

**TITLE:** Administrator Certification Online System  
2025-2026 for School Sites and Offices

**NUMBER:** MEM-6128.14

**ISSUER:** Andrés E. Chait  
Chief of School Operations  
Division of School Operations

**DATE:** July 14, 2025

**DUE DATES:** January 30, 2026, and June 18, 2026

**ROUTING**  
Principals  
Region Superintendents  
Region Administrators of  
Instruction  
Region Administrators of  
Operations  
Region Operations  
Coordinators  
School Administrative  
Assistants  
Division Leads

**PURPOSE:** The Administrator Certification Online System assists administrators in electronically certifying that the required actions have been completed in accordance with District non-discrimination and safety mandates, policies, and procedures. The online certification covers “certification” of compliance regarding items listed in Attachments B and C.

**MAJOR CHANGES:** This Memorandum replaces MEM-6128.13, Administrator Certification Online System 2024-2025, issued on July 26, 2024, by the Division of School Operations. The changes include the revised certification due dates and certification items. Integrated Pest Management, Defibrillators (AED) location notification for grades 6-12 students, and LGBTQ+ information on cultural competency have been added to the Administrator Certification. Most items only require certification once a year.

**GUIDELINES:** The following guidelines apply:

The Administrator Certification will be completed through the online system at: <https://principalportal.lausd.net>. Administrators can electronically review, track, and monitor required actions and activities.

- The Administrator Certification Online System is divided into two (2) tabs:
1. CERTIFICATION – Lists all the required actions and due dates;
  2. REPORT – Allows the division lead or designee to review, track, monitor, and print reports.

The procedures to access and use the Administrator Certification Online System are outlined in Attachment A. Certification for offices must be completed by the main cost center noted in Attachment D on behalf of all of its reporting cost centers. Other administrative units reporting to the main division cost center should complete the certification and submit a copy of the signed

Attachment C to the division lead or designee to verify completion of the required items. Please note that it is still the division lead's responsibility to verify compliance with all required actions.

Most certifications are to be completed once a year, by January 30, 2026. There are six (6) certification items in the spring semester due by June 18, 2026:

1. Child Abuse Awareness Training (schools and offices);
2. EL Programs Instructional Accountabilities (schools only);
3. Emergency Supplies Checklist (schools only);
4. Employee Safety Seal Programs (schools only);
5. Predominantly Hispanic, Black, Asian, or Other Non-Anglo (PHBAO) Schools – Parent Conferences (schools only);
6. Site Computer Inventory Policy (schools only).

A complete list of certification items and due dates are listed in Attachment B for school sites and Attachment C for offices. Schools and offices should maintain a copy of the signed paper certification on file for three (3) years for auditing purposes.

**ATTACHMENTS:** Attachment A – Online System User Guide  
Attachment B – Worksheet List for Schools  
Attachment C – Worksheet List for Offices  
Attachment D – List of Offices  
Attachment E – Principal's Portal – Guide to Add Designee Access

**RELATED RESOURCES:** Check [MyPLN](#), [eLibrary](#), or the appropriate publishing division for the most up-to-date resources.

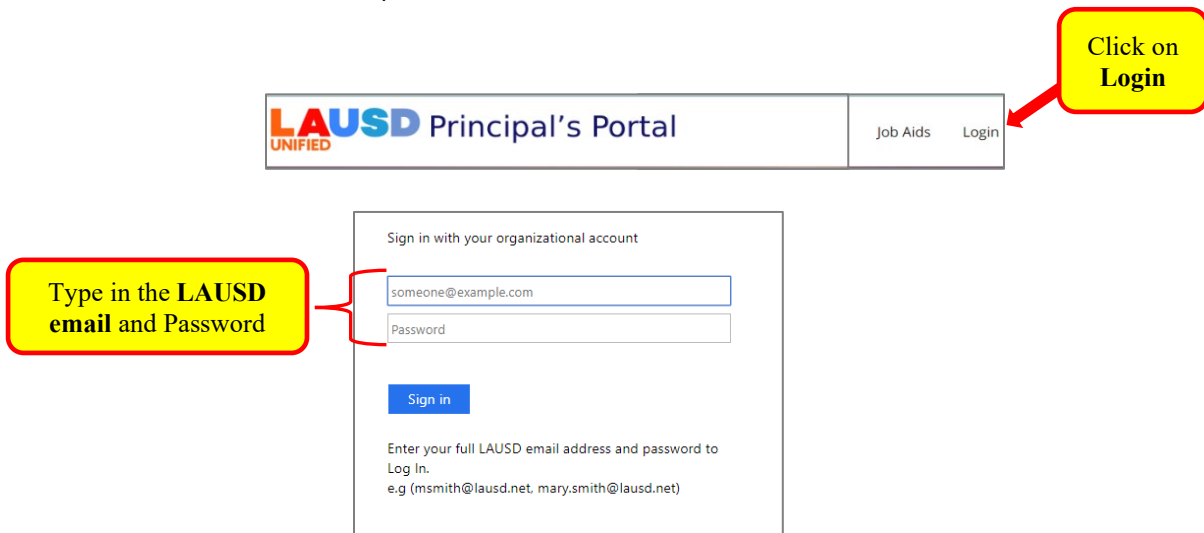
**ASSISTANCE:** For assistance or further information, please contact the Region Office Operations Coordinator or the Division of School Operations at (213) 241-5337.

## ADMINISTRATOR CERTIFICATION ONLINE SYSTEM USER GUIDE

- The reporting system can be accessed through <https://www.lausd.org/offices> under the Division of School Operations – Principal Portal link or at: <https://principalportal.lausd.net/Default.aspx>.



- To access the application system, log in by entering the **LAUSD email** and **Password** (same password as the Outlook email).



3. After logging in, click on **Administrator Certification** on the home page to view the Administrator Certification list. This screen outlines all the required actions, Bulletins, Memoranda, Reference Guides, etc. for each item. Enter the completion date of each certification item.

Principal's Portal
Home Tools Username Logout

CERTIFICATION

REPORT

### Administrator Certification

If your current location is different than the location you must certify for or you must certify for more than one location, you can change it by using the input box below and click on the 'Change Location' button.

**Current Location**  
DIV/DISTRICT OPS(0070)

**Change Location (7-digit code)**

Due date: 1/31/2025

icy/References	Required Action	Completion Date
<p><b>Automated External Defibrillator Certification (AEDs)</b>                      Policy and Procedures for Acquisitions and Use of Automated External Defibrillators</p>	<ul style="list-style-type: none"> <li>The division head and other appropriate supervisory staff are aware of the regulations and requirements regarding Automated External Defibrillators.</li> </ul>	<input style="width: 100px; height: 20px;" type="text"/>
<p><b>Bullying and Hazing Policy</b>                      Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <li><b>Communication:</b> Policy, reporting procedures, and required postings, including the identification of the Title IX Bullying Complaint Manager, are clearly communicated to all students and employees who interact with students as part of their primary job duties to ensure that stakeholders can easily report allegations of bullying.</li> <li><b>Response to Allegations:</b> Allegations of bullying are investigated, monitored and resolved in accordance with the guidelines delineated in policy.</li> </ul>	<input style="width: 100px; height: 20px;" type="text"/>
<p><b>Child Abuse Reporting</b>                      Bulletin - Child Abuse and Neglect Reporting Requirements                      Bulletin - Code of Conduct with Students Distribution and Dissemination Requirement</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <li>Reviewed prohibitions against corporal punishment, child abuse laws, reporting procedures, duties of mandated reporters, and requirement that all employees complete the online Child Abuse Awareness Training course in MyPLN annually.</li> <li>Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees.</li> <li>"Code of Conduct with Students" distributed to and discussed with all staff and all other individuals.</li> </ul>	<input style="width: 100px; height: 20px;" type="text"/>
<p><b>Crisis Response, Suicide Intervention, Threat Assessment</b>                      Bulletin - Crisis Preparedness, Intervention and Recovery                      Bulletin - Suicide Prevention, Intervention and Postvention                      Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult)</p>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <ul style="list-style-type: none"> <li>Ensured school site crisis team members have been identified and a roster has been shared with all staff.</li> <li>Ensured all employees completed the Suicide Prevention and Awareness Training on MyPLN.</li> <li>Policy mandates communicated to employees, Suicide/Threat Prevention Liaisons, and school site crisis team on procedures and guidelines for responding to students with suicidal ideation and self-injurious behavior, as well</li> </ul>	<input style="width: 100px; height: 20px;" type="text"/>

Enter the completion date of each certification item.

