



Local District Central

Friday's Operation's Brief

BELIEVE • BEHAVE • BECOME

VOLUME 4, ISSUE 14

OCTOBER 28, 2016

IMPORTANT DATES TO REMEMBER

District Crisis Team Meeting	11/4
Daylight Savings Time Ends	11/6
Veteran's Day Holiday	11/11
Principals' Meeting	11/16
Local District Crisis Team Meeting	11/30
Safe Passages	12/8
After the Bell	12/8
Principals' Meeting	12/14

WHAT'S DUE

October's Water Flushing Logs	11/1
October's Metal Detection Certification	11/1
Administrator Certification	11/4

Leading with Heart Through Customer Service!

This week, Local District Central School Administrative Assistants and Office Managers had the opportunity to learn from one another about customer service. During the training session, SAAs and Office Managers reflected, shared, and set goals based on expectations for providing quality customer service. Taken from the Office of Organizational Excellence video, "Creating a Welcoming Environment", the following expectations were described:



Visitors treated as Priority:	Office Personnel will attend to all individuals entering office with respect and treated as a priority.
Professional Interactions	Listen actively to assist with solving parent concerns. Assisting parents with concerns helps in establishing a welcoming environment.
Professional and Respectful Oral Communication	Personalize your service by discontinuing automated answering services. Tone and Quality of Voice during phone conversation impacts parents' opinion of school.
Professional and Respectful Written Communication	Provide parents with clear written communications to inform and promote your school.
Translation Provided	Providing translation assists parents in feeling as part of the school community.
Goals Conveyed at Staff Meetings	Consistent communication with staff throughout the school year sets the expectations in establishing welcoming environments.
Concerns Addressed in a Timely Manner	Make time to assist parents in solving concern and provide requested information in a timely manner.

Setting high standards for family friendly schools creates a culture of partnership throughout our district. Thank you for your participation.

Visitors to School Campus Policy

The Los Angeles Unified School District is committed to providing a safe and secure learning environment for students and staff. School site administrators are to ensure that all exterior gates and doors are locked at the beginning of classes and remain locked until the end of the school day. Only the main entrance to the school shall remain open during the school day and this entrance shall be monitored at all times.

As we welcome visitors to our schools, we need to inform them of our policies and procedures [Attachment 1]. Parental and community involvement in school programs and activities shall be encouraged as stated in the California Education Code [Education Code § 44810 (a); § 44811 (a); § 51101, (a), (1), (2), (12) and Board Rules (1265, 2002)].



Driving with Data

As discussed during the Operations session on the principals' professional learning day, a student is considered a chronic absentee when he/she misses school 10% or more of the academic year. Studies show that:

- ◆ 83% of students who are chronically absent in kindergarten and 1st grade are unable to read on-level by third grade.
- ◆ Students who cannot read on-level in 3rd grade are 4 times more likely to drop out than students who can read on-level.



- ◆ 20 percent of chronically absent students are less likely to graduate from high school and are 25 percent less likely to ever enroll in college.

As such, daily school attendance is one of the most important steps for all students' academic success.

As a follow up to LDC Principals' Professional Learning day, the following strategies may be considered as school leaders develop a plan of action to address chronic absenteeism.

Strategies

Personalization:

Motivate students to come to school with welcoming phone calls and/or home visits to let your students know they are missed at school.

Attendance Buddies:

Partner students with a school staff, older student, or community volunteers to check in daily with students and families as needed.

Out of School Time:

Engage students before or after school with an activity/project or tutoring.

Community Walk:

Address traffic patterns and create safe routes to get to school.

Health Support:

Identify medical, dental, mental health agencies for students.

Connection:

Support staff, such as a PSA Counselor, TSP Coordinator, can provide case management to support student with school challenges.

50 days into the School Year School!!



Is Your School Gold?

ATTENDANCE SUBMITTAL

Level	Submittal %	Number of LDC Schools through 10/14/16	Number of LDC Schools through 10/21/16
Gold	100%	68	68
Silver	98% - 99.99%	99	95
Bronze	96% - 97%	6	7
	< 96%	1	2

Staff Relations



The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents **on a regular basis** into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded.

Please find instructions to upload such files. Ensure that each file has the attached cover page that you upload. Note that attachments are considered “Confidential & Attorney-Client Privilege.” [Attachments 2 & 3]

Please contact your Staff Relations Field Director or your Senior Human Resource Representative if you have any questions.

The Shape of the Circle



The physical arrangement is important and greatly affects the quality of the circle. Arrange the classroom or other space so that students can be in a circle. The operational definition of the circle shape is that everyone can see every face without having to lean far forward. Sometimes the space available doesn't allow forming a perfect circle, and you'll have to make do with the best available alternative. We've heard students refer to not-quite-circles or circles with some rounded corners as “squircles.”

Circles work best when the physical space has an open feeling of no barriers between participants. Arrange the space so there are no tables or desks between students or in the middle of the circle. If your classroom or the furniture you have does not support this, perhaps there is another place on campus where you can go for your circle meetings.

Outdoor spaces can work well if the background noises are not too intense. You may find that a circle on a playground between recess works fine, or you may discover that neighborhood delivery trucks are much louder than you ever realized!

Local District Central Crisis Team November 30, 2016

Per BUL-5800.0, *Crisis Preparedness, Response and Recovery Bulletin*, “each school site under the direction of the Principal or designee shall establish a Crisis Team.” On November 30, 2016, Local District Central will provide an informative and interactive training on building the capacity of the school site crisis team at Orthopaedic Senior High School Magnet. Each school's participation in this training is vital.

An invitation to all LD Central principals and SAAs will be sent via school mail and email next week. For your reference please see Attachment 4. Principals may designate three School Site Crisis Team Members listed in their Safe School Plan Volume 3 to attend. It is suggested that the training attendees include a site administrator, a Student Health and Human Services staff member (Nurse, PSW, PSA Counselor) and other support services personnel (School Psychologist, Dean, Academic Counselor, etc.).

Thank you for your commitment to promoting a safe and positive learning environment for all. If you have any questions, please contact Gloria Velasquez @ gloria.espinosa@lausd.net or Veronica Real at veronica.real@lausd.net.

Reminders

Random Metal Detector Search Log

This is a reminder that Random Metal Detector Searches are to be conducted daily at all secondary schools. Certification of the Random Weapons Searches is required monthly. A review process to ensure consistency with the implementation occurs once every semester during the months of October and March. All secondary schools in Local District Central, including co-located charters, participate in this review process.

From Monday, October 17, 2016 through Monday, November 7, 2016, all secondary schools are to submit the daily Metal Detection Search Log, Attachment A [Attachment 5], on a weekly basis to their respective Local District Operations Coordinator. Logs are to be submitted according to the schedule alongside.

Random Metal Detector Search Log for the week of:	Due
October 24-28	October 31
October 31-November 4	November 7

School Promotion Materials

Two new features have been added to the [School Promotion Materials website](#).

- **Banner templates** have been added! These templates have been created on Adobe Photoshop. We wanted to design them on Microsoft Word, as with the other templates, however, Microsoft Word cannot support the large font sizes and images of banners. Realizing that schools may not have Adobe Photoshop, the District's Reprographics Unit is available to help schools with design and printing needs at 562.654.9052.
- **School Advertising Guidelines** have been added! As a result of local district and school inquiries, the offices of the General Counsel, Chief Financial Officer, Procurement and Communications have provided guidance regarding school advertising. For more information, click [here](#).

Nursing Resources Flyer

The 4th Annual Resource Fair will be held on Thursday, November 3, 2016 from 8:30-12:30 pm at the California Endowment. Over 50 agencies will be in attendance to provide information on services such as health, legal, and social services. See attached announcement for more information [Attachment 6].



REQUIRED KINDERGARTEN IMMUNIZATION RECORDS

It is very important that schools ensure that all students have the appropriate immunization documentation, and that this information is entered into MiSiS. Please refer to the attached MiSiS Job Aid for Immunization Data Entry [Attachment 7].



