

SITE OPERATIONS CIRCULAR NO. 1036
Office of the Associate Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 28, 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: April 16, 18, 24, 25 and 30, 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. **Staff needs to attend only one training session.** The classes are ongoing to accommodate new staff members who have not received training. It will be an asset to staff to receive this training prior to registration sessions for the 2009 academic year.

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 has “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 training for nurses on April 16, from 9 to 11:30 a.m., and the “read only” session for classified staff on April 18, 24, 25 and 30, from 9 to 10:30 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 (858) 636-4380.

Jennifer Gorman
Program Manager
Nursing and Wellness

APPROVED:

A handwritten signature in black ink that reads "Dorothy Harper". The signature is written in a cursive style with a large initial 'D' and a long, sweeping underline.

Dorothy Harper
Associate Superintendent
Parent, Community and Student Engagement

JG:int

Attachment

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

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

**SDIR TRAINING SCHEDULE
April 2008**

Name _____ School _____

Phone No. _____ E-mail _____

Please Note: Staff needs to attend only one training session.

Select the appropriate class below:

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

Wednesday, April 16 _____

Clerical Training 9 a.m. – 10:30 a.m.

Friday, April 18 _____

Thursday, April 24 _____

Friday, April 25 _____

Wednesday, April 30 _____

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

Fax: (858) 627-7444