



## ISSP Quick Sheets Assigning an Employee to the ISSP

### How do I assign an employee to a role in the ISSP?

### What if that employee is not on my list of staff?

To assign roles within each step of the plan, click on the **magnifying glass** icon (See *Data Input: Figure 1*). A lookup table will populate and display school staff members. You can also type in the name of a member into the field. A search by partial name will filter by the letters typed in the field box as a quick search option (See *Data Input: Figure 2*).

**Required Team Members**  
Required members include the Principal/designee, UTLA Chapter Chair, parent of a student (not employed at the site), classified employee representative, and a student (secondary schools), and representation from the Los Angeles School Police Department or local law enforcement.

Principal / Designee\*

Data Input: Figure 1

**SSP Designee**

- MARITZA
- AARDEMA, JAMES
- AARON, MARK
- ABAD, MARIA
- ABAD, MARIA CORAZON

Data Input: Figure 2

Users can either enter the school staff name in the search field box or select from the drop down of employees. Each separate school on the campus has its own dropdown menu of staff, including co-located charter employees. Click on the name of the selected staff member to highlight the row and click on the **OK** button. Click **Save** on the page. (See next page *Data Input: Figure 3*).

**Users can 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" (See next page *Data Input: Figure 4*). Click **OK** and **Save** after selecting the staff member.



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Lookup ✕

School Staff ▼

| Full Name ▲              | Employee No ▲ | Location ▲              |
|--------------------------|---------------|-------------------------|
| ACOSTA, SUSANA           | 00695515      | 107TH STREET ELEMENTARY |
| ALMEIDA, ESELA           | 00731897      | 107TH STREET ELEMENTARY |
| AQUINO, BLANCA           | 00664376      | 107TH STREET ELEMENTARY |
| ARGUMEDO-GONZALEZ, ZOILA | 00685519      | 107TH STREET ELEMENTARY |
| AULL, JOHN               | 01033124      | 107TH STREET ELEMENTARY |
| BARAJAS, ALMA            | 00630980      | 107TH STREET ELEMENTARY |
| BOMMARITO, GIACOMO       | 00527979      | 107TH STREET ELEMENTARY |
| BRAGG, MARICE            | 01078455      | 107TH STREET ELEMENTARY |
| BROUSSARD, JEFFERY       | 00557404      | 107TH STREET ELEMENTARY |
| BROWN, RAQUEL            | 00983517      | 107TH STREET ELEMENTARY |

Page 1 of 1 (05 entries)

Data Input: Figure 3

Lookup ✕

All LAUSD Staff ▼

| Full Name ▲ | Employee No ▲ | Employee Type ▲ | Location ▲ |
|-------------|---------------|-----------------|------------|
|-------------|---------------|-----------------|------------|

Data Input: Figure 4