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Visitors To School Campuses and Locked Campuses
During Class Hours at All Schools

NUMBER: BUL-6492.1

ISSUER: Earl R. Perkins, Associate Superintendent
Division of District Operations

DATE: September 30, 2016

ROUTING
All Schools and Offices
All Employees

POLICY: The Los Angeles Unified School District is committed to providing a safe and secure learning environment for students and staff. School site administrators are to ensure that all exterior gates and doors are locked at the beginning of classes and remain locked until the end of the school day. Only the main entrance to the school shall remain open during the school day and this entrance shall be monitored at all times.

As we welcome visitors to our schools, we need to inform them of our policies and procedures. Parental and community involvement in school programs and activities shall be encouraged as stated in the California Education Code [*Education Code § 44810 (a); § 44811 (a); § 51101, (a), (1), (2), (12)* and Board Rules (*1265, 2002*)].

MAJOR CHANGES This Bulletin replaces BUL-6492.0, “Visitors To School Campuses and Locked Campuses During Class Hours at All Schools,” dated April 22, 2015, issued by the Office of Educational Services. The updated content reflects changes in the District’s organizational structure.

GUIDELINES: I. REQUIRED PROCEDURES

- A. All schools shall post a Visitor’s Policy. (See Attachment A)
- B. All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested, if at all possible, or within a reasonable period of time following the request. This does not preclude visits occurring the same day as requested.
- C. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.
- D. Visitors DO have the right to:
 - 1. Be informed in advance of the procedures for visiting the school.
 - 2. Request and obtain approval of the principal/designee to enter a school campus.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

3. Observe in the classroom or classrooms in which their child is enrolled, within a reasonable period of time, after making a request.
4. Observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request.
5. Request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
6. Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.

E. Visitors DO NOT have the right to:

1. Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
2. Disrupt instructional time, extra-curricular activities, cause disorder, or otherwise disrupt the normal operations of the school.

II. VISITOR'S POLICY

- A. It is the responsibility of each principal to post, in appropriate languages, a Visitor's Policy (Attachment A). The Visitor's Policy must be published and distributed to parents and staff annually thereafter.

The law prohibits schools from setting arbitrary time limits regarding frequency and duration of visits.

Visitors who fail to adhere to the posted Visitor's Policy or who defy the principal/designee's authority may be reported to the appropriate law enforcement agency and may be subject to criminal charges. Persons may appeal to the local district director if there is disagreement.

- B. As we welcome visitors to our schools, the guidelines below should be communicated to ensure an enjoyable, productive experience for all:



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1. Follow the established school policy in requesting a classroom visitation from the principal/designee.
2. Complete a Visitor's Permit (see Attachment B) and obtain the principal/designee's approval before proceeding to the classroom.
3. Enter and leave the classroom as quietly as possible.
4. Do not converse with students or staff during instructional time.
5. Do not interfere with school activities.
6. Keep the length and frequency of the classroom visits reasonable (to be determined by the activity being observed).
7. Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
8. Return the Visitor's Permit before leaving the campus.

III. DISRUPTIVE PERSON LETTER

- A. It is the responsibility of the principal to maintain a safe campus free of disruption. The following are examples that would warrant issuing a Disruptive Person's Letter:
 1. When a visitor willfully interferes with the discipline, order, or conduct in any school classroom or activity, with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
 2. When a visitor disrupts instructional time, extracurricular activities, causes disorder, or otherwise disrupts the normal operation of the school.
 3. When a visitor exhibits behavior that poses a danger to staff or students.
 4. When a visitor exhibits any behavior that interferes with the orderly and safe operation of the school.
- B. The Disruptive Person Letter is issued at the discretion of the principal. A meeting is required to issue the letter. The letter should be hand delivered at the meeting and a registered copy should be mailed.
 1. Prior to issuing a Disruptive Person Letter the principal may issue a warning letter (Attachment C). A warning letter cannot be appealed.
 2. Once a formal Disruptive Person Letter (Attachment F) is issued the duration of time is one year from the date of issuance.
 3. The Disruptive Person Letter is to be reviewed in 90 school days, if appealed.
 4. All issued Disruptive Person Letters will be uploaded and attached to the iSTAR report.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

IV. APPEAL PROCESS

A. If a Disruptive Person Letter is appealed, the steps below are to be followed:

1. The person has the option to appeal the letter.
2. The person must appeal to the issuing principal in writing (Attachment D).
If the complaint is not resolved, the person can ask for a second appeal.
3. The person may file a second appeal with the local district director.
(Attachment E) The decision of the local district director is final.

AUTHORITY: This policy is enforced by the California Penal Code Section 626.7, 626.8, the City of Los Angeles Municipal Code Section 63.94 and/or the Education Code § 44810 (a), § 44811 (a).

ASSISTANCE: For assistance, please contact the corresponding local district operations coordinator. For further information please contact the Division of District Operations at (213) 241-5337.



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

ATTACHMENT A

SAMPLE POSTED VISITOR'S POLICY

SCHOOL NAME
PRINCIPAL/DESIGNEE

PROCEDURES FOR CAMPUS VISITORS:

- Upon entering campus, all visitors shall sign in at the designated area and proceed to the main office.
- Complete a visitor's permit and obtain the principal/designee's approval before proceeding to the classroom.
Schools should describe how the visitor is to sign in the Visitors' On Campus Log Book and where it is located.
- Request an appointment for a visitation date and time from the office staff after entering the school office.
Appointments may be scheduled for the same day and should be scheduled for the date and time requested, if possible. Include a copy of the school's bell schedule(s).
- Determine the classroom activity you are observing and keep the classroom observation time and frequency reasonable.
- Follow the school's established procedures for scheduling an appointment with the teacher(s) and/or principal/designee after the classroom visit, if needed.
Schools should have a place for visitors to write a request for an appointment with a staff member and, if possible, give the date and time for the scheduled appointment.
- Before leaving campus, return the visitor's permit to the designated location.
Schools should identify where the visitor is to sign out before leaving the campus.

SOME IMPORTANT RULES FOR VISITORS:

- Enter and leave the classroom as quietly as possible.
- Do not converse with the students, teacher(s), and/or instructional assistants during the visitation.
- Do not interfere with any school activity during the visitation.



DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

BOLETÍN NORMATIVO

ADJUNTO A

MUESTRA DE NORMAS PUBLICADAS PARA VISITANTES

NOMBRE Del
DIRECTOR/PERSONA
DESIGNADA

PROCEDIMIENTOS PARA VISITANTES AL PLANTEL:

- Al entrar al plantel, todos los visitantes deberán apuntarse en el área designada y proceder a la oficina principal.
- Llenar un permiso para visitantes y obtener la aprobación del director/persona designada antes de entrar al salón de clases.
Se sugiere que la escuela describa los pasos para que se registren los visitantes en el Registro de Visitantes al Plantel, así como el lugar en el que éste se ubicará.
- Solicitarle al personal de la oficina una cita, con fecha y hora para realizar una vista, tras entrar a la oficina de la escuela.
Las citas se pueden programar para el mismo día y de ser posible, se deberán programar para la fecha y hora en que se soliciten. Se sugiere que la escuela tenga por escrito el horario de campanas.
- Determinar cuál será la actividad en el salón que observará usted y mantener la duración y frecuencia de las observaciones a un nivel razonable.
- Seguir los procesos que la escuela haya establecido para programar una cita con el/los maestro(s) y/o director/persona designada tras una visita al aula, si se requiere.
Se sugiere que la escuela defina un lugar donde se puedan anotar las solicitudes para reunirse con un miembro del personal, y de ser posible, obtener la hora y fecha para la cita programada.
- Antes de marcharse, entregar el permiso de visitante en el sitio designado.
Las escuelas deberán identificar el lugar en el que los visitantes se apuntarán antes de retirarse del plantel escolar.