4. Once the completion dates are entered, you can select to **Save** or **Submit** at the bottom of the screen.

<p><b>Uniform Complaint Procedures (UCP)</b>                      Bulletin - Uniform Complaint Procedures</p>	<ul style="list-style-type: none"> <li>Information regarding UCP complaint procedures disseminated to staff, students, parents, school advisory committees, and other interested parties.</li> </ul>	<input style="width: 100px; height: 20px;" type="text" value="01/01/2019"/>
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Will reflect current date when you press Submit.

5. Principals and selected division leads are automatically given access to the Administrator Certification Online System. By clicking the **Tools** tab and selecting **User Manager**, the school principal may add one (1) certificated administrator as a designee. Non-school site division leads may designate management level staff as their designee. Please note that it is still the responsibility of the principals or division leads to verify compliance with all mandated activities and reports.

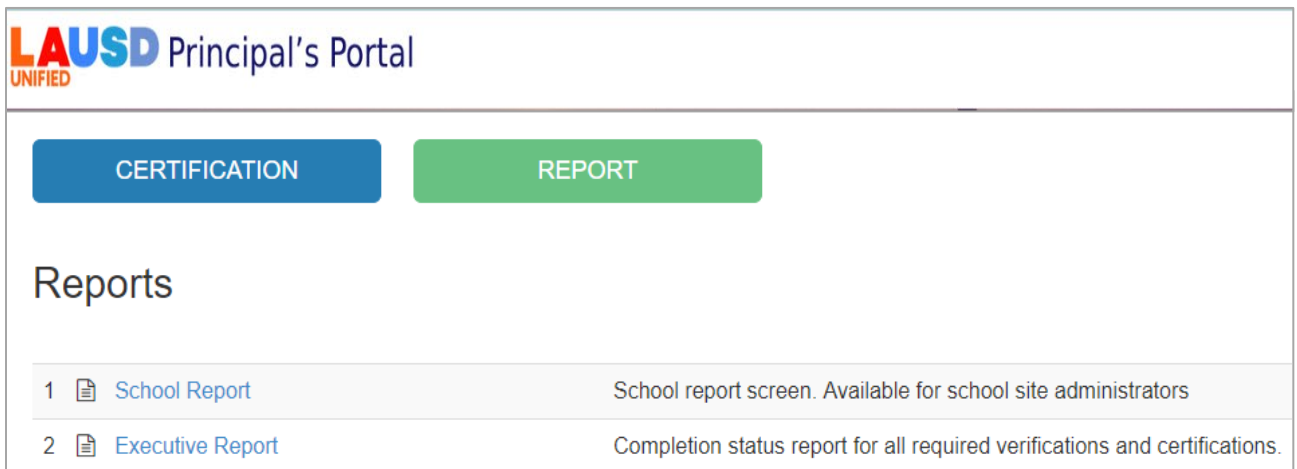


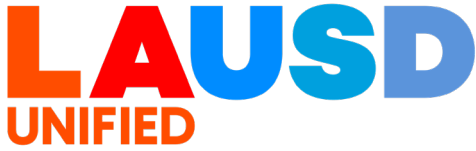
The Administrator Screen will allow you to perform the following:

- Manage the user assignments, roles, and rights
- Assign designees
- Reports Screen

6. The Report Menu has two (2) options:

- **SCHOOL REPORT** – Available for school site administrators
- **EXECUTIVE REPORT** – Available for selected central office administrators





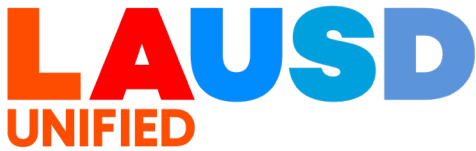
LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

**Administrator Certification for Schools – 2025-2026 School Year  
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**WORKSHEET LIST FOR SCHOOLS**

The following resources are District policies to assist you in completing the online certification requirements. The Administrator Certification Review for Schools PowerPoint is available on the Division of School Operations Website as an additional resource.

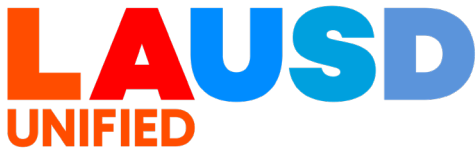
DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
<p><b><u>Abolition of Corporal Punishment</u></b>   <b>Bulletin - Abolition of Corporal Punishment</b>            (Issued by Division of School Operations)</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <p><input type="checkbox"/> Reviewed with employees and provided training to all employees on the prohibition against corporal punishment.</p>		
<p><b><u>Access to Critical Information Systems</u></b>   <b>Bulletin - Access to Critical Information Systems</b>            (Issued by Information Technology Services)</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <p><input type="checkbox"/> Reviewed with staff the general guidelines for managing access to critical information systems (CIS), such as SAP, MiSiS, or Welligent and including SharePoint that support critical District operations and manage protected information such as student or employee data.</p> <p><input type="checkbox"/> Informed staff that access to critical information systems is restricted by role based on their need to know; that as individuals change positions or job assignments within the District, their access will change accordingly; and that access should be immediately revoked from separated employees or contractors. This includes access to</p>		



LOS ANGELES UNIFIED SCHOOL DISTRICT  
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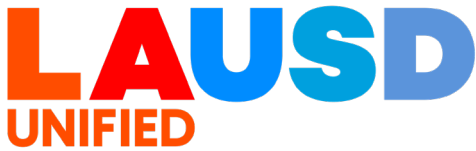
DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
	Teams, One Drive, Google Docs, and SharePoint.		
<p><b><u>Automated External Defibrillator Certification (AED)</u></b></p> <p><b>Bulletin – Policy and Procedure for the Acquisition and Use of Automated External Defibrillators (AEDs)</b> (Issued by The Office of the Chief Medical Director)</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all school staff annually receive information on the school’s CPR/AED Emergency Site Response Plan (Attachment A of the Bulletin) including the location of each AED unit on campus and the AED Program Tri-Fold Pamphlet (Attachment B of the Bulletin).</li> <li><input type="checkbox"/> Designate volunteer emergency site responders as outlined in the Bulletin and maintain responder training records.</li> <li><input type="checkbox"/> For schools with grades 6-12, at least annually notify pupils as to the location of all AED units on campus.</li> </ul>		
<p><b>Epinephrine Auto-Injectors (Epi-Pens)</b></p> <p><b><u>Bulletin – Administration of Epinephrine Auto-Injectors</u></b> (Issued by Student Health and Human Services)</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Distribute a notice (Attachment C of Bulletin) at least once per school year to all staff requesting volunteers to be trained to administer epinephrine auto-injectors (Epi-Pens).</li> <li><input type="checkbox"/> Arrange for school nurse to provide training to volunteer staff.</li> <li><input type="checkbox"/> Provide each employee who volunteers with an Epinephrine</li> </ul>		



