



## 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

(Building #, Room, Address)



## STEP 4

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



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ISTAR - INCIDENT SYSTEM TRACKING ACCOUNTABILITY REPORT  
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THIS IS A CONFIDENTIAL REPORT for use of Los Angeles Unified School District attorneys. No copies of this report shall be made for employees or community member/visitor. Do not use this form for contractors. If this is an employee injury report, keep a copy of this report, as necessary.

Incident #310547	Persons Involved	Issue Types	Incident Summary
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Click '+' to expand.

- + Abduction
- + Accident
- + Altercation (Verbal)
- + Arrest
- + Bullying
- + Child Annoyance (Student as Victim Only)
- + Custody Issue (Parent Issue Type Only)
- + Damaged/attempted to damage school or private property
- + Death
- + Discrimination/Harassment (Only grades 4-12 for student suspension)
- + Disruptive Person
- + Disrupted Online Learning Sessions
- +  Disrupted Online Learning Sessions
- + Disrupted School-Wide Activities



## 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.