ALGUNAS REGLAS IMPORTANTES PARA LOS VISITANTES:

- Entrar y salir del salón de clases absteniéndose al máximo de hacer ruido.
- No conversar con los alumnos, maestros o asistentes de instrucción cuando realicen las visitas.
- No interferir con ninguna actividad escolar durante la visita.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT B

SAMPLE SCHOOL VISITOR'S PERMIT

LOS ANGELES UNIFIED SCHOOL DISTRICT		
CLASSROOM VISITOR'S PERMIT		
<hr/>		
School Name		
<hr/>	<hr/>	<hr/>
Teacher's Name	Room	Date
	Expires After: <hr/>	
This is to introduce Mr./Ms. <hr/>		
<hr/>	to	<hr/>
Relationship	Child's Name	
<hr/>		
Approved by Principal/Designee		



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT C

SAMPLE LETTER (WARNING)

Dear Mr./Mrs. _____:

I am writing to confirm our conversation on _____ and to warn you I am considering restricting your access to our campus. Your conduct on _____ created a serious disturbance, which required the attention of school personnel.

DESCRIBE INCIDENT THAT MAY LEAD TO DISRUPTIVE PERSON LETTER.

I found your behavior to be _____. While I appreciate your concern for your child, such a disturbance to the instructional program cannot be tolerated. I cannot operate a school effectively when conferences are not scheduled.

Any such behaviors on your part will cause me to have to issue a disruptive person letter which means, if you have business on campus, please call my office in advance for an appointment and go directly to the Main Office at the appointed time. You may not enter the campus without my authorization. You may not loiter about on the grounds afterschool nor be present on campus without my direct authorization.

Board Rules 1265 and 2002 provide that the presence on school campuses of any parent, community person, organization representative(s), concerned groups, or other individuals or groups, regardless of affiliation, requires the Principal's consent and approval. The rules go on to state that pupils, school personnel, classrooms, special programs or other activities, regardless of their funding source, are not subject to visitation, observation or any other external attention without the school administrator's endorsement. In addition, visitors who defy the school administrator's authority can be reported to the appropriate law enforcement agencies and may be subject to criminal charges under California Penal Code sections 626.6 and 626.8 of Los Angeles Municipal Code Section 63.94.

Sincerely,

Principal

c: Local District Director
Administrator of Operations
Complex Operations Coordinator
Chief of School Police



DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

BOLETÍN NORMATIVO

ADJUNTO C

Muestra de carta (ADVERTENCIA)

Estimado Sr./Sra. _____:

Mediante la presente quisiera confirmar nuestra conversación del día _____ y advertirle que estamos considerando la posibilidad de restringir su acceso al plantel escolar. Su conducta el día _____ perturbó el orden en la escuela, por lo que llegó a la atención del personal escolar.

DESCRIBE INCIDENT THAT MAY LEAD TO DISRUPTIVE PERSON LETTER.

Observé una conducta de _____. Si bien aprecio su interés por el bienestar de su hijo, no se pueden tolerar dicho tipo de interrupciones al programa educativo. No puedo manejar las operaciones de la escuela eficazmente cuando no se programan conferencias.

A causa de cualquier conducta de este tipo por su parte, tendré que expedir una carta a personas que irrumpen el orden; por lo cual, si tiene algún asunto a tratar en el plantel se le pedirá que llame a mi oficina con antelación para concederle una cita directamente en la Oficina Principal a la hora asignada. No podrá entrar al plantel escolar sin mi autorización y se prohíbe que permanezca en el recinto escolar durante o después del horario de clases sin mi autorización directa.

Las Reglas 1265 y 2002 de la Junta Directiva disponen que la presencia en todo plantel escolar de cualquier padre, miembro de la comunidad, representante de alguna organización, grupos interesados o cualquier otro individuo o grupo -pese a su afiliación- reciba el consentimiento y aprobación previa del Director(a). Estas reglas también establecen que los estudiantes, personal escolar, salones de clase, programas u otras actividades -pese a su fuente de subvención- no están sujetos a visitas, observación o cualquier otro tipo de atención externa sin previa autorización por parte del director. Además, los visitantes que desacaten la autoridad del administrador escolar podrán ser reportados ante los organismos del orden correspondientes y podrían quedar sujetos a cargos penales de acuerdo con los artículos 626.6 y 626.8 del Código Penal de California y el Artículo 63.94 del Código Municipal de Los Ángeles.

Atentamente,

Director(a)

c: Director de área de Distrito Local
 Administrador de Operaciones
 Coordinador de Operaciones de Complejos Escolares
 Jefe de Policía Escolar



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

ATTACHMENT D

DISRUPTIVE PERSON LETTER

School Level Appeal

Name: _____ Date: _____
(Please Print)

Phone Number: _____ Best time for call: _____

Address: _____

School where letter was issued: _____

Circumstances: _____

Appellant's Signature: _____

Principal's Name: _____
(Please Print)

School: _____ Date: _____ Is the letter based on one act ____ Yes ____ No

Date letter was issued: _____

The appeal is ____sustained ____ denied.

Principal's Signature: _____ Date: _____



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

ATTACHMENT E

DISRUPTIVE PERSON LETTER

Local District Appeal

Name: _____ Date: _____
(Please Print)

Phone Number: _____ Best time for call: _____

Address: _____

School where letter was issued: _____

Circumstances: _____

Appellant's Signature: _____ Date: _____

Director's Name: _____
(Please Print)

Local District _____ Date _____ Is the letter based on one act ____ Yes ____ No

Date of meeting with principal: _____

The appeal is ____sustained ____ denied.

Appeals Hearing Officer Signature: _____ Date: _____



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT F

SAMPLE LETTER (NOTICE OF RESTRICTED ACCESS TO SCHOOL)

Dear Ms./Mr.: _____

I am writing to confirm our conversation on _____, and to restrict your access to our campus. Your conduct on _____ created a serious disturbance, which required the attention of District personnel.

DESCRIBE INCIDENT(S) THAT LEAD TO DIRUPTIVE PERSON LETTER.

I found your behavior to be _____. While I appreciate your concern for your child, such a disturbance to the instructional program cannot be tolerated. I cannot operate the school effectively and provide that level of attention to all community members when conferences are not scheduled. The staff's time must be spent on behalf of all of our constituents.

If you have business at the school, please call _____ in advance for an appointment. You may not enter the school without _____ authorization.

Board Rules 1265 and 2002 provide that the presence on school campuses of any parent, community person, organization representative(s), concerned groups, or other individuals or groups, regardless of affiliation, requires the administrator's consent and approval. The rules go on to state that pupils, school personnel, classrooms, special programs or other activities, regardless of their funding source, are not subject to visitation, observation or any other external attention without the school administrator's endorsement. In addition, visitors who defy the school administrator's authority can be reported to the appropriate law enforcement agencies and may be subject to criminal charges under California Penal Code Sections 626.6 and 626.8 of Los Angeles Municipal Code Section 63.94.

The District intends to enforce the Board Rules and seeks your cooperation. You may appeal the letter to the issuing principal and, if not resolved, to the local district director.

Sincerely,

Principal

c: Local District Director
Administrator of Operations
Complex Operations Coordinator
Chief of School Police



DISTRITO ESCOLAR UNIFICADO DE LOS ÁNGELES

BOLETÍN NORMATIVO

ANEXO F

Muestra de carta (CARTA DE ACCESO RESTRINGIDO A LA ESCUELA)

Estimado Sr./Sra. _____:

Mediante la presente quisiera confirmar nuestra conversación del día _____ y restringir su acceso al plantel escolar. Su conducta el día _____ perturbó el orden en la escuela, por lo que llegó a la atención del personal escolar.

DESCRIBE INCIDENT(S) THAT LEAD TO DIRUPTIVE PERSON LETTER.