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

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	Volunteer Notification Letter (Attachment F of Bulletin).		
<p><b><u>Naloxone</u></b>  <b>Bulletin – Administration of Naloxone Nasal Spray</b>            (Issued by The Office of the Chief Medical Director)</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss the Nasal Spray and reporting policy with employees, and parents/guardians.</li> <li><input type="checkbox"/> Distribute a notice (Attachment C of Bulletin) at least once per school year to all staff requesting volunteers to be trained to administer Naloxone.</li> <li><input type="checkbox"/> Provide each employee who volunteers with an Epinephrine Volunteer Notification Letter (Attachment E of Bulletin).</li> </ul>		
<p><b><u>Bullying and Hazing Policy</u></b>  <b>Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)</b>            (Issued by Division of School Operations)</p> <p>MyPLN offers a Bullying and Hazing Policy Training</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policy, reporting procedures, and required postings (may be electronic), including the identification of the Bullying Complaint Manager, are clearly communicated to students and employees who interact with students as part of their primary job duties.</li> <li><input type="checkbox"/> Allegations of bullying are investigated, monitored, and resolved in accordance with the guidelines delineated in the policy.</li> </ul>		



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<p><b><u>Child Abuse and Neglect Reporting</u></b>  <b>Bulletin - Child Abuse and Neglect Reporting Requirements</b>            (Issued by Office of the General Counsel)  <b>Code of Conduct with Students Handout</b>  <b>Bulletin - Code of Conduct - Distribution and Dissemination Requirement</b>            (Issued by Office of the Superintendent)  <b>Reference Guide - Code of Conduct with Students Online Training Module</b>            (Issued by Office of the General Counsel)  <b>Code of Conduct with Students MyPLN Training Module</b></p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <p><b><u>Fall Semester</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reviewed prohibitions against corporal punishment, child abuse laws, reporting procedures, duties of mandated reporters, and requirement that all employees complete the online Annual Child Abuse Awareness Training course in MyPLN by September 12, 2025.</li> <li><input type="checkbox"/> Local Child Abuse/Neglect Reporting Site Plan developed and discussed with all employees.</li> <li><input type="checkbox"/> Code of Conduct with Students distributed to and discussed with all staff and other individuals who work with or have contact with students.</li> <li><input type="checkbox"/> Provided training on the Code of Conduct with Students using the training video to site employees.</li> </ul>		
<p><b>Code of Conduct Facilitator Guide</b>  <b>Administrator Certification Review PowerPoint</b>  <b>Breaking the Silence-Child Abuse and Neglect Training</b>            materials are accessible on the Principal’s Portal and on the Division of School Operations website.</p>	<p><b><u>Spring Semester</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all employees receive the Breaking the Silence-Child Abuse and Neglect Awareness Training by April 30, 2026.</li> <li><input type="checkbox"/> Employees will certify their participation in the Breaking the Silence Training via MyPLN upon receiving the training.</li> </ul>		



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<p><b><u>Crisis Response, Suicide Intervention, Threat Assessment</u></b></p> <p><b>Bulletin - Crisis Preparedness, Response, and Recovery</b> (Issued by Division of School Operations)</p> <p><b>Bulletin - Suicide Prevention, Intervention, and Postvention (Students)</b> (Issued by Division of School Operations)</p> <p><b>Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult)</b> (Issued by Division of School Operations)</p> <p><b>Memorandum – Annual Suicide Prevention and Awareness Training</b> (Issued by Student Mental Health and Wellness Services)</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensured school site crisis team members have been identified and a roster has been shared with all staff.</li> <li><input type="checkbox"/> Ensured all employees completed the Annual Suicide Prevention and Awareness Training in MyPLN by September 30, 2025.</li> <li><input type="checkbox"/> Ensured CA Education Code 49390 has been communicated with all employees indicating they are mandated reporters of student threats or perceived threats to commit a homicidal act related to school or a school activity.</li> <li><input type="checkbox"/> Ensured that policy mandates have been communicated to employees, Suicide/Threat Prevention Liaisons, and School Site Crisis Team on procedures and guidelines for responding to students with suicidal ideation and self-injurious behavior, as well as students who exhibit intent to harm and homicidal ideation.</li> </ul>		
<p><b><u>Digital Citizenship</u></b></p> <p><b>Bulletin - Policy Regarding Internet Safety for Students</b> (Issued by Chief Information Officer and Chief Academic Officer)</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <p><b>STUDENTS</b></p>		



LOS ANGELES UNIFIED SCHOOL DISTRICT  
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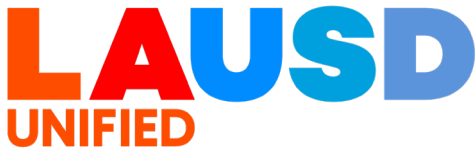
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DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
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<p><b>Bulletin - Social Media Policy for Employees and Associated Persons</b> (Issued by Division of Instruction)</p> <p><b>Bulletin - Responsible Use Policy (RUP) for District Computer and Network Systems</b> (Issued by Information Technology Services)</p> <p><b>Bulletin - Information Security Training and Awareness</b> (Issued by Information Technology Services)</p> <p><b>Bulletin - Guidelines for the Authorized Use of Artificial Intelligence (AI) for District Employees, Students, and Associated Persons</b> (Issued by Deputy Superintendent Instruction &amp; Deputy Superintendent Business Services &amp; Operations)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provided education to all students about safe and appropriate online behavior during the first week of each semester. Discussed with students their responsibility for accessing, handling, protecting, and using District network resources.</li> <li><input type="checkbox"/> Elementary students complete the mandatory internet safety lessons (Mark Digital Citizenship Completion in MiSiS).</li> <li><input type="checkbox"/> Secondary students complete the mandatory “Digital Citizenship in Age of AI” lesson (Mark Digital Citizenship Completion in MiSiS).</li> </ul> <p><b>EMPLOYEES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Social media policy was discussed with staff members and other applicable persons. Discussed with staff their responsibility for accessing, handling, protecting, and using District network resources.</li> <li><input type="checkbox"/> Discussed with staff their responsibility to complete the mandatory online Annual IT Cyber Security Training in MyPLN by October 31, 2025.</li> <li><input type="checkbox"/> Guidelines for use of artificial intelligence was discussed with staff members and other applicable persons.</li> </ul>		
<p><b><u>Discipline Foundation Policy</u></b></p> <p><b>Bulletin - Discipline</b></p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p>		



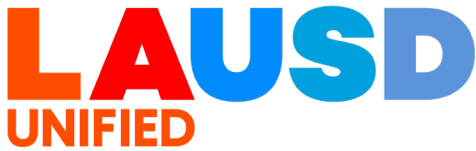
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DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
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<p><b>Foundation Policy: Multi-Tiered Systems of Support for Behavior and Social-Emotional Well-Being using Positive Behavior Interventions and Supports/Restorative Practices (PBIS/RP)</b> (Issued by Student Health and Human Services and Office of the Chief of Special Education and Access)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A Schoolwide Discipline Plan has been developed and communicated to all stakeholders, including how the school defines, teaches, and reinforces behavior expectations, and monitors and corrects behavior errors. Updates on PBIS/RP efforts and data are communicated to all stakeholders through various means regularly throughout the school year.</li> <li><input type="checkbox"/> PBIS/RP/School Discipline Review Team has reviewed the school discipline plan in alignment with policy to ensure school staff (e.g., teachers, administrators, support staff, classified staff) utilize evidence-based behavior support strategies and restorative practices to actively promote and maintain a schoolwide/classroom culture in alignment with the school’s discipline plan.</li> <li><input type="checkbox"/> The team regularly reviews school site data [e.g., Tiered Fidelity Inventory (TFI), monthly suspensions, office discipline referrals, SSPT data] to determine interventions and supports aligned with students’ needs as well as to address equity and disproportionality.</li> </ul>		
<p><b><u>Emergency Supplies Checklist</u></b> <b>Reference Guide - School</b></p>	<p><b>By checking this section, I am certifying that I have completed and</b></p>	_____	_____



