



ISSP Quick Sheets ISSP FAQ

Frequently Asked Questions for completing the ISSP:

I am the designee, but the system won't let me submit my plan.

Only the principal can submit the ISSP. Principals need to click on the "Edit Plan" button and click "yes" in the message box that pops up to submit the plan after reviewing the plan. The date and status will change on the School Details page.

One of our employees is not in our dropdown list.

Change the list to show "All LAUSD Staff."

Do I need to get everyone's signature on the plan? Does my School Site Council need to approve it?

Print out the signature page in Step 5. Each year, every plan needs the signature of the principal and these representatives from the School Safety Committee after they have reviewed the plan: UTLA, classified staff, law enforcement, parent, and student (if middle or high school). Upload the signed page into Step 5. Only these School Safety Committee members' signatures are required.

I want to submit my plan early, but I haven't had the public meeting that is mentioned in Step 6. Can I submit anyway?

Yes! You can hold the public meeting a little later in the year and then upload the meeting documents in Step 6 and re-submit.

Can we make changes to our plan later in the school year?

Yes! You may make changes to your plan whenever needed. Remember to re-submit after you have made the changes to see them in the current plan.

How do I add a designee to work on the plan?

The principal is the only person who can add a designee. It's on the School Details page. Be sure to click the save button in the top left corner of the School Details page.

One of the names on my emergency contacts page is red.

Names in red on the Emergency Contacts Page are missing contact phone numbers. The employee must update their own information in the Employee Self Service system at ess.lausd.net and click to save the changes. You will see the changes in your ISSP the next day, as data is correlated between systems every night.

How do I update employee contact information?

The employee must update their own information in the Employee Self Service system at ess.lausd.net and click to save the changes. You will see the changes in your ISSP the next day, as data is correlated between systems every night.

I am an interim principal. How do I get access to the plan?

When HR formally assigns an interim principal and updates the master data file, the Interim Principal will show as the principal of the school and will be able to edit. Unfortunately, we cannot make this change by hand. If an Interim Principal needs to assign access to a designee, the Interim Principal needs to email jill.barnes@lausd.net and aam7365@lausd.net and include the name of the school and the name of the employee to assign as the designee.



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I am an interim principal and my name is not listed as the principal. How do I submit the plan?

The Interim Principal and the designee is to email jill.barnes@lausd.net and aam7365@lausd.net and state that the plan is ready to be submitted and we will take care of it.

We have a co-located independent charter school at our site. I tried entering the information on the charter page, but the system won't accept it.

A pdf with the co-located charter school's emergency contact information has already been uploaded to your plan. Leave the online fields blank – if you add the names, the system will expect all phone numbers to be in the system and your plan will not submit.

How does the co-located charter school at my site enter their emergency contact information?

A pdf with the co-located charter school's emergency contact information has already been uploaded to your plan. Leave the online fields blank – if you add the names, the system will expect all phone numbers to be in the system and your plan will not submit.

My school doesn't have a police officer. What do I enter for the law enforcement required team member in Step 1?

You have two options: You may select the Los Angeles School Police Department officer that serves your area from the employee dropdown, using the "All LAUSD Staff" option or you can instead type in the name of a local law enforcement officer that serves your school.

Does the police department need to sign my plan?

Yes, every ISSP must be reviewed and signed by a member of law enforcement. The Los Angeles School Police Department can view all plans online, but local law enforcement agencies cannot (they can sign your plan if they review it at your site).

Is the Attendance Plan in Step 2 required?

Every K-12 school is expected to upload an attendance and dropout plan; the field is not currently marked as required.

Our plan is finished, but it still says "draft".

The principal needs to submit the plan; if you are the designee, make sure you let the principal know when the plan is ready.

The map section of Step 4 doesn't want to accept the address for my offsite location.

All addresses that can be mapped have already been loaded into the system. You must select an entire address from the selections that appear as you begin typing.

I want to print my plan in draft.

Only submitted plans can be printed. Draft plans can be viewed online in Emergency View and Planning View by everyone who works at the school.

Tip – If you encounter an unusual issue with the ISSP, try using Chrome as your browser