Observé una conducta de _____. Si bien aprecio su interés por el bienestar de su hijo, no se pueden tolerar dicho tipo de interrupciones al programa educativo. No puedo manejar las operaciones de la escuela eficazmente y proporcionar un nivel adecuado de atención a toda la comunidad escolar cuando no se programan conferencias. El tiempo del personal se debe invertir para el bien de todos sus constituyentes.

Si tiene algún asunto a tratar en la escuela, por favor llame de antemano al _____ para concertar una cita. No podrá entrar al plantel escolar sin _____ autorización.

Las Reglas 1265 y 2002 de la Junta Directiva disponen que la presencia en todo plantel escolar de cualquier padre, miembro de la comunidad, representante de alguna organización, grupos interesados o cualquier otro individuo o grupo -pese a su afiliación- reciba el consentimiento y aprobación previa del Director(a). Estas reglas también establecen que los estudiantes, personal escolar, salones de clase, programas u otras actividades -pese a su fuente de subvención- no están sujetas a visitas, observación o cualquier otro tipo de atención externa sin previa autorización por parte del director. Además, los visitantes que desacaten la autoridad del administrador escolar podrán ser reportados ante los organismos del orden correspondientes y podrían quedar sujetos a cargos penales de acuerdo con los artículos 626.6 y 626.8 del Código Penal de California y el Artículo 63.94 del Código Municipal de Los Ángeles.

El Distrito se ha dado a la tarea de hacer cumplir los Reglamentos de la Junta Directiva y solicitamos su cooperación. Usted puede apelar la presente ante el director(a) que la expidió, y si no se llega a una resolución, ante el director(a) de distrito local.

Muy Atentamente,

Director(a)

c: Director de área de Distrito Local
 Administrador de Operaciones
 Coordinador de Operaciones de Complejos Escolares



Confidential & Attorney-Client Privilege

TO: General Counsel

FROM: Principal School:

DATE: _____

CC: Staff Relations

RE: Summary of Site File Review

Employee Name & Position: _____ Employee Number: _____

Alleged Victim(s) Name & Age at Time of Alleged Incident: _____

Type of Conduct (check all that apply):

☐ Sexual Misconduct ☐ Inappropriate Behavior ☐ Violence ☐ Drug-related

Describe Alleged Incident (*including dates*): [Start typing here.]

Describe Investigation/Administrative Action taken (incl. dates & any disciplinary action): Start typing here

Other Comments: [Start typing here.]

Signed: _____

Date: _____



School Files Application

Summary

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded.

Document Requirements/Limitations

Users are to upload documents as **pdf** files.

The size of each file selected for uploading is limited to **20MB**. Users must enter the **8-digit** employee number (Entering leading "zeroes as applicable) to verify the correct employee. The Cost Center Code (Current Work Location) will automatically populate once a valid employee number has been entered. The user can manually override the Cost Center (if required). The Cost Center is a 7-digit number and must be entered in order to upload a document.

How to Upload a Document

1. Login to the application using your SSO account at: <https://bes7.lausd.net/schoolfiles/login.aspx>
2. Enter the 8-digit Employee Number and click The **FIND EMPLOYEE** Button. The Employee Name and 7-digit Cost Center Code will display if successful.
 - a. Please verify the accuracy of the Employee Number and Name prior to proceeding to the document upload section
 - b. If the Employee Cost Center requires correction, the user is able to override the application-generated code. Please be sure to use the current 7-digit Cost Center code
3. Click the Browse button to locate the file you would like to upload.
4. Click the Upload button to upload the file
5. Once the file has been successfully uploaded a confirmation message stating that the uploading process has been successfully completed will be displayed. Click OK to proceed with uploading the document. Repeat steps 2 through 5 if additional documents for the employee need uploading. Once completed the user can enter a new Employee Number or simply Log out.



School Files Application

Helpful Tips

1. Which Internet browser is preferred?

Internet Explorer with Microsoft Silverlight plug-in installed is preferred

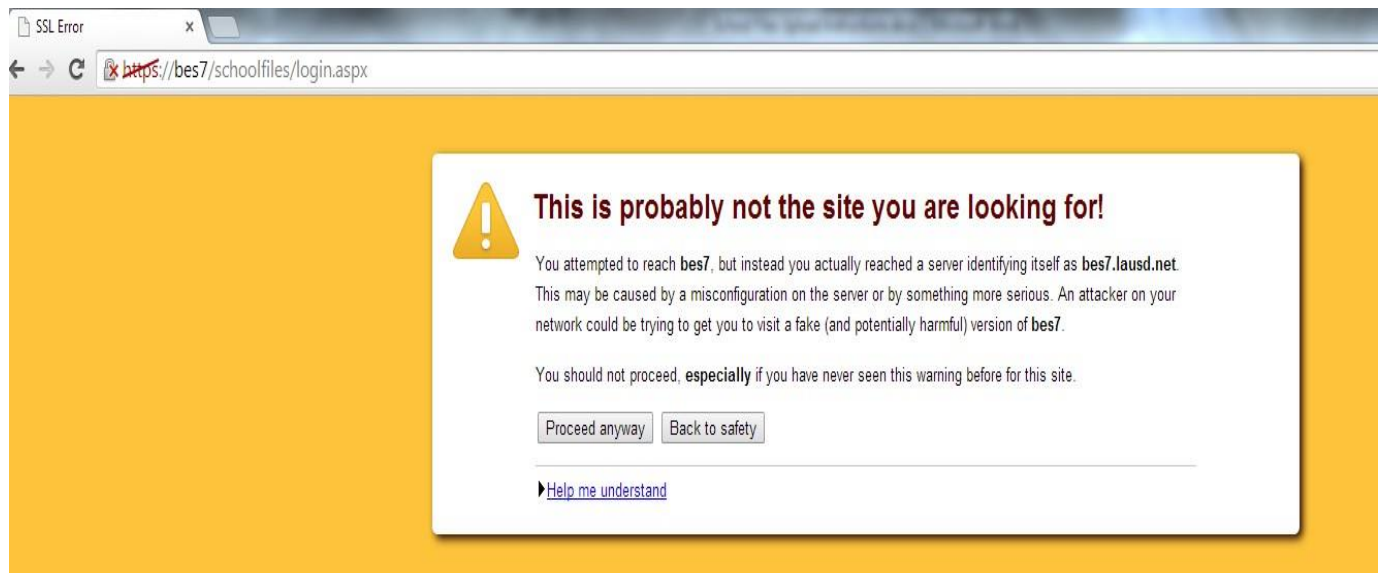
2. I entered the Employee Number, but the application was unable to find the Employee Name

Verify the Employee Number is correct and contains 8- digits. (If required, precede less than 8-digits with leading zeroes)

3. The Browse button to select the file to upload is not displayed

Ensure Microsoft Silverlight is installed (Search the web for 'Microsoft Silverlight download') & install

4. I received the following messages. What should I do?



Click **Proceed anyway**. The computer server that hosts the application does not have a certificate installed. The application resides on a computer located within ITD. It is safe to proceed.

LOS ANGELES UNIFIED SCHOOL DISTRICT

MICHELLE KING
SUPERINTENDENT OF SCHOOLS



Local District Central
333 S. BEAUDRY AVE, 11TH FLOOR, LOS ANGELES, CA 90017
TELEPHONE: (213) 241-0126 FAX: (213) 241-3350

ROBERTO A. MARTINEZ
LOCAL DISTRICT SUPERINTENDENT

EUGENE L. HERNANDEZ
ADMINISTRATOR OF OPERATIONS

"Supporting 21st Century learners through leadership and service"

October 26, 2016

Dear School Principal:

In an effort to support your school community during crisis situations, Local District Central is providing an informative and interactive training for all schools. According to **BUL-5800.0, Crisis Preparedness, Response and Recovery Bulletin**, "Each school site under the direction of the Principal or designee shall establish a Crisis Team." Your school's participation in this training is vital. Please refer to the Crisis Team Members listed in your Safe School Plan Volume 3, to select a group to attend. It is suggested that the team include support services personnel (Nurse, PSW, PSA counselors, School Psychologists, Deans, Office Staff, Campus Aides, School Counselors, etc.).

