

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 21, 2008

**To:** Principals, Division and Department Heads, Charter School Directors

**Subject:** HEALTH RELATED CLERICAL TRAINING

**Department and/or Persons Concerned:** Site Administrators, Secretaries, Office Clerks, Health Assistants

**Due Date:** September 19, 2008

**Reference:** District Administrative Procedures 6355, 6372, 6505, 6510, 6371, 6515, 6527, and EP 07

**Action Requested:** Send a representative from your site who will be responsible for health related student records, such as registration, creation and maintenance of student health and immunization information and completing state-required CHDP, OHA and Immunization Reports; and be responsible for illness, minor injuries, medication, and health related issues in the absence of a credentialed school nurse.

**Brief Explanation:**

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 various aspects of health and immunization record creation, maintenance, data entry, and other health office duties. With decreased nurse time at many sites, it is especially important that these designated office personnel become familiar with these responsibilities. Clerical and data entry tasks are mandated by state laws or district or district procedures may need to be assigned to clerical personnel or health assistants who have had little or no training in these procedures.

It is strongly recommended that all sites send a representative to ensure they are current in their knowledge of and compliance with these procedures.

The training will be held in the Auditorium at the Ballard Parent Center, 2375 Congress St. in Old Town on Wednesday, September 24, 2008, from 12 noon to 4 p.m. Parking is available in the lower north lot, enter on Congress Street.

Please RSVP by Friday, September 19, 2008, to Ann Sutherland, Nursing and Wellness, at [asutherland@sandi.net](mailto:asutherland@sandi.net), or 858-636-4380.

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APPROVED:



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