

SITE OPERATIONS CIRCULAR NO. 1026
Office of the Chief Student Services Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 6, 2011

To: All School Principals and Charter School Directors

Subject: SAN DIEGO REGIONAL IMMUNIZATION REGISTRY TRAINING

Department and/or Persons Concerned: Nurses, Secretaries, Enrollment and Office Clerks, Health Assistants and Health Technicians Responsible for Student Health Records

Due Date: June 8, 2011

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

Action Requested: **Immunization data for all new registrants to SDUSD for the 2010/11 academic year will be entered into the San Diego Immunization Registry by school staff.** 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 to receive password and training to read and enter data.

Brief Explanation:

San Diego Regional Immunization Registry (SDIR), part of the California Immunization Registry (CAIR) is a centralized, secure and confidential electronic database. 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. The SDIR training will provide access to San Diego Immunization Registry data and instruction on how to enter historical immunization records into SDIR.

In accordance with the above-referenced district procedures, office clerical, enrollment clerks, secretarial, health assistants, health technicians, or other persons designated by the site administrator may be responsible for immunization record assessment and data entry. All sites are required to send a representative to be trained to enter student immunization data into San Diego Immunization Registry.

Jennifer Sterling, School and Childcare Coordinator, will offer SDIR training for nurses and classified staff on June 8, from 9 to 11 a.m. and 1 to 3 p.m. at the Fremont Training Center, Bungalow B5. The link to the map for Fremont, which can be found on our Zangle website, is http://www.sandi.net/zangle/training/maps/map2_fremont.pdf

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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 that reads "Joe Fulcher". The signature is written in a cursive, slightly slanted style.

Joe Fulcher
Chief Student Services Officer

Attachment

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
June 2011

Name _____ School _____

Phone No. _____ E-mail _____

Please choose the appropriate class below:

Nurse/Clerical Training

Wednesday, June 8, 2011 9 -11 a.m. 1- 3 p.m. Bungalow B-5

Where: Fremont Training Center – Bungalow B-5
2375 Congress Street
San Diego, CA 92110
619-247-7465

Please park on the street or in the unpaved lot off of Congress Street

The link to the map for Fremont, which can be found on our Zangle website, is
http://www.sandi.net/zangle/training/maps/map2_fremont.pdf

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