Due to limited space, please select three team members per school to attend. Carpooling is highly recommended. It is also encouraged that a site administrator accompanies the team attending the meeting. For schools located on the Robert F. Kennedy complex, Contreras Learning Center, and Sotomayor campus, there will be separate trainings for a complex-wide crisis team to be scheduled at your respective campus location. Your teams do not have to attend the November 30th training at Orthopaedic Senior High School Medical Magnet.

Please select/circle a time preference. We will make every effort to accommodate your time selection. There are parking space limitations; therefore we may need to assign you to a time other than your choice, if needed. If this is necessary, you will be notified. The sooner you make your selection, the more likely it is that we will be able to accommodate your selected time. Please respond no later than Wednesday, November 9, 2016.

Date: November 30th, 2016
Time: 8:00 - 11:30 a.m. or 12:30 - 4:00 p.m.
Location: Orthopaedic Senior High School Medical Magnet
300 W. 23rd Street
Los Angeles, CA. 90007

Please confirm your attendance by completing this form and scan to Gloria Velasquez, gloria.espinosa@lausd.net or Veronica Real, veronica.real@lausd.net. If you have any questions, please feel free to call Gloria at (213) 241-3906 or Veronica at (213) 241-3906.

Sincerely,

Roberto A. Martinez
Local District Superintendent

Eugene L. Hernandez
Administrator of Operations

FORM DUE NO LATER THAN 5:00 pm Wednesday, November 9th, 2016.

School Name: _____ **Phone #:** _____

Individuals attending the Local District Crisis Team Training:

Name	Title



Student Health &
Human Services



Los Angeles Unified School District

4th ANNUAL RESOURCE FAIR

Integration is the Key to Student Success



Over 50 Agencies Providing Information On:

- Health * Legal * Social Services
- Before and After School Programs
- Dropout Prevention Programs and Supports
- Resources for Primary and Secondary Students and Parents

LAUSD Staff, Community Partners and Parents

Thursday, November 3, 2016
8:30am to 12:30pm

Explore
Network
Connect

The California Endowment

1000 Alameda Street
Los Angeles, CA 90012

Drop-in Anytime - Registration Required
Visit pupilservices.lausd.net

For questions, please call (213) 241-3844 or
e-mail pupil.services@lausd.net



Los Angeles Unified School District
Student Health and Human Services

REQUIRED KINDERGARTEN IMMUNIZATION RECORDS

Principals should ensure the following actions take place **prior to November 11, 2016:**

- Run an immunization report. (See Attached Guide).
- Designate and assign responsibility to enter immunization data into MiSiS.
 - If possible, multiple staff should support data entry.
 - Responsibility should not be assigned to school nurses who are not full-time.
- Provide necessary training regarding data to SAA, clerical staff, office tech, and others.
 - School nurses can provide data entry training.
- Ensure all immunization data are entered into MiSiS.
- Assigned school nurse will run an immunization report each week.
 - School nurse will assess data and report to school principal the number students without immunization data correctly entered into MiSiS.
 - School nurse will assess which students are out of compliance with mandatory immunizations.
 - When following up for non-compliance, School Nurses have the ability to generate immunization follow up letters pre-filled with school name, address, student name, missing immunization types, principal and school nurse's names and school telephone and fax numbers with exclusion date (see attached).
- Correct data entry errors, gather missing immunization documentation, enter missing data, and ensure all students are immunization compliant.
- Submit the **Kindergarten Immunization Assessment Report on November 15, 2016.** (see attached)

It is very important that schools ensure that all students have the appropriate immunization documentation, and that this information is entered into MiSiS. Please refer to the attached MiSiS Job Aid for Immunization Data Entry.

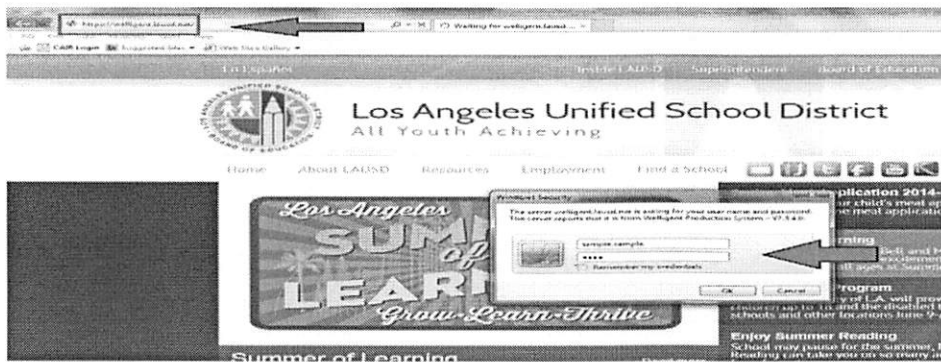
KINDERGARTEN ANNUAL IMMUNIZATION REPORT

Instructions on how to complete the Kindergarten Annual Immunization Report

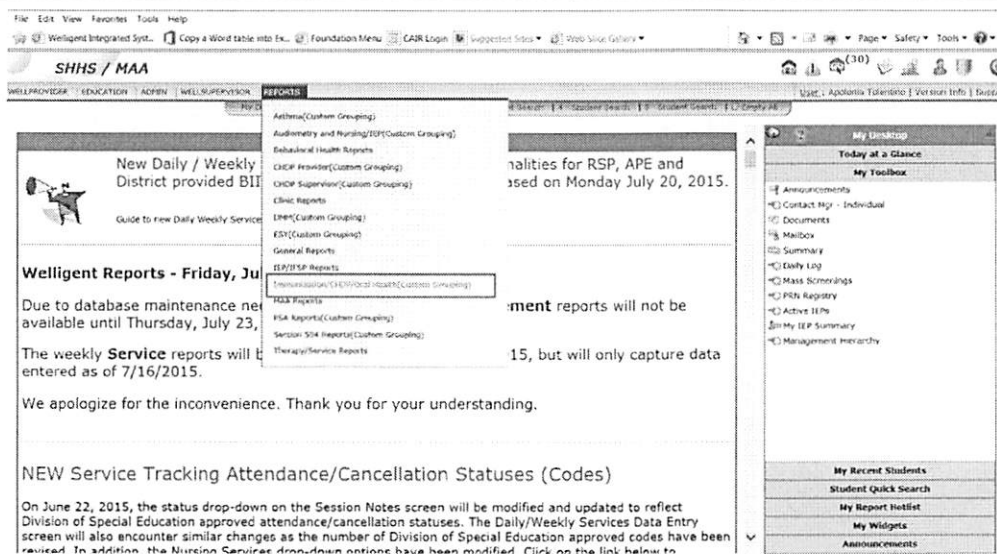
- A. Generate the **Welligent report ID 2479** for your school.
 1. Sign-in to Welligent>Reports>Immunizations Grouping>State Immunization Assessment of Kindergarten Students-Annual Report (2479). The **“Non-Compliant Total”** column contains both the number of students with **“conditional status”** (currently up-to-date but more doses are due later) and **the number of students that are enrolled but do not meet the required immunizations** (need to be excluded).
 2. **Reminder:** according to the County of Los Angeles Public Health, if the total number of **“conditional entrants”** is equal or more than 25% of the enrolled Kindergarten students, the school is at risk of getting audited.
 3. Run **Welligent report ID 2488** for immunizations follow-up (see separate handout for instructions) and collaborate with your school nurse to exclude the students who are not meeting the required immunizations and need the next dose now.
 4. Before filing the *Kindergarten Immunization Assessment*, subtract the **number of students who are enrolled but not attending (excluded)** from the number in the **“Not Compliant Total”** column. The difference would be the total number of **“Conditional Entrants”**.
- B. When the school has completed the data entry, follow-up and generated Welligent report ID 2479 with less than 25% of students that are on **“Conditional Entrants”** status, use the following instructions to file the *Kindergarten Assessment Report* on or before **October 15, 2016:**
 1. Open your internet browser to www.shotsforschool.org
 2. Click the 2nd tab on the left **“K-12”**
 3. From the left panel, click on the 3rd option, **“School Reporting Login & Data”**
 4. Under **“Reporting Login & Instructions”**, click on **“Kindergarten”**
 5. From the **School Type** drop down menu, select **Public**
 6. From the **County** drop down menu, select **Los Angeles**
 7. From the **District** drop down menu, select **Los Angeles Unified School District**
 8. From the **School** Name drop down menu, select your school name
 9. Select the **School Address** from the drop down menu
 10. The **School Code** automatically prefills after selecting School Address
 11. Enter the password: **“school”** and click Log in
 12. Confirm school information and click **Confirm and continue or Edit School Info** as needed
 13. Complete the online assessment and submit
 14. Print a copy for your records and send a copy to your Nursing Administrator after your online submission.
- C. If you do not have internet access, or have difficulty completing the online form, or your school name is not listed in the school name drop down, please use Form **PM 236** (*Immunization Assessment of Kindergarten Students-Annual Report, School Summary Sheet*) and Fax to: School Support at (213) 637-4543.
- D. If you have additional questions, please contact the Los Angeles County Immunization Program School Support Coordinator at lhartoonian@ph.lacounty.gov or (213) 351-7478.

