

**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635**

September 6, 2006

MEMORANDUM FOR AREA DEPUTY DIRECTORS
AREA EDUCATION CHIEFS
DISTRICT SUPERINTENDENTS, DODEA
PRINCIPALS, DODEA
SCHOOL NURSES, DODEA

SUBJECT: School Nurses and Student Information Systems (SIS)

DoDEA school nurses will be expected to use SIS (previously Student Management Systems-SMS) this year. School nurses and school administrators are asked to review the information regarding the five areas of SIS listed below:

1. Privacy

Nurses should refer to DoDEA Manual 2942.0, *School Health Services Guide*, March 2004, pages 10-13 (*Protection of Student Records*) for information on releasing student health information.

2. Immunizations

School Nurses are not required to use the immunization section in SIS during the 2006-07 school year. Many school nurses are already inputting immunizations into SIS and nurses are encouraged to continue this practice. Nurses who choose not to use SIS for maintaining immunization records must maintain another form of compliance records. School immunization records must be readily available to the school administrator. Immunization records are a part of the student's health