ISSP Quick Sheets

Every School Safe Mandatory Safety Training Modules Certification Table

Actions for Certifying in the ISSP and Frequently Asked Questions

1) How do I certify in the ISSP for a safety training?

Quick Answer: In Step 6, using the "Edit Plan" button of the online Integrated Safe School Plan (ISSP), enter the training date for each audience group session and certify by checking the box in the last column. The principal must resubmit the ISSP to complete the certification process and to ensure data are captured on District reports.

Explanation: Throughout the academic year, in the *Every School Safe*: Mandatory Safety Trainings Modules Certification table (Certification: Figure 1) in Step 6 (after clicking on the "Edit Plan" button) of the ISSP, you will enter the date you conducted each training for each audience group. You will use the calendar icon to select the date.

For example, in Certification: Figure 1, the arrow points to the calendar icon for All School Employees. You will click on the calendar icon.

Training Module Topic	Audience	Enter Training Date	Resources	Contact	Certification (Check box after entering dates.)
Creating Welcoming Environments Due 9/25/24	All School Employees*	📅	Principal's Portal	Division of School Operations 213-241-5337 schooloperations@lausd.net	I certify that I have conducted the required trainings for this topic on the dates listed.* ☐
	Parents*	📅			
	Students (excluding EEC students)*	📅			

Certification: Figure 1

Once the calendar opens, it will automatically select the current date (blue box in Certification: Figure 2). If this is not the correct date, move your cursor to the correct date to select it. Once selected, it will appear in the cell immediately to the left of the calendar icon. (See Certification: Figure 3.)
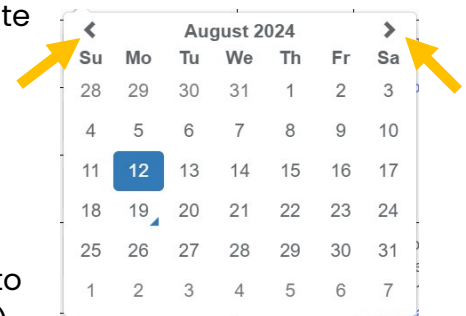
The month can be adjusted by clicking on the left and right arrows to the left and right of the month. (See arrows in Certification: Figure 2.)

‹		August 2024				›
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	**12**	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Certification: Figure 2

Upon entering the dates for all required sessions for a training module in the ISSP, you will need to certify by checking the box in the Certification column and resubmitting the ISSP to complete the certification process. (See arrow in Certification: Figure 3.)
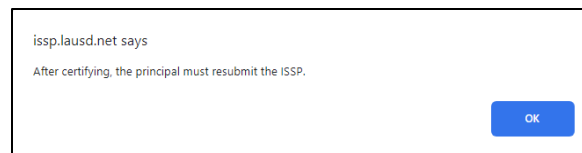
For schools hosting co-located programs, note that you are certifying for all schools and programs at the site (except charter schools, and DACE and Central HS satellite programs). DACE and Central HS satellite sites, as well as the Beyond The Bell Outdoor Education Centers, will certify through their respective main site.

The system does not accept future dates and will not allow you to certify for the training module without entering the required dates. **The principal must resubmit the ISSP after certifying each training module to print a revised ESS table.** The system will generate a reminder to submit the ISSP. (See Certification: Figure 4.) After reading the reminder, click the "OK" button. The screen will look like Certification: Figure 5 after you check the box to certify and click "OK."

If the ISSP is not resubmitted, the plan will remain in "draft" status**.**

Certification: *Figure 3*

Certification: *Figure 4*

Certification: *Figure 5*

After checking the box for certifying for a training module (see Certification: Figure 5 above for an example), click one of two "Save" buttons on the screen (see arrows in Certification: Figure 6 below) and then resubmit the ISSP in order to print the ESS table with the updates and any other changes made to the ISSP. See item 3 below for details on resubmitting the ISSP.

Certification: *Figure 6*

2) How do I certify for a training if it requires a date for a student component that does not apply to my school?

Quick Answer: Copy the same date as one of the other sessions for that module.