Quick Reference Guide for School Staff

Kindergarten Immunization Report(s) in Welligent



Log-in to Welligent
(<https://welligent.lausd.net>)
using your Single Sign-On
(SSO) user name and
password



From the **Control Panel** of
the Welligent homepage,
Click **Reports**
Click **Immunizations &
Other Health Rpts**



Click the graph icon to the left of
the report

**Comprehensive Immunization
Information-All Students (2684)**
generates students' all
immunizations status. This is the
report that must be generated to
follow up for all immunization
types.

SHHS / MAA

WELPROVIDER EDUCATION ADMIN HEALTH SUPERVISOR REPORTS

Comprehensive Immunization Information - All Students (2008)

Report Engine: Print Listing
Report Description: Only includes students who are enrolled in MSS. Excludes duplicate shots (same shot - same day). The following immunization types are reported on: DTAP/DTp, Hep B, IPV/OPV, MMR, Tdap, Varicella, MMR2/D11/15.

Filter Values:

District: All Districts

SCHOOL: 1st St El

Grade: Kindergarten

Immunization Type:

Buttons: Schedule, Run, Excel, (1) Not List, Abort, Close

Do you want to open the Comprehensive Immunization Information - All Students for worksheet?

Open, Save, Cancel

Select the appropriate

District – this field can be left blank

School - from the drop-down

Select **Kindergarten**

Immunization Type, leave blank for all immunizations

Click **Run** or **Excel** (right upper hand side)

If **Excel** was selected, click **Open**

NOTE:

Report ID 2684, generates a roster of all students with complete or incomplete immunizations

Comprehensive Immunization Information - All Students - Excel

District	SCHOOL	LAST NAME	FIRST NAME	STUDENT ID	AGE	DOB	GRADE	IMMUNIZATION	SHOT DATES	STATUS	COMPLIANT	14 or OVER	OPTION 1
East	1st St El			32	5	7-Apr-10	Kindergarten	DTAP/DTp	13-JUN-10, 17-AUG-10, 19-OCT-10, 24-MAY-11, 25-JUN-11	Met requirements	Y		
East	1st St El			32	5	7-Apr-10	Kindergarten	Hep B	07-APR-10, 15-JUN-10, 19-OCT-10	Met requirements	Y		
East	1st St El			32	5	7-Apr-10	Kindergarten	IPV/OPV	13-JUN-10, 17-AUG-10, 19-OCT-10, 24-MAY-11	Met requirements	Y		
East	1st St El			32	5	7-Apr-10	Kindergarten	MMR	24-MAY-11, 03-JUN-14	Met requirements	Y		
East	1st St El			32	5	7-Apr-10	Kindergarten	Varicella	24-MAY-11, 03-JUN-14	Met requirements	Y		
East	1st St El			17	5	6-Jun-10	Kindergarten	DTAP/DTp	23-4UG-10, 12-OCT-10, 16-DEC-10, 02-FEB-11	Met requirements	Y		
East	1st St El			17	5	6-Jun-10	Kindergarten	Hep B	22-4UG-10, 12-OCT-10, 02-FEB-11	Met requirements	Y		
East	1st St El			17	5	6-Jun-10	Kindergarten	IPV/OPV	23-4UG-10, 12-OCT-10, 16-DEC-10, 10-OCT-11	Met requirements	Y		
East	1st St El			17	5	6-Jun-10	Kindergarten	MMR	16-JUN-11, 10-OCT-11	Met requirements	Y		
East	1st St El			17	5	6-Jun-10	Kindergarten	Varicella	16-JUN-11, 10-OCT-11	Met requirements	Y		
East	1st St El			8	5	19-Jul-10	Kindergarten	DTAP/DTp	05-OCT-10, 09-DEC-10, 07-MAR-11, 24-OCT-13	DOSES REQUIRED - FAILED 4 SHOT	N		
East	1st St El			8	5	19-Jul-10	Kindergarten	Hep B	19-JUL-10, 06-OCT-10, 07-MAR-11	Met requirements	Y		
East	1st St El			8	5	19-Jul-10	Kindergarten	IPV/OPV	05-OCT-10, 09-DEC-10, 07-MAR-11, 21-OCT-11	Met requirements	Y		
East	1st St El			8	5	19-Jul-10	Kindergarten	MMR	11-11-AUG-14	Met requirements	Y		
East	1st St El			8	5	19-Jul-10	Kindergarten	Varicella	19-SEP-11, 11-AUG-14	Met requirements	Y		
East	1st St El			8	5	19-Jul-10	Kindergarten	Varicella	19-SEP-11, 11-AUG-14	Met requirements	Y		
East	1st St El			0	5	22-Jul-10	Kindergarten	DTAP/DTp	04-OCT-10, 13-DEC-10, 14-FEB-11, 14-OCT-12, 26-FEB-13	Met requirements	Y		
East	1st St El			0	5	22-Jul-10	Kindergarten	Hep B	22-JUL-10, 04-OCT-10, 14-FEB-11	Met requirements	Y		
East	1st St El			0	5	22-Jul-10	Kindergarten	IPV/OPV	04-OCT-10, 13-DEC-10, 14-FEB-11, 26-FEB-13	Met requirements	Y		
East	1st St El			0	5	22-Jul-10	Kindergarten	MMR	23-JUL-11, 26-FEB-13	Met requirements	Y		
East	1st St El			0	5	22-Jul-10	Kindergarten	Varicella	23-JUL-11, 26-FEB-13	Met requirements	Y		
East	1st St El			31	6	13-Sep-09	Kindergarten	DTAP/DTp	18-NOV-09, 27-JAN-10, 13-APR-10, 15	Met requirements	Y		
East	1st St El			31	6	13-Sep-09	Kindergarten	Hep B	18-NOV-09, 27-JAN-10, 13-APR-10, 15-APR-10	Met requirements	Y		
East	1st St El			0913094021	6	13-Sep-09	Kindergarten	IPV/OPV	18-NOV-09, 27-JAN-10, 13-APR-10, 15-APR-10	Met requirements	Y		
East	1st St El			0913094021	6	13-Sep-09	Kindergarten	MMR	28-SEP-10, 29-APR-14	Met requirements	Y		
East	1st St El			0913094021	6	13-Sep-09	Kindergarten	Varicella	28-SEP-10, 29-APR-13	Met requirements	Y		
East	1st St El			103962506	6	16-Oct-09	Kindergarten	DTAP/DTp	09-JAN-10, 11-MAR-10, 14-MAY-10, 22-AUG-11, 16-MAR-14	Met requirements	Y		

Sample of **Report ID 2684**

Notice that there are 5 lines per students for all required immunizations

This report includes all students compliant or non-compliant (missing immunization report is still in progress)

If **Excel** format was selected, you may use the **Filter** option (right upper hand side) to select the non-compliant students (needing follow-up). See next screen shot

Notice that after filtering "N" on under the **Compliant** column, only students that need follow up are on the report

Notice that the list of students include **conditional** and **unconditional** entrants.

