



**Organizational
Excellence**



SCHOOL-BASED TRAINING SESSIONS



JOIN OUR MAY & JUNE 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



**Student Body Accounting - Elementary -
End of the Year Procedures**
Tue 5/6 or Tue 6/17 9:30 AM - 11:30 AM



Enrollment Procedures - Secondary
Thurs 5/8 9:30 AM - 12:30 PM



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



**Cumulative Records for Secondary End of Year
Procedures**
Thurs 5/15 or Thurs 6/12 9:30 AM - 12:30 PM



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



Imprest Fund Accounting - Reports Only
Tue 5/27 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

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!



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**Student Body Accounting - Secondary -
End of the Year Procedures**
Thurs 6/5 9:00 AM - 11:30 AM



**Time Reporting Fundamentals - Employees Paid
with Federal and State Categorical Programs**
Wed 6/18 9:30 AM - 11:30 AM



**Cumulative Records Procedures for
Elementary - Basic**
Fri 6/6 9:30 AM - 11:30 AM



**Best Practices for Elementary School
Administrative Assistants (SAAs)**
Tue 6/24 9:00 AM - 11:30 AM



Imprest Fund Accounting - Solutions
Wed 6/11 9:30 AM - 11:30 AM



**Time Reporting Fundamentals - Creating
Google Docs Time Cards**
Tue 6/24 9:30 AM - 11:30 AM

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