Explanation: Early Education Centers (EECs) do not need to deliver to their students any training module requiring a student component. This is also indicated in the certification table. However, the certification table requires a date in each field, including the student field. EECs, please take the following actions:

1) In the "Enter Training Date" column, for "Students (excluding EEC students)," enter the same date as another training session conducted for that same module. In the example below (Certification: Figure 7), you will enter 8/15/24 or 8/17/24, the dates the trainings for all school employees and parents took place for this module.

2) After entering either 8/15/24 or 8/17/24 in the "Enter Training Date" column, you will then be able to check the box to certify in the last column, "Certification."

Training Module Topic	Audience	Enter Training Date	Resources	Contact	Certification (Check box after entering dates.)
Creating Welcoming Environments Due 9/25/24	All School Employees*	08/15/2024 📅	Principal's Portal	Division of School Operations 213-241-5337 schooloperations@lausd.net	I certify that I have conducted the required trainings for this topic on the dates listed.* ☐
	Parents*	08/17/2024 📅			
	Students (excluding EEC students)*	📅			

Certification: Figure 7

3) How do I resubmit the ISSP each time I certify for a training module?

Quick Answer: The principal follows the same process as for the initial submission of the plan.

Explanation: Only the principal can submit or resubmit the plan. Once certification and any other changes have been made, after logging on, the principal will see a message box indicating that the plan is ready to be submitted. (*See Submit Plan: Figure 1.*) The principal will click "OK."
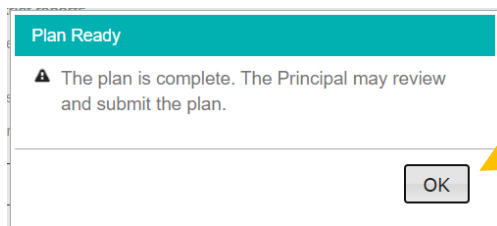
Submit Plan: Figure 1
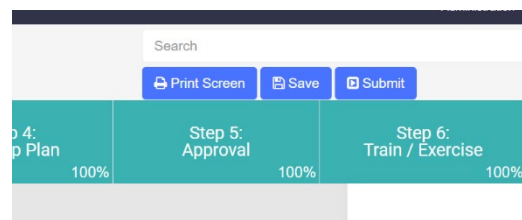
Submit Plan: Figure 2

The principal will then click the "Submit" button on the upper right of the screen. (*See Submit Plan: Figure 2.*)

Note that if the principal is the user who made the certification updates and thus is already logged on, the principal only clicks the "Submit" button on the upper right of the screen (see Submit Plan: Figure 2). The principal will not see the message box in Figure 1.

After clicking "Submit," a "Confirm Submission" window will appear. (See *Submit Plan: Figure 3*.) The principal will click "Yes." The principal will then see a message box confirming that the plan was submitted. (See *Submit Plan: Figure 4*.) The principal will click "Close."

Confirm Submission

⚠ Do you want to submit the Integrated Safe School Plan?

Yes   No

Submit Plan: Figure 3

Safe School Plan submitted   ✕

Close

Submit Plan: Figure 4

A brief time after the principal submits the plan, the status of the draft changes to "Submitted" on the School Details screen and that plan becomes the Current Integrated Safe School Plan, changing the submitted date and the version to the current year in that section. Expect to resubmit the plan each month after conducting the required sessions for each training module to print the ESS table with the updates and any other changes made to the ISSP.

4) When do I certify for a training?

Quick Answer: Monthly, once all required sessions for a specific training module are completed
Explanation: You will need to certify once you complete all required sessions for each training module. In the example below (Certification: Figure 8), in January (or shortly after conducting the required sessions for that module), once the employee, parent, and student sessions are conducted for the De-escalation and Restorative Practices module, you will specify the training date for each audience group ("Enter Training Date" column) and certify by checking the box (Certification" column).

In February (or shortly after conducting the required sessions for that module), once the administrator session is conducted for the Administrative Investigations module, you will specify the training date for the administrator audience group ("Enter Training Date" column) and certify (Certification" column).

Each month after entering the training dates and certifying for the respective training module, the principal will resubmit the ISSP to print the ESS table with the updates and any other changes made to the ISSP.