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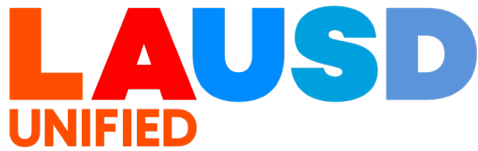
DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
<p><b>Site Emergency/Disaster Supplies</b> (Issued by Office of Emergency Management)</p>	<p><b>discussed all items in this section with my staff.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The school’s emergency storage bin is in good repair and locked.</li> <li><input type="checkbox"/> The emergency bin is stocked in an organized manner with appropriate emergency supplies and equipment, including emergency food, in adequate amounts, in good working order, and within applicable expiration guidelines.</li> <li><input type="checkbox"/> The bin does not contain any items that are not emergency supplies or emergency equipment.</li> <li><input type="checkbox"/> All site users, including before and after school programs and co-located schools, have access to the emergency bin/supplies. (Charter schools purchase their emergency supplies.)</li> <li><input type="checkbox"/> Emergency water is current and labeled with treatment and expiration dates. The corresponding online ISSP field has been updated.</li> <li><input type="checkbox"/> All two-way radios are adequate in amount, charged, and functional at all times.</li> <li><input type="checkbox"/> Additional emergency supplies, including any evacuation chair(s) on campus, are accessible and used, as needed, to support all students during emergencies and drills.</li> <li><input type="checkbox"/> Emergency supplies, including the School Emergency Response Box with all current documents, as well</li> </ul>		



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

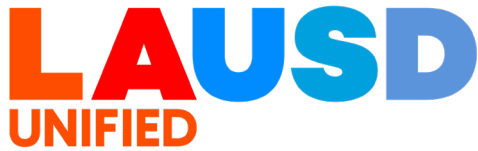
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	as medications are evacuated and used, as appropriate, during actual emergencies and emergency drills.		
<u><b>Employee Attendance</b></u> <b>Employee Attendance Policy</b> Board of Education Report No. 393-03/04  <b>Bulletin - Certification of Absence Forms</b> (Issued by Office of the Superintendent and Accounting and Disbursement Division)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>  <input type="checkbox"/> Reviewed with staff members the Los Angeles Unified Board of Education Employee Attendance Policy.  <input type="checkbox"/> Reviewed guidelines with staff members on the use of the absence forms, the reasons for which they may request an absence leave and that all types of absences must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements and District Policies governing the employee.		
<u><b>Employee Safety Seal Program</b></u>  <b>Reference - Safety Seal Program Brochure and Safety Seal Information</b> (Issued by Office of Environmental Health and Safety)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>  <input type="checkbox"/> Provided annual safety training to all teachers. It must include showing the Safety Smarts Video accessed at: <a href="https://www.lausd.org/safetyseal">https://www.lausd.org/safetyseal</a> . <input type="checkbox"/> Provided monthly safety training to all custodial staff as outlined in the Plant Manager Workshops. <input type="checkbox"/> Reviewed outstanding corrective action notices and certified those that are closed in the Principal's		



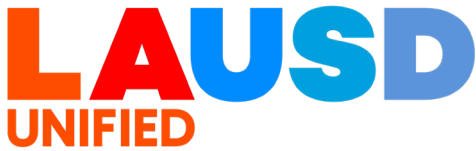
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DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
	Portal at: <a href="https://www.laschools.org/new-site/my-school/principal-search">https://www.laschools.org/new-site/my-school/principal-search</a> .		
<u><b>English Learner (EL) Programs Instructional Online Accountabilities (1<sup>st</sup> Semester)</b></u>  EL Programs Online Accountability System EL Programs Policies EL Programs Forms 2025 Multilingual Multicultural Master Plan Federal Program Monitoring (FPM): EL Instrument	<b>By checking this section, I am certifying that I have completed all items with appropriate staff, as applicable, for the fall semester, including but not limited to:</b>  <input type="checkbox"/> FPM EL 13: Held the Parent’s Master Plan Instructional Options meeting(s) for ELs (grades 1-12). <input type="checkbox"/> FPM EL 14: Organized EL classrooms according to Master Plan Guidelines. <input type="checkbox"/> FPM EL 14, 15: Established the ELD instructional block or secondary ELD courses. <input type="checkbox"/> FPM EL 14: Ensured all classes with ELs have EL service section attributes entered into MiSiS. <input type="checkbox"/> FPM EL 12: Provided ongoing professional development specific to ELs, based on student needs. <input type="checkbox"/> FPM EL 10, 14, 15: Monitored the progress of ELs and RFEPs as part of the SSPT. <input type="checkbox"/> FPM EL 12: Conducted class observations of Designated and Integrated ELD to monitor and guide implementation of EL-specific PD strategies. <input type="checkbox"/> FPM EL 15: Established and implemented Individual Reclassification Acceleration Plans (IRAP) for PLTEs and LTEs.		



**Administrator Certification for Schools – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
	<input type="checkbox"/> FPM EL 10: Held ready-to-reclassify parent consultations before reclassification of students.		
<u><b>English Learner Programs Instructional Online Accountabilities (2<sup>nd</sup> Semester)</b></u> Online Accountabilities Calendar EL Programs Online Accountability System Checklist EL Programs Policies EL Programs Forms 2025 Multilingual Multicultural Master Plan Federal Program Monitoring (FPM): EL Instrument	<input type="checkbox"/> FPM EL 13: Held a Master Plan Instructional Program Options meeting #2. <input type="checkbox"/> FPM EL 14: Ensured all classes with ELs have EL service section attributes are entered into MiSiS. <input type="checkbox"/> FPM EL 10, 14, 15: Monitored the progress of ELs and RFEPs as part of the SSPT. <input type="checkbox"/> FPM EL 12: Conducted class observations of Designated and Integrated ELD to monitor and guide implementation of EL-specific PD. <input type="checkbox"/> FPM EL 12: Provided a minimum of three (3) professional development trainings specific to ELs throughout the academic year that is of sufficient intensity and duration to impact EL achievement. <input type="checkbox"/> FPM EL 10: Held ready-to-reclassify parent consultations before the reclassification of EL students.		
<u><b>Ethics Policies</b></u> <b>Bulletin - Employee Code of Ethics</b> (Issued by Office of the Superintendent) <b>Bulletin - Outside District Employment or Activities</b> (Issued by Office of the	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> The Employee Code of Ethics was distributed to and discussed with all staff. <input type="checkbox"/> Outside District Employment or Activities was reviewed with all staff.		



