

Site Readiness Report

The Union was advised that the District Office data contains all CLASSIFIED personnel who are not assigned to a specific school site.

District Office

Online Training

Past Due

Course	Assigned To	Month Due	% Complete
Status Cards	All Staff	August	92.0%
Lock-Down	All Staff	September	88.0%
Hold and Secure	All Staff	October	92.0%
Shelter-In-Place	All Staff	November	96.0%
Youth Suicide Awareness and Prevention (CAL)	All Staff Site Admin	December	96.0%
Emergency Evacuation	All Staff	January	88.0%
Drop-Cover-Hold	All Staff	February	96.0%
Earthquakes	All Staff	March	96.0%
Active Shooter	All Staff	April	96.0%

NOTE: This report does not confirm when employees actually completed the training.

Rather, the months cited confirm when the training was supposed to be completed.

Staff course completion details can be obtained via your Site Home page:

Click on [View Training Completions Report](#)

On the report page - Use Course Filter: **Overdue**

NOTE: Although the report suggests that the trainings were completed during the associated month, that is not necessarily the case. Recently, after the Union submitted a PUBLIC INFORMATION REQUEST for this HOUR-ZERO data, administrators and supervisors across the District, directed personnel to complete months of trainings; so as to increase the completion rates for these reports.