Division of District Operations

Incident System Tracking Accountability Report (iSTAR)
Job Aid for New Issue Type - Disrupted Online Learning Sessions

A new issue type has been added to the Incident System Tracking Accountability Report (iSTAR) application to support schools with reporting incidents occurring during distant learning sessions. The steps below will guide you on how to use the new "Disrupted Online Learning Sessions" issue type. All other iSTAR features and functionalities remain the same.

STEP 1
Log in to https://istar.lausd.net, using your Single-Sign-On (SSO).

STEP 2
Select **Incident Report.**

LOS ANGELES UNIFIED SCHOOL DISTRICT
ISTAR - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT
NOTIFY YOUR LOCAL DISTRICT OPERATIONS COORDINATOR (LDOC) BY TELEPHONE IMMEDIATELY

Form Type	Created Date Range	Location Name (Cost Center)
ALL FORMS		All

Incident Report | **Child Abuse Report**

STEP 3
In the **Incident Tab,** select *Off-Campus*. In the *Exact Location* field, write "Distant Learning", "Zoom Meeting," or the name of any other applicable online tool.

Incident Occurred   ☐ On Campus ☑ Off-Campus ☐ At another school ☐ District Office ☐ District School Bus/Vehicle
☐ Going to or from school ☐ Going to or from a school sponsored activity ☐ Athletics Competition/Practice
☐ Cafeteria ☐ During Lunch Period ☐ Other _____

Exact Location   Zoom Meeting, Physics Class
(Building #, Room, Address)

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STEP 4
In the **Issue Types** tab, check *Disrupted Online Learning Sessions*.

STEP 5
Depending on the incident details, you may select an additional issue type, such as sexual harassment, discrimination, bullying, etc.

STEP 6
Ensure that the "Persons Involved" and "Incident Summary" tabs are completed. It is recommended that the following information is provided in the incident description:

- Meeting ID
- Email address of host
- Student ID and/or Mymail
- Specific details and descriptions of everything observed.

Note: The *Disrupted Online Learning Sessions* issue type has also been added to the new iSTAR platform for the 12 schools participating in the pilot rollout.