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

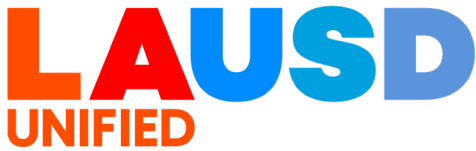
**Administrator Certification for Schools – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
Superintendent) Private Tutoring Guidelines			
<b><u>Family and Medical Leave Act/California Family Rights Act/Pregnancy Disability Leave Policy and Reasonable Accommodations</u></b> <b>Bulletin - Family and Medical Leave Act/California Family Rights Act/Pregnancy Disability Leave Policy</b> (Issued by Risk Management Department) <b>Bulletin - Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws</b> (Issued by Risk Management Department) <b>Bulletin - Reasonable Accommodations for Individuals with Disabilities</b> (Issued by Risk Management Department)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>  <input type="checkbox"/> Provided information to employees on the Federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provisions and requirements. <input type="checkbox"/> Per the bulletin, all notices are posted in an area frequented by employees, where they are highly visible and may be easily read during the workday. <input type="checkbox"/> Reviewed the bulletin and understand District, state, and federal requirements to ensure that individuals with a disability are given the reasonable accommodations necessary to perform the essential functions of their job and receive the benefits and privileges of employment.		
<b><u>Incident Management</u></b> <b>BUL-157711.0 Incident Management Policy</b> (Issued by Information Technology Services)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <b>EMPLOYEES</b> <input type="checkbox"/> Discussed with staff that they are		



**Administrator Certification for Schools – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

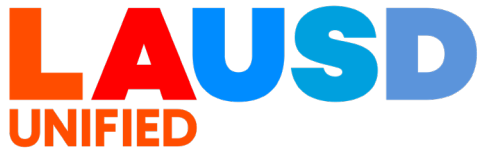
DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
	required to report any suspected Cyber Security incident as quickly as possible to the IT Help Desk at: <a href="https://www.lausd.org/helpdesk">https://www.lausd.org/helpdesk</a> or (213) 241-5200.		
<u><b>Injury &amp; Illness Prevention Program</b></u> <b>Bulletin - Injury &amp; Illness Prevention Program Requirements</b> (Issued by Office and Environmental Health and Safety and Office of the Operating Officer)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Reviewed and updated the written Injury and Illness Prevention Program (IIPP) which is available in the main office. <input type="checkbox"/> Trained all staff on the IIPP, which is documented with sign-in sheets. <input type="checkbox"/> Conducted and documented site safety inspections at least once each semester. <input type="checkbox"/> As part of the development of the IIPP and the Integrated Safe School Plans, Safety Committee meetings are held at a minimum of twice each semester and documented. <input type="checkbox"/> Displayed the IIPP Summary sheet in a prominent location.		
<u><b>LGBTQ + Cultural Competency</b></u> <b>[EC section 218.3 (c)]</b> Secondary Schools	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> All certificated personnel serving pupils in grades 7-12 completed the required LGBTQ+ cultural competency training [EC section 218.3 (c)].		



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

**Administrator Certification for Schools – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

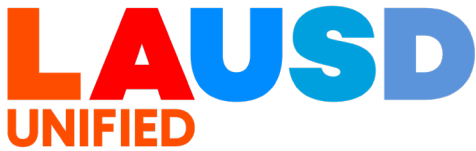
DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
<p><b><u>Nondiscrimination Information and Sexual Harassment Policy</u></b></p> <p><b>Bulletin - Nondiscrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure</b> (Issued by Office of the General Counsel)</p> <p><b>Memorandum - Nondiscrimination Required Notices and Ordering of Student Brochures</b> (Issued by Office of the General Counsel)</p> <p><b>Memorandum - Parent Student Handbook Distribution</b> (Issued by Division of School Operations)</p> <p><b>Bulletin - Section 504 of the Rehabilitation Act of 1973</b> (Issued by Office of the General Counsel)</p> <p><b>Bulletin - Title IX Policy/Nondiscrimination Complaint Procedures (Including for Sex Discrimination and Sexual Harassment)</b> (Issued by Office of the General Counsel)</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nondiscrimination and Anti-Harassment (Including Sexual Harassment) policy and Complaint Procedure discussed.</li> <li><input type="checkbox"/> District Nondiscrimination Statement and Sexual Harassment Prevention policy distributed to all employees.</li> <li><input type="checkbox"/> District Nondiscrimination Statement and Sexual Harassment Prevention policy posted in prominent locations. The Sexual Harassment Prevention policy poster must be posted conspicuously in bathrooms and locker rooms. Contact information (name, phone, email) for the school site Title IX Complaint Manager must be posted on the school's website.</li> <li><input type="checkbox"/> Parent Student Handbook distributed electronically or by hard copy to every student.</li> <li><input type="checkbox"/> Section 504 and Students with Disabilities brochure distributed to every student during the first month of enrollment or at the time of initial enrollment.</li> <li><input type="checkbox"/> Identification of the site Section 504 Designee.</li> <li><input type="checkbox"/> Identification of the site Title IX/Bullying Complaint Manager.</li> <li><input type="checkbox"/> Sexual Harassment Prevention</li> </ul>		



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

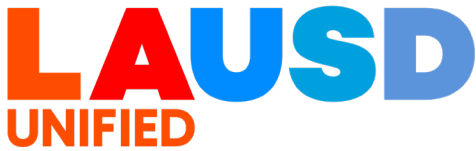
**Administrator Certification for Schools – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
<b>Brochure -Title IX and Nondiscrimination- Students: Know Your Rights</b> <b>Other: Help Stop Bullying or Harassment</b>	Policy discussed in age-appropriate language with students (at the beginning of the year/semester, as applicable).  <b>Secondary Schools Only:</b> Title IX and Nondiscrimination Students: Know Your Rights brochure distributed to and discussed with all students.  <b>Elementary Schools: Respect Each Other:</b> Help Stop Bullying or Harassment brochure distributed to and discussed with all students.		
<u><b>OSHA 300A Annual Certification</b></u> <b>Reference Guide - Cal/OSHA Log of Injuries and Illnesses</b> (Issued by Office of Environmental Health and Safety)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>  <input type="checkbox"/> Reviewed and signed the Cal/OSHA Form 300A. <input type="checkbox"/> Cal/OSHA Form 300A was posted by January 30, 2026, and will remain posted through April 30, 2026.		
<u><b>PHBAO Schools</b></u> <b>Reference Guide - Parent Conferences to Support Los Angeles Unified’s Master Plan for Integration in Predominantly Hispanic, Black, Asian and Other Non-Anglo (PHABAO Hispanic includes Latinos) Schools and All Magnet Schools/Centers</b> (Issued by Division of	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>  <u><b>First Semester</b></u> PHBAO schools are required to provide <u>two</u> (2) conferences between parents and teachers during the school year ( <u>one</u> (1) per semester). Individual parent conferences are conducted on school sites and written records of parent participation are kept		



**Administrator Certification for Schools – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
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Instruction - Student Integration Services)	<p>by schools. The scheduling of PHBAO conferences differs by grade levels for the school year.</p> <p>The first PHBAO conference was completed within the following time parameters:</p> <p><input type="checkbox"/> <b>Elementary:</b> The first conference was scheduled during the week of November 10-14, 2025.</p> <p><input type="checkbox"/> <b>Secondary:</b> The first conference was scheduled between October 13-24, 2025.</p>		
	<p><b><u>Second Semester</u></b></p> <p><input type="checkbox"/> <b>Elementary:</b> The second conference was scheduled during the week of March 9-13, 2026.</p> <p><input type="checkbox"/> <b>Secondary:</b> The second conference was scheduled between February 17-27, 2026.</p>		
<p><b><u>Site Computer Inventory Policy</u></b></p> <p><b>Bulletin - Site Computer Inventory Policy</b> (Issued by Information Technology Services)</p> <p><b>IT Asset Management System</b> (Issued by Information Technology Services)</p>	<p><b>By checking this section, I am certifying that my school has completed the annual physical inventory of learning devices:</b></p> <p><input type="checkbox"/> The current status of each device has been verified and updated in the IT Asset Management System. (i.e., checked-out/in inventory, lost, damaged, etc.)</p> <p><input type="checkbox"/> A physical inventory of all computing devices and Wi-Fi hotspots has been completed and asset data is up to date. (i.e., every device on and off campus has been accounted for).</p>		



