it at your site.) The ISSP signature page must be signed at the school site.

Is the Attendance Plan in Step 2 required?
Every K-12 school is expected to upload an attendance and dropout plan; the field is not currently marked as required.

Our plan is finished, but it still says "draft."
The principal needs to submit the plan; if you are the designee, make sure you let the principal know when the plan is ready to submit.

The map section of Step 4 doesn't want to accept the address for my offsite location.
Select the correct valid address from the selections that appear as you begin typing. If necessary, check the accuracy of the address with that site's contact.

I want to print my plan in draft.
Only submitted plans can be printed. Draft plans can be viewed online in Emergency View and Planning View by everyone who works at the school and has an active single sign-on.

Tips for technical challenges
- If you encounter an unusual issue with the ISSP, try using Chrome as your browser.
- If you are unable to scroll on one of screens and/or cannot fully view all of the information on the screen, try minimizing the window size.

Additional ISSP resources are available at achieve.lausd.net/isspresources, including:

- Quick Guide to Editing the ISSP
- How Do I Assign a Designee to Edit the ISSP?
- How Do I Assign an Employee to a Role in the ISSP?
- How Do I Update an Employee's Emergency Contact Information in the ISSP?
- How Do I Print the ISSP?
- What Information Belongs in the Site-Specific Considerations Section of the ISSP?