

SITE OPERATIONS CIRCULAR NO. 1033
Office of the Associate Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 6, 2008

To: All School Principals and Charter School Directors

Subject: SAN DIEGO REGIONAL IMMUNIZATION REGISTRY TRAINING

Department and/or Persons Concerned: Secretaries, Office Clerks, and Health Assistants responsible for Student Health Records

Date: February 20, 22, 26 and 29, 2008

Reference: District Administrative Procedures 6120, 6123, 6129, 6145, 6355, 6360, 6515

Action Requested: Send a representative from your site who will be responsible for student registration, creation and maintenance of student health and immunization records, computer data entry of health and immunization information, and completion of state-required Immunization Reports.

Brief Explanation:

San Diego Regional Immunization Registry (SDIR) enables health care providers, day care and/or schools to identify immunizations that school-age children in San Diego County have received and those that are needed. School district staff that have “read-only” access to their pupils’ immunization records on SDIR, can be assured that the parents/guardians of these pupils have been informed and consented to have their immunization information shared in the registry. The SDIR training will give the trained individual access to San Diego Immunization Registry data, which can facilitate the completion of immunization records at the school site.

In accordance with the above-referenced district procedures, office clerical, secretarial, health assistant, or other persons designated by the site administrator may be responsible for immunization record creation, maintenance and data entry. It is imperative that sites with no nurse assigned send at least one representative to this training. All sites are encouraged to send a representative to be trained to access the information available on the San Diego Immunization Registry.

Nancy Knickerbocker, Registry Provider Liaison, will offer SDIR “read only” training on February 18 and 19 from 8:30 to 10 a.m. at Roosevelt Middle School, Trailer B3. Please complete the attached registration form and fax it to Irma Torres at (858) 627-7444 to secure a date. If you have additional questions regarding this training, please contact Eileen Griffiths, Nursing and Wellness, at egriffiths@sandi.net or at (858) 636-4380.

Jennifer Gorman
Program Manager
Nursing and Wellness

APPROVED:

A handwritten signature in black ink on a light pink rectangular background. The signature reads "Dorothy Harper" in a cursive script.

Dorothy Harper
Associate Superintendent
Parent, Community and Student Engagement

JG:imt

Distribution: Lists B, D, E, F and Charter Schools

Nursing and Wellness
2351 Cardinal Lane, Annex B, San Diego, CA 92123

SDIR TRAINING SCHEDULE
February 2008

Name _____ School _____

Phone No. _____ E-mail _____

Please choose the appropriate class below:

School Nurse Training 9 a.m. – 11:30 a.m.

Tuesday, February 26, 2008 _____

Clerical Training 9 a.m. – 10:30 a.m.

Wednesday, February 20, 2008 _____

Friday, February 22, 2008 _____

Where:

Roosevelt Middle School, Trailer B-3
Address: 3366 Park Blvd, San Diego 92103
Directions: North of the San Diego Zoo between Upas Street and Zoo Drive
Parking on street only

Thomas Brothers Map Coordinates
[1269-C6]

Please fax registration form to: Nursing and Wellness Department
Attn: Irma Torres
2351 Cardinal Lane, Annex B
858-627-7580 Fax: 858-627-7444