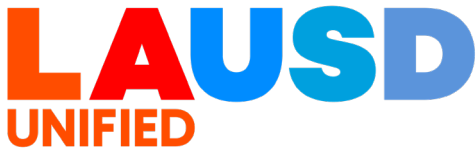
**Administrator Certification for Schools – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
<p><b><u>Special Education and Section 504</u></b> Reference Guide – REF-2624.21 School Self-Review Checklist, Students with Disabilities: 2025-2026 (Issued by Division of Special Education)</p>	<p><b>By checking this section, I am certifying that I have completed all items in this section with appropriate staff, as applicable.</b> <b>Attachment A:</b>  <input type="checkbox"/> Section 1: Special Education Teams &amp; Designees  <input type="checkbox"/> Section 2: Beginning of School Year Procedures  <input type="checkbox"/> Section 3: Compliance Procedures  <input type="checkbox"/> Section 4: Compliant Timelines  <input type="checkbox"/> Section 5: Special Education Supports &amp; Resources  <b>Attachment B:</b>  <input type="checkbox"/> School Website-Special Education Information</p>		
<p><b><u>Student and Employee Security</u></b> Bulletin - Student and Employee Security (Issued by Office of the Superintendent) Bulletin - Visitors to School Campuses and Locked Campuses During Class Hours at All Schools (Issued by Division of School Operations) Reference Guide - Field Trips Handbook and Revised Procedures (Issued by Division of Instruction)</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>  <input type="checkbox"/> Reviewed the information with students and staff during the first week of each semester.  <input type="checkbox"/> Reviewed the School Visitors' policy with staff members. Distributed to parents and students the School Visitors' policy and Closed-Campus policy guidelines.  <input type="checkbox"/> Reviewed the Field Trip Handbook, iFieldtrip system, and revised procedures with staff members to ensure understanding of appropriate administrative authorization for all types of school-sponsored field trips.</p>		



**Administrator Certification for Schools – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
<b>Bulletin - Incident System Tracking Accountability Report (iSTAR)</b> (Issued by Division of School Operations)	<input type="checkbox"/> Reviewed with employees and provided training to all employees on the prohibition against corporal punishment.		
<u><b>Student Body Policies</b></u> Publication 464 - Student Body Policies and Accounting Procedures for Elementary Schools Publication 465 - Student Body Policies and Accounting Procedures for Secondary Schools Publication 469 - Student Body Policies for Community Adult Schools, ROC, and Skills Centers Addendum for Small Learning Communities, Pilot Schools, New Tech Schools, and other Small Schools on Shared Campuses	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Reviewed the applicable Student Body Policies and Accounting Procedures and understand the site administrator’s responsibilities for staff adhering to the policies and procedures. <input type="checkbox"/> The applicable Student Body Policies and Accounting Procedures with staff members.		
<u><b>Student Support and Progress Team</b></u> <b>Bulletin - A Multi-Tiered System of Support Framework for the Student Support and Progress Team</b> (Issued by Division of Instruction)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Established, in collaboration with staff members, a Student Support and Progress Team (SSPT) that ensures students’ needs are addressed and provides a method to evaluate the effectiveness of		



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

**Administrator Certification for Schools – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
	schoolwide Tier 1 systems and practices (i.e., Instructional and Positive Behavior Intervention Supports).		
<u><b>Uniform Complaint Procedures (UCP)</b></u> <b>Bulletin - Uniform Complaint Procedures</b> (Issued by Office of the General Counsel)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Information regarding UCP complaint procedures distributed to staff, students, parents, school advisory committees, and other interested parties. <input type="checkbox"/> The UCP complaint form and brochure are available in the main office.		
<u><b>Williams Complaints</b></u> <b>Bulletin - Williams Complaint Procedures</b> (Issued by Office of the General Counsel)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Notice to Parents, Guardians, Pupils, Teachers, and Other Stakeholders - Important Information About Your Complaint Rights - Williams Legislation is posted in each classroom and visible to all. <input type="checkbox"/> Williams Complaint Procedures Form for Educational Code Section 35186 is available in the main office.		
<u><b>Integrated Pest Management</b></u> Integrated Pest	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>		



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**Administrator Certification for Schools – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

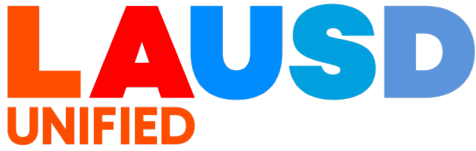
DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
Management Plan Facilities Services Division	<input type="checkbox"/> Online MyPLN DPR 101 – Basic IPM For The Classroom and the Office Environment 2025-26 that provides stakeholders with important information about compliance with Healthy Schools Act (HSA) requirements. <input type="checkbox"/> This curriculum is designed to provide District employees important information about compliance with Department of Pesticide Regulation (DPR) Healthy Schools Act (HSA) requirements and the District’s Integrated Pest Management (IPM) Policy and Procedures Manual.		

**I certify that the foregoing information is true and complete electronic submission/certification.**

**School Name:** \_\_\_\_\_ **Region:** \_\_\_\_\_

**Principal’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal’s Name (Print):** \_\_\_\_\_

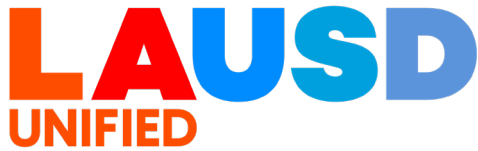


**Administrator Certification for Offices – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

**WORKSHEET LIST FOR OFFICES**

The following resources are District policies to assist you in completing the online certification requirements. The Administrator Certification Review for Offices PowerPoint is available on the Division of School Operations website as an additional resource.

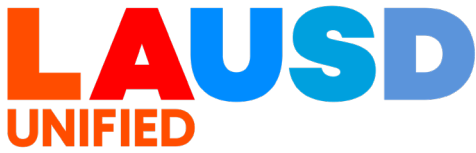
DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
<p><b><u>Access to Critical Information Systems</u></b> <b>Bulletin - Access to Critical Information Systems</b> (Issued by Information Technology Services)</p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reviewed with staff the general guidelines for managing access to critical information systems (CIS), such as SAP, MiSiS, or Welligent and including SharePoint that support critical District operations and manage protected information such as student or employee data.</li> <li><input type="checkbox"/> Informed staff that access to critical information systems is restricted by role based on their need to know; that as individuals change positions or job assignments within the District, their access will change accordingly; and that access should be immediately revoked from separated employees or contractors. This includes access to Teams, One Drive, Google Docs and SharePoint.</li> </ul>		
<p><b><u>Automated External Defibrillator Certification (AED)</u></b> <b>Bulletin – Policy and Procedure for the Acquisition and Use of</b></p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all school staff annually receive information on the school's CPR/AED Emergency Site</li> </ul>		



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

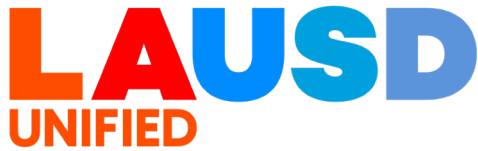
**Administrator Certification for Offices – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
<b>Automated External Defibrillators (AEDs)</b> (Issued by The Office of the Chief Medical Director)	Response Plan (Attachment A of the Bulletin) including the location of each AED unit on campus and the AED Program Tri-Fold Pamphlet (Attachment B of the Bulletin). <input type="checkbox"/> Designate volunteer emergency site responders as outlined in the Bulletin and maintain responder training records. <input type="checkbox"/> For schools with grades 6-12, at least annually notify pupils as to the location of all AED units on campus.		
<u><b>Naloxone</b></u> <b>Bulletin – Administration of Naloxone Nasal Spray</b> (Issued by The Office of the Chief Medical Director)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Discuss the Nasal Spray and reporting policy with employees, and parents/guardians. <input type="checkbox"/> Distribute a notice (Attachment C of Bulletin) at least once per school year to all staff requesting volunteers to be trained to administer Naloxone. <input type="checkbox"/> Provide each employee who volunteers with an Epinephrine Volunteer Notification Letter (Attachment E of Bulletin).		
<u><b>Bullying and Hazing Policy</b></u> <b>Bulletin - Bullying and Hazing Policy (Student-to-Student and Student-to-Adult)</b> (Issued by Division of School Operations)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Policy, reporting procedures, and required postings (may be electronic), including the		