Conditional is when a student is currently up to date on required immunizations (too early to have the next dose) but more doses are due later.

Unconditional are the students that need the proof of the next immunization dose now and need to be excluded.

NOTE: The immunization report(s) has real-time immunization data from MiSiS. They include all active students in MiSiS except for students with temporary student ID (5-digits, all numbers) and the new enrollees whose information have just been entered into MiSiS the last two days. School staff should wait until the student has permanent student ID before entering the immunization data into MiSiS.

Students currently receiving services from Carlson Home/Hospital School are also included under their School of Attendance.

NOTE: There will be more improved immunization reports that will include "Conditional" column and reports that will only contain "Non-Compliant" roster of students with contact numbers in the next few weeks.

If you selected **Excel**...

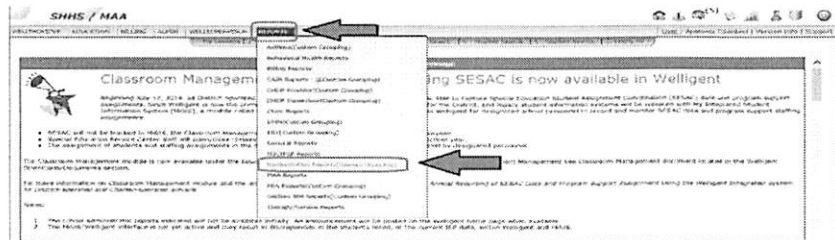
- (1) The file may be printed using **Portrait** or **Landscape** orientation
- (2) Click **View** from the toolbar and then click on the **Page Break Review**
- (3) Print and Save the file in the appropriate folder in your computer.

Quick Guide for School Staff

Annual Immunization Report(s) in Welligent



Log-in to Welligent
(<https://welligent.lausd.net>) using
your Single Sign-On (SSO) user
name and password



From the *Welligent* homepage,
Click **Reports** from the **Control
Panel**
Click on **Immunization Reports**



The **Immunization Reports**
Category will appear on the screen
with the list of Immunization
Reports

Click the graph icon  to the left
of the Immunization Report, i.e.
**State Annual Immunization
Assessment Report**

**Child Care Centers/Pre-School
enrolled in MiSIS ONLY- (Report ID
2478)**

Kindergarten (Report ID 2479)

7th grade Tdap (Report ID 2477)

Click **Run** on the right upper hand side

Click **Print Report**

The reports include the count of **Active** students in MiSiS except for students with temporary student ID (all numbers) and the new enrollees whose information have just been entered into MiSiS the last two days. Students currently receiving services from Carlson Home/Hospital School are counted under their School of Attendance.

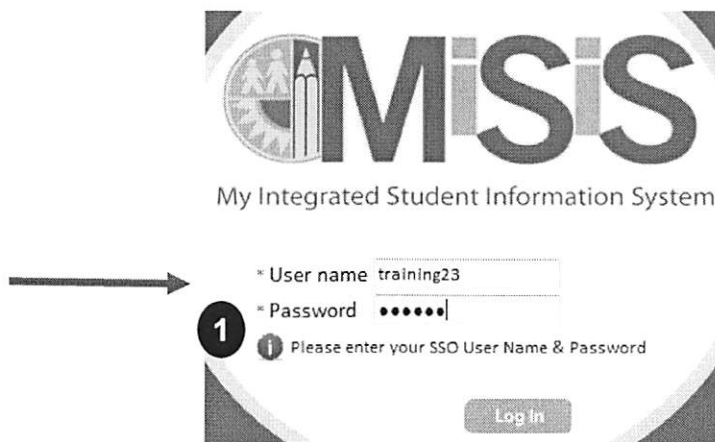
MiSiS – My Integrated Student Information System

IMMUNIZATIONS

JOB AID

This job aid provides instruction on the process to create and/or edit immunization records. Users with the **Office Manager** and **School Nurse** roles can perform this task.

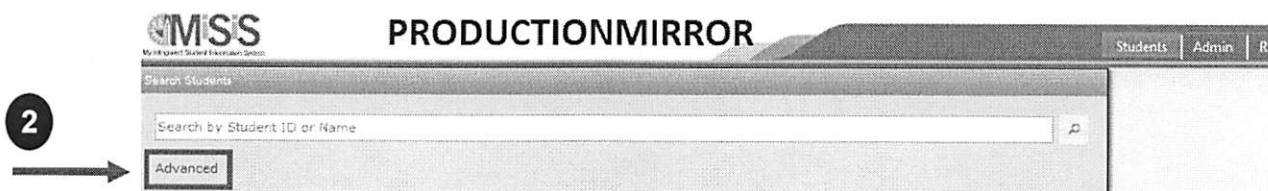
Step 1 Log into MiSiS at <https://misis.lausd.net/start>, using your single sign-on (SSO) account.



The image shows the MiSiS login page. At the top is the MiSiS logo with the text "My Integrated Student Information System" below it. Below the logo is a login form with two fields: "User name" containing "training23" and "Password" with masked characters. A red circle with the number "1" is next to the password field. Below the fields is a message: "Please enter your SSO User Name & Password". At the bottom right is a "Log In" button. An arrow points from the left towards the login form.

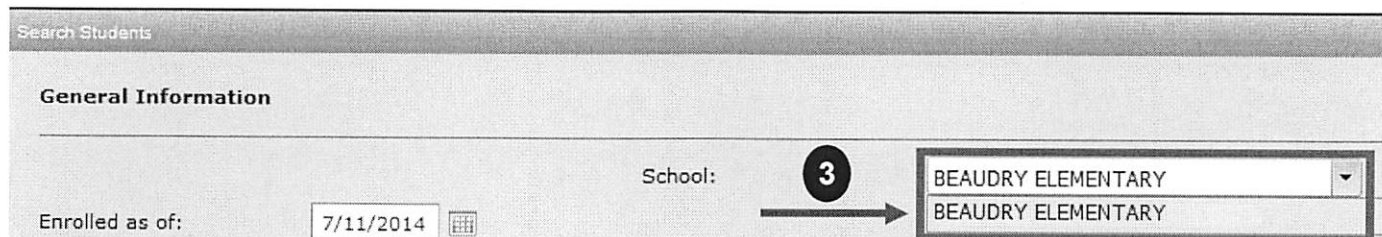
Create an Immunization Record

Step 2 From the MiSiS home page, click on the **Advanced** link in the **Search Students** area.



The image shows the "Search Students" page in MiSiS. At the top is the "MSS" logo and the text "PRODUCTIONMIRROR". Below the logo is a search bar with the text "Search by Student ID or Name". To the right of the search bar is a "Search" button. Below the search bar is a link labeled "Advanced". A red circle with the number "2" is next to the "Advanced" link, and an arrow points from the circle to the link. In the top right corner, there are links for "Students", "Admin", and "Reports".

Step 3 Click on the **School** drop down arrow and select a school from the list.



The image shows the "General Information" section of the "Search Students" page. It includes a "School:" label, a "School:" dropdown menu, and a "BEAUDRY ELEMENTARY" button. A red circle with the number "3" is next to the "School:" dropdown menu, and an arrow points from the circle to the dropdown menu. Below the "School:" label is a "7/11/2014" date field with a calendar icon. The "BEAUDRY ELEMENTARY" button is highlighted with a red border.

