

SITE OPERATIONS CIRCULAR NO. 1030
Office of the Chief Student Services Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: June 24, 2009

To: All School Principals and Charter School Directors

Subject: SAN DIEGO REGIONAL IMMUNIZATION REGISTRY TRAINING

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

Persons Concerned

Date: July 8, 9, 14 and 15, 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.**

Brief Explanation:

San Diego Regional Immunization Registry (SDIR), part of the California Immunization Registry (CAIR) is a centralized, secure and confidential 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 give the trained individual access to San Diego Immunization Registry data, which can facilitate the completion of immunization records at the school site. School staff and nurses will also be trained to enter historical immunization records into SDIR.

In accordance with the above-referenced district procedures, office clerical, enrollment clerk, 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 required 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 and classified staff on July 8, 9, 14 and 15 from 9 to 11 a.m. and 1 to 3 p.m. at the Fremont Training Center, Bungalow B5. Here is the link to the map for Fremont which can be found on our Zangle website.

http://www.sandi.net/zangle/training/maps/map2_fremont.pdf

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 light gray grid background.

Arun Ramanathan
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
July 2009

Name _____ School _____

Phone No. _____ E-mail _____

Please choose the appropriate class below:

Nurse/Clerical Training

Wednesday, July 8, 2009 9 -11 AM _____ 1- 3 PM _____

Thursday, July 9, 2009 9 -11 AM _____ 1- 3 PM _____

Tuesday, July 14, 2009 9 -11 AM _____ 1- 3 PM _____

Wednesday, July 15, 2009 9 -11 AM _____ 1- 3 PM _____

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

Here is a link to the map for Fremont which can be found on our Zangle website:
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