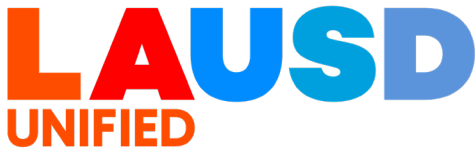
**Administrator Certification for Offices – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
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MyPLN offers a Bullying and Hazing Policy Training	<p>identification of the Bullying Complaint Manager, are clearly communicated to students and employees who interact with students as part of their primary job duties.</p> <p><input type="checkbox"/> Allegations of bullying are investigated, monitored, and resolved in accordance with the guidelines delineated in the policy.</p>		
<p><b><u>Child Abuse and Neglect Reporting</u></b></p> <p><b>Bulletin - Child Abuse and Neglect Reporting Requirements</b> (Issued by Office of the General Counsel)</p> <p><b>Reference Guide - Code of Conduct with Students - Online Training Module</b> (Issued by Office of the General Counsel)</p> <p><b>Code of Conduct with Students MyPLN Training Module</b></p> <p><b>Code of Conduct Facilitator Guide</b></p> <p><b>Code of Conduct with Students Handout</b></p> <p><b>Bulletin - Code of Conduct - Distribution and Dissemination Requirement</b></p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <p><b><u>Fall Semester</u></b></p> <p><input type="checkbox"/> Reviewed prohibitions against corporal punishment, child abuse laws, reporting procedures, duties of mandated reporters, and requirement that all employees complete the Online Annual Child Abuse Awareness Training course in MyPLN by September 12, 2025.</p> <p><input type="checkbox"/> Local Child Abuse/Neglect Reporting Procedures Site Plan developed and discussed with all employees.</p> <p><input type="checkbox"/> “Code of Conduct with Students” distributed to and discussed with all staff and other individuals who work with or have contact with students.</p> <p><input type="checkbox"/> Provided training on the Code of Conduct with Students using the training video to site employees.</p>		



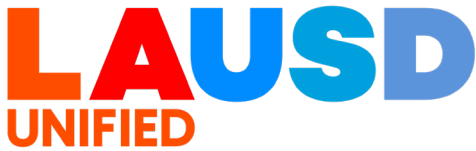
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Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
<p>(Issued by Office of the Superintendent)</p> <p><b>Administrator Certification Review PowerPoint</b></p> <p>Breaking the Silence-Child Abuse and Neglect Training Materials are accessible on the Principal’s Portal and on the Division of School Operations website</p>	<p><b><u>Spring Semester</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all employees receive the Breaking the Silence-Child Abuse and Neglect Awareness Training by April 30, 2026.</li> <li><input type="checkbox"/> Employees will certify their participation in the Breaking the Silence Training via MyPLN upon receiving the training.</li> </ul>		
<p><b><u>Crisis Response, Suicide Intervention, Threat Assessment</u></b></p> <p><b>Bulletin - Crisis Preparedness, Intervention, and Recovery</b> (Issued by Division of School Operations)</p> <p><b>Bulletin - Suicide Prevention, Intervention, and Postvention (Students)</b> (Issued by Division of School Operations)</p> <p><b>Bulletin - Threat Assessment and Management (Student-to-Student, Student-to-Adult, Student-to-School)</b> (Issued by Division of School Operations)</p> <p><b>Memorandum – Annual Suicide Prevention and Awareness Training</b></p>	<p><b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensured all employees completed the Annual Suicide Prevention and Awareness Training in MyPLN by September 30, 2025.</li> <li><input type="checkbox"/> Ensured CA Education Code 49390 has been communicated with all employees indicating they are mandated reporters of student threats or perceived threats to commit a homicidal act related to school or a school activity.</li> <li><input type="checkbox"/> Ensured that policy mandates have been communicated to employees, Suicide/Threat Prevention Liaisons, and school site crisis team on procedures and guidelines for responding to students with suicidal ideation and self-injurious behavior as well as students who exhibit intent to harm and homicidal</li> </ul>		



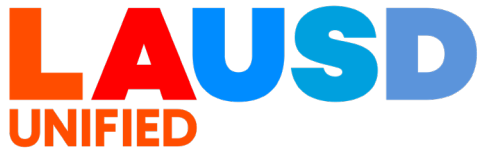
**Administrator Certification for Offices – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
(Issued by Student Mental Health and Wellness Services)	ideation.		
<b><u>Digital Citizenship</u></b> <b>Bulletin - Social Media Policy for Employees and Associated Persons</b> (Issued by Division of Instruction) <b>Bulletin - Responsible Use Policy (RUP) for District Computer and Network Systems</b> (Issued by Information Technology Services) <b>Bulletin - Information Security Training and Awareness</b> (Issued by Information Technology Services) <b>Bulletin - Guidelines for the Authorized Use of Artificial Intelligence (AI) for District Employees, Students, and Associated Persons</b> (Issued by Deputy Superintendent Instruction & Deputy Superintendent Business Services & Operations)	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p> <p><input type="checkbox"/> Social media policy was discussed with staff members and other applicable persons. Discussed with staff their responsibility for accessing, handling, protecting, and using District network resources.</p> <p><input type="checkbox"/> Discussed with staff their responsibility to complete the mandatory online Annual IT Cyber Security Training in MyPLN by October 31, 2025.</p> <p><input type="checkbox"/> Guidelines for use of artificial intelligence was discussed with staff members and other applicable persons.</p>		
<b><u>Employee Attendance</u></b> <b>Employee Attendance Policy</b>	<p>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</p>		



**Administrator Certification for Offices – 2025-2026 School Year  
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DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
Board of Education Report No. 393-03/04  <b>Bulletin - Certification of Absence Forms</b> (Issued by Office of the Superintendent and Accounting and Disbursement Division)	<input type="checkbox"/> Reviewed with staff members the Los Angeles Unified Board of Education Employee Attendance Policy.  <input type="checkbox"/> Reviewed guidelines with staff members on the use of the absence forms, the reasons for which they may request an absence leave and that all types of absences must be made according to the applicable Board Rules, Personnel Commission Rules, Collective Bargaining Agreements, and District Policies governing the employee.		
<u><b>Ethics Policies</b></u> <b>Bulletin - Employee Code of Ethics</b> (Issued by Office of the Superintendent)  <b>Bulletin - Outside District Employment or Activities</b> (Issued by Office of the Superintendent)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>  <input type="checkbox"/> The Employee Code of Ethics was distributed to and discussed with all staff.  <input type="checkbox"/> Outside District Employment or Activities was reviewed with all staff.		
<u><b>Family and Medical Leave Act/California Family Rights Act/Pregnancy Disability Leave Policy and Reasonable Accommodations</b></u> <b>Bulletin - Family and Medical Leave Act/California Family Rights Act/Pregnancy Disability Leave Policy</b>	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>  <input type="checkbox"/> Provided information to employees on the Federal Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provisions and requirements.  <input type="checkbox"/> Per bulletin, all notices are posted in an area frequented by employees,		