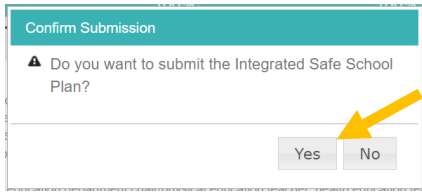| De-escalation and Restorative Practices

Due 1/15/25 | Staff/All School Employees | 📅 | Principal's Portal | Division of School Operations
213-241-5337
schooloperations@lausd.net | I certify that I have conducted the required trainings for this topic on the dates listed.

☐ |
	Parents	📅			
	Students (excluding EEC students)	📅			
Administrative Investigations Due 2/26/25	School Administrators	📅	Principal's Portal	Division of School Operations 213-241-5337 schooloperations@lausd.net	I certify that our school administrator(s) have received the required training for this topic on the date listed. ☐

Certification: Figure 8

5) Can I enter projected dates for future training module sessions?

Quick Answer: No
Explanation: The system does not accept future dates and will not allow you to certify for a training module without entering the required dates.

6) Can the designee enter the training dates and certify for a training module?

Quick Answer: Yes
Explanation: Both school users with editing access, the ISSP designee and the principal, can enter training dates and certify, but only the principal can submit the plan.

7) Do I upload supporting documentation for training into the ISSP system?

Quick Answer: No
Explanation: Documentation will not be uploaded in the ISSP or in the Principal's Portal. Copies of training session agendas and sign-ins should be on file at each school including DACE and Central HS satellite sites.

8) Can the ISSP designee resubmit the plan after training has been certified?

Quick Answer: No
Explanation: Only the principal can submit the plan.

9) Since I must resubmit the ISSP after I certify for each training module, do I need to reprint the entire ISSP each time?

Quick Answer: No, if the only updates to the ISSP are to the certification table. Only print Section 4.1.2 which has the two pages with the *Every School Safe*: Training Certification Table.
Explanation: While schools should use the opportunity to consider any other necessary updates to the ISSP (for example, school safety committee meetings, emergency team roles, emergency water treatment, and optional emergency-related trainings), after certifying for *Every School Safe*: Mandatory Safety Trainings Modules and resubmitting the ISSP, you only need to reprint Section 4.1.2 *Every School Safe*: Training Certification Table and replace these pages in all hard copies at the school site. (Hard copies should be in the Main Office for public viewing and in the emergency bin and School Emergency Response Box to support emergency response. The ISSP should not be uploaded onto websites.)

10) Where do I find the training resources for the modules?

Quick Answer: [Principal's Portal](#)
Explanation: All the resources needed for the training sessions are available in the [Principal's Portal](#) under Division of School Ops, Every School Safe Mandatory Safety Training Modules for the

Principal's Portal: Figure 1

2024-2025 School Year. (See Principal's Portal: Figure 1.) Training materials will be available at least one month prior to each training module due date.

11) I do not see the training materials in the Principal's Portal. Who do I contact?

Quick Answer: In the Principal's Portal, under Division of School Ops, select: Every School Safe Mandatory Safety Training Modules for the 2024-2025 School Year. Then, select the name of the training for which you are searching, such as Suicide Awareness and Prevention. If they are not posted there, contact the Division of School Operations at (213) 241-5337 or schooloperations@lausd.net.

Explanation: The Division of School Operations collaborates with District partners to provide the training materials to our schools. Keep in mind that training materials will be available at least one month prior to each training module due date.

12) I have questions about training materials in the Principal's Portal. Who do I contact?

Quick Answer: Division of School Operations at (213) 241-5337 or schooloperations@lausd.net

Explanation: The Division of School Operations collaborates with District partners to provide the training materials to our schools.

13) How can I obtain the Interoffice Correspondence about the *Every School Safe*: Mandatory Safety Trainings Modules?

Quick Answer: Principal's Portal

Explanation: The Division of School Operations published an updated Interoffice Correspondence on June 17, 2024. This is available in the Principal's Portal under Division of School Ops, Every School Safe Mandatory Safety Training Modules for the 2024-2025 School Year.