

DATE

Immunization Branch
California Department of Health Services
850 Marina Bay Pkwy
Richmond, CA 94804

To Whom It May Concern:

The NAME School District would like to request permission to computerize the immunization records-keeping system for our students, and request the supplies necessary to print the California School Immunization Record or Blue Card.

The NAME School District's student information system (SIS) does contain personal student identifiers, student birth-dates (including month, day, and year), and full dates for required vaccinations. In addition, NAME School District's student information system is backed-up every night, 7 times per week.

NAME School District school site personnel prepare and send complete hard copies of the Blue Card as part of the permanent record folder for all out-of-district transfers within California.

A hard copy of the Blue Card, signed by the parent, is kept on file for all children whose personal beliefs exempt them from immunization requirements. Also, a hard copy is kept on hand for all students with medical exemptions, accompanied by a physician's letter or statement regarding the exemption.

Hard copies of student Blue Cards are made available to health department personnel as needed for auditing purposes.

Any questions regarding NAME School District's SIS can be directed to CONTACT NAME, TITLE at XXX-XXX-XXXX.

Thank you,