**Administrator Certification for Offices – 2025-2026 School Year  
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DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
(Issued by Risk Management Department) <b>Bulletin - Mandatory Posting of Regulatory Notices Relating to Federal and State Employment Laws</b> (Issued by Risk Management Department) <b>Bulletin - Reasonable Accommodations for Individuals with Disabilities</b> (Issued by Risk Management Department)	where they are highly visible and may be easily read during the workday. <input type="checkbox"/> Reviewed the bulletin and understand District, state, and federal requirements to ensure that individuals with a disability are given the reasonable accommodations necessary to perform the essential functions of their job and receive the benefits and privileges of employment.		
<u><b>Incident Management</b></u> <b>BUL-157711.0 Incident Management Policy</b> (Issued by Information Technology Services)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <b>EMPLOYEES</b> <input type="checkbox"/> Discussed with staff that they are required to report any suspected Cyber Security incident as quickly as possible to the IT Help Desk at: <a href="https://www.lausd.org/helpdesk">https://www.lausd.org/helpdesk</a> or (213) 241-5200.		
<u><b>Injury &amp; Illness Prevention Program</b></u> <b>Bulletin - Injury &amp; Illness Prevention Program Requirements</b> (Issued by Office and Environmental Health and Safety and Office of the Operating Officer)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Reviewed and updated the written Injury and Illness Prevention Program (IIPP) which is available in the main office. <input type="checkbox"/> Trained all staff on the IIPP, which is documented with sign-in sheets.		



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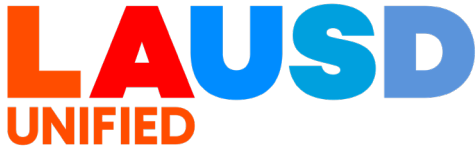
DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
	<input type="checkbox"/> Conducted and documented site safety inspections at least once each semester. <input type="checkbox"/> As part of the development of the IIPP and the Integrated Safe School Plans, Safety Committee meetings are held at a minimum of twice each semester and documented. <input type="checkbox"/> Displayed the IIPP Summary sheet in a prominent location.		
<b>LGBTQ + Cultural Competency</b> <b>[Education Code (EC) Section 218.3 (c)]</b> Secondary Schools	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>  <input type="checkbox"/> All certificated personnel serving pupils in grades 7-12 completed the required LGBTQ+ cultural competency training [EC section 218.3 (c)].		
<u><b>Nondiscrimination Information and Sexual Harassment Policy</b></u>  <b>Bulletin - Nondiscrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure</b> (Issued by Office of the General Counsel)  <b>Memorandum - Nondiscrimination Required Notices and Ordering of Student Brochures</b> (Issued by Office of the	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b>  <input type="checkbox"/> Nondiscrimination and Anti-Harassment (Including Sexual Harassment) policy and Complaint Procedures discussed. <input type="checkbox"/> District Nondiscrimination Prevention Program Statement and Sexual Harassment Prevention policy distributed to all employees. <input type="checkbox"/> District Nondiscrimination Statement and Sexual Harassment Prevention policy posted in prominent locations.		



LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

**Administrator Certification for Offices – 2025-2026 School Year  
Due January 30, 2026, and June 18, 2026**

DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
General Counsel) <b>Bulletin - Title IX Policy/Nondiscrimination Complaint Procedures (Including for Sex Discrimination and Sexual Harassment)</b> (Issued by Office of the General Counsel)			
<b><u>OSHA 300A Annual Certification</u></b> <b>Reference Guide - Cal/OSHA Log of Injuries and Illnesses</b> (Issued by Office of Environmental Health and Safety)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Reviewed and signed the Cal/OSHA Form 300A. <input type="checkbox"/> Cal/OSHA Form 300A was posted by January 30, 2026, and will remain posted through April 30, 2026.		
<b><u>Site Computer Inventory Policy</u></b> <b>Bulletin - Site Computer Inventory Policy</b> (Issued by Information Technology Services) <b>IT Asset Management System</b> (Issued by Information Technology Services)	<b>By checking this section, I am certifying that my school has completed the annual physical inventory of learning devices:</b> <input type="checkbox"/> The current status of each device has been verified and updated in the IT Asset Management System. (i.e., checked-out/in inventory, lost, damaged, etc.) <input type="checkbox"/> A physical inventory of all computing devices and Wi-Fi hotspots has been completed and asset data is up to date. (i.e., every device on and off campus has been accounted for).		



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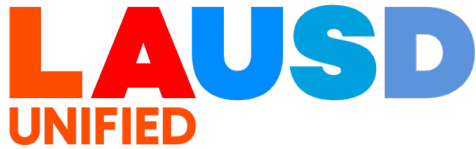
DISTRICT POLICY/ REFERENCES	REQUIRED ACTION	Certification Due Dates	
		01/30/26	06/18/26
<u><b>Student and Employee Security</b></u> <b>Bulletin - Incident System Tracking Accountability Report (iSTAR)</b> (Issued by Division of School Operations)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Reviewed with staff members assigned to have iSTAR access, updated designees, and reviewed iSTAR reporting procedures with assigned administrator designees and other appropriate staff.		
<u><b>Uniform Complaint Procedures (UCP)</b></u> <b>Bulletin - Uniform Complaint Procedures</b> (Issued by Office of the General Counsel)	<b>By checking this section, I am certifying that I have completed and discussed all items in this section with my staff.</b> <input type="checkbox"/> Information regarding UCP complaint procedures disseminated to staff.		

I certify that the foregoing information is true and complete electronic submission/certification.

School Name: \_\_\_\_\_ Region: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Name (Print): \_\_\_\_\_



**Administrator Certification – 2025-2026 school year**

**LIST OF OFFICES**

<b>COST CENTER</b>	<b>DIVISION NAME</b>
1152601	Beyond the Bell Branch
1006601	Charter Schools Division
1047401	Deputy Superintendent of Business Services and Operations
1023501	Division of Career and Adult Education
1094201	Division of Instruction
1007001	Division of School Operations
1155501	Early Childhood Education Division
1064001	Facilities, Maintenance, and Operations
1062501	Facilities Services Division
1025201	Federal and State Education Programs Branch
1147501	Food Services Division
1071601	Human Resources Division
1054801	Information Technology Services
1134101	Los Angeles School Police Department
1095601	Medical Services Division
1056701	Office of Chief Financial Officer
1004001	Office of Communication, Engagement, and Collaboration
1028401	Office of Data and Accountability
1019701	Office of Education Transformation
1049901	Office of Environmental Health and Safety
1003701	Office of General Counsel
1051801	Office of Leadership Development and Partnerships
1104101	Office of the Chief of Special Education, Equity, and Specialized Programs
1043901	Office of the Budget Director
1056001	Office of the Business Manager
1007801	Office of the Chief Strategy Officer
1002501	Office of the Superintendent
1019801	Office of Transitional Programs
1003501	Personnel Commission
1024301	Region East
1024101	Region North
1024401	Region South
1024201	Region West
1109701	Special Education Service Center, Operations
1020901	Student Mental Health and Wellness Services
1005201	Student Integration Services
1128101	Transportation Services Branch

## Administrator Certification – 2025-2026 School Year

### GRANTING A DESIGNEE ACCESS IN THE PRINCIPAL’S PORTAL

1. Log on to the Principal’s portal at: <https://principalportal.lausd.net/Default.aspx> using your single sign-on and click on “Tools” in the top right-hand corner.
2. Click on “User Manager”.



3. To edit or remove access for each user, use the options available in the last column.
4. To add access, click on “Add Users” at the bottom of the screen.
5. Click on “Find” to search for an employee. Use the dropdown to assign access to the chosen system(s).
6. Click on “Add User” at the bottom of the screen to save.

