



ISSP Quick Sheets Assigning a Designee

How do I assign a designee to edit the ISSP?

To assign an ISSP Designee to edit the plan, go to the School Detail menu and select the SSP Designee field box and click on the magnifying glass icon to bring up the Lookup table or enter the staff name in the field box. Click on the staff member's name to highlight the row and then click **OK** in the lookup table and click **Save** on the School Details page.

To find an employee that does not show in your list of school staff, change the lookup table to display all LAUSD employees. Click on the arrow next to the school name in the lookup table and select "All LAUSD Staff." Type the employee's name in the blank box and select the appropriate employee. Click **OK** and **Save** after selecting the staff member.

The screenshot shows the 'Safe School Plan' form. The 'SSP Designee' field is highlighted with an orange arrow. The field contains the name 'AARONS, DORIS'. A magnifying glass icon is visible to the right of the field. The 'Save' button is located in the top left corner of the form.

The screenshot shows the 'Lookup' dialog box. The 'Lookup' title bar is highlighted with an orange box. The search field is empty. The dropdown menu is set to 'All LAUSD Staff'. The table below shows columns for Full Name, Employee No, Employee Type, and Location.