Step 4 Change the **Enrolled as of:** date to the appropriate date (Example: **8/12/2014** for the first day of instruction for single-track schools).

Search Students

General Information

School: BEAUDRY ELEMENTARY

Enrolled as of: 08/12/2014

Student ID: []

Gender: []

Grade Level: []

Teacher: []

Calendar: August 2014

S	M	T	W	T	F	S
31	27	28	29	30	1	2
32	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

12

Step 5 Once all search parameters have been entered, click the **Search** button.

☐ Students with Unresolved Absences

Notes

Note Category: []

Note Contains: []

Note Start Date: []

Note End Date: []

Search **Reset**

Simple

Step 6 A list of students is displayed based on the search parameters entered. To access a student's profile, click on the corresponding **name hyperlink**.

Note Category: []

Note Contains: []

Note Start Date: []

Note End Date: []

Search **Reset**

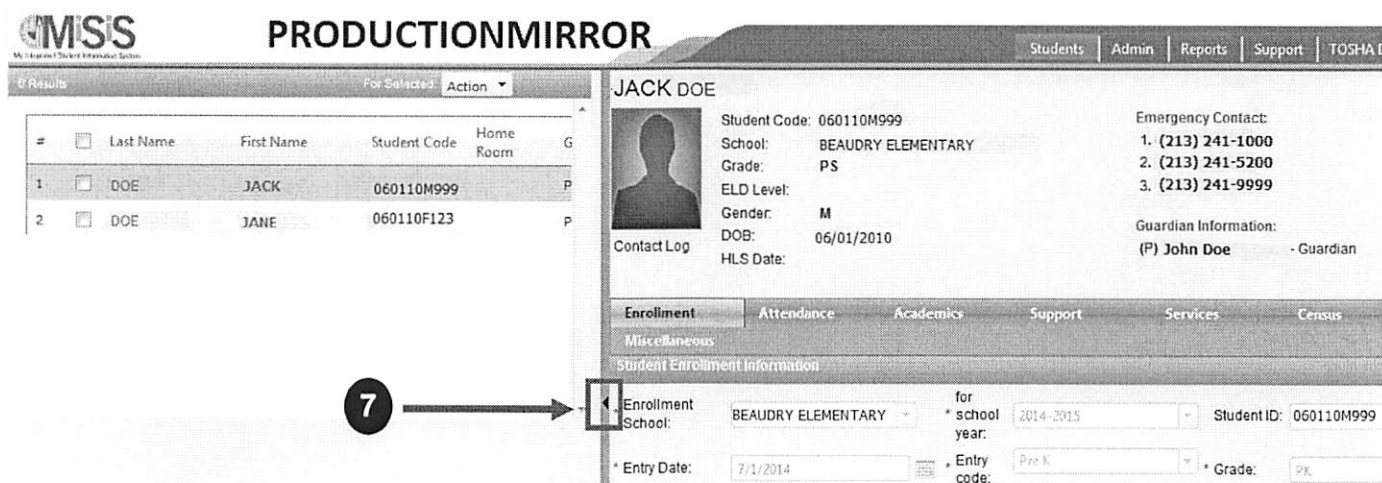
Simple

6 students returned

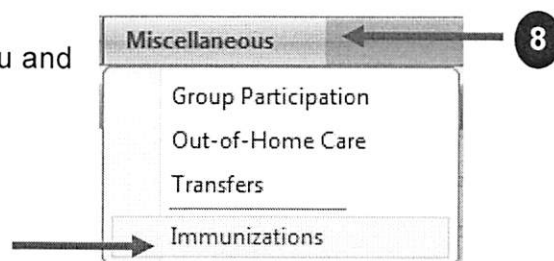
#	<input type="checkbox"/>	Last Name	Student Code	Home Room	Grade
1	<input type="checkbox"/>	DOE	060110M999		PS
2	<input type="checkbox"/>	DOE	060110F123		PS

JACK DOE

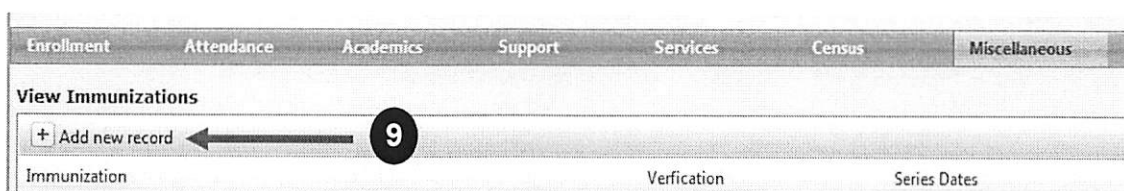
Step 7 To display the full screen, click the horizontal  arrow to collapse the **search results** pane.



Step 8 Hover over the **Miscellaneous** menu and select **Immunizations**.



Step 9 Click the  Add new record button.



Fields identified with a red asterisk (*) require entry.

IMMUNIZATIONS

Step 10 Click the Immunization drop down  arrow.

Step 11 Select the appropriate Immunization option.

View Immunizations

+ Add new record

Immunization	Verification	Series Dates	Exemption	Exemption Date
Submit Immunization				
* Immunization:				
* Exempt:				
Verification:				
Exemption:				
Exemption Date:				

Immunization Date 1:
Immunization Date 2:
Immunization Date 3:
Immunization Date 4:
Immunization Date 5:

HPV
MCV4
Measles
Pneumococcal Conjugate Vaccine
Rotavirus
TDAP

Save Cancel

Step 12 Select Yes or No for the Exempt option.

* Exempt: ☐ Yes ☒ No

Step 13 Click on the Verification drop down  arrow.

Step 14 Select the appropriate Verification option.

Submit Immunization

* Immunization: Measles

* Exempt: ☐ Yes ☒ No

Verification:

Exemption:

Exemption Date:

County Record
Health Clinic Records
Migrant Student Records
Physician's Report
State School Immunization Record

Step 15 Click on the calendar  icon and select the immunization date.

June 2014

S	M	T	W	T	F	S
22	25	26	27	28	29	30
23	1	2	3	4	5	6
24	8	9	10	11	12	13
25	15	16	17	18	19	20
26	22	23	24	25	26	27
27	29	30	1	2	3	4

Step 16 Click the **Save** button to update.

The screenshot shows the 'View Immunizations' form with fields for Immunization, Verification, Series Dates, Exemption, and Exemption Date. The 'Save' button is highlighted with a red circle and the number 16.

Edit an Existing Immunization Record

Repeat steps 1-8 to access an existing immunization record.

Step 9 Click the **Edit** icon to open a record for editing.

The screenshot shows a table of immunization records. The 'Edit' icon (pencil) is highlighted with a red circle and the number 9.

Immunization	Verification	Series Dates	Exemption	Exemption Date	
DTP (DTaP/DT/Td)		7/24/2007 9/26/2007			
HEPATITIS A		2/15/2008 5/11/2008			
HEPATITIS B		7/24/2007 9/26/2007			
MM		5/11/2008			
Measles	Physician's Report	6/3/2014			
MEASLES, MUMPS, & RUBELLA		9/7/2011 10/30/2008			
POLIO (OPV/IPV)		11/23/2007 9/26/2007			

Step 10 Enter changes and click the **Save** button to **save** the updates.

The screenshot shows the 'Submit Immunization' form with fields for Immunization, Exempt, Verification, Exemption, and Exemption Date. The 'Save' button is highlighted with a red circle and the number 10.

Submit Immunization

* Immunization: MEASLES, MUMPS, & RUBELLA

* Exempt: ☐ Yes ☒ No

Verification: - Please Select -

Exemption: - Please Select -

Exemption Date:

Immunization Date 1:

Immunization Date 2:

Immunization Date 3:

Immunization Date 4:

Immunization Date 5:

10 → **Save** **Cancel**