

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 10, 2009

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: March 19 and 26, 2009

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. Do not sign up if you have attended and received your password.**

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. 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 March 19 from 10 to 12:00 noon, and the “read only” sessions for classified staff on March 26 from 10 to 11:30 a.m. and 1 to 2:30 p.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, appearing to read 'Arun Ramanathan', written over a faint circular stamp.

Arun Ramanathan
Chief Student Services Officer

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
March 2009

Name _____ School _____

Phone No. _____ E-mail _____

Please choose the appropriate class below:

School Nurse Training Thursday, March 19, 2009
10-12:00 Noon _____

Clerical Training Thursday, March 26, 2009
10 -11:30 AM _____
1 - 2:30 PM _____

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 only on street.

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

Please do not sign up if you have previously attended this training.