



**Organizational
Excellence**



SCHOOL-BASED TRAINING SESSIONS



JOIN OUR APRIL AND MAY SESSIONS:

Our training sessions are customized for school office staff seeking to enhance their skills. All classes take place on Zoom, enabling you to join from anywhere without the hassle of commuting. Begin your growth journey by clicking on the title to register and secure your spot on MyPLN.



Enrollment Procedures - Secondary

Tue 4/1 or Thurs 5/8 9:30 AM - 12:00 PM



Elementary Office Procedures for Office Technicians

Tue 4/22 9:30 AM - 11:30 AM



Imprest Fund Accounting - Solutions

Thurs 4/3 9:30 AM - 11:30 AM



Budget Accounting - Hyperlinked Control Sheets - Maintenance

Tue 4/29 9:30 AM - 11:30 AM



Student Body Accounting - Secondary - Reconciliation

Thurs 4/10 9:00 AM - 11:30 AM

2024-2025 Training Catalog

Our catalog for the rest of 2024-2025 is ready! Watch this [quick video](#) to get an overview and visit <https://oelausd.org> to view the catalog.



Show your appreciation for LAUSD's
amazing classified employees:
Nominate an Everyday Hero today!
Simply scan the QR code to nominate!



**EVERYDAY
HEROES**



213-241-3440



oelausd.org



**Organizational
Excellence**



SCHOOL-BASED TRAINING SESSIONS



JOIN OUR APRIL AND MAY SESSIONS:

Our training sessions are customized for school office staff seeking to enhance their skills. All classes take place on Zoom, enabling you to join from anywhere without the hassle of commuting. Begin your growth journey by clicking on the title to register and secure your spot on MyPLN.



**Enrollment Procedures - Elementary -
Enrollment Forms - Webinar**
Thurs 5/1 9:30 AM - 11:30 AM



P-Card Policies and Procedures - Reconciliation
Tue 5/27 9:30 AM - 11:00 AM



**Student Body Accounting - Elementary -
End of the Year Procedures**
Tue 5/6 9:30 AM - 11:30 AM



Imprest Fund Accounting - Reports Only
Tue 5/27 9:30 AM - 11:30 AM



**Budget Accounting - Adjustment in School
Front End**
Tue 5/14 9:30 AM - 11:30 AM



**Time Reporting Fundamentals - Lump Sum
Differentials Using the Employee List by Cost Center**
Wed 5/28 9:30 AM - 11:30 AM



**Cumulative Records for Secondary End of Year
Procedures**
Thurs 5/15 9:30 AM - 12:30 PM

2024-2025 Training Catalog

Our catalog for the rest of 2024-2025 is ready! Watch this [quick video](#) to get an overview and visit <https://oelausd.org> to view the catalog.



Show your appreciation for LAUSD's
amazing classified employees:
Nominate an Everyday Hero today!
Simply scan the QR code to nominate!



213-241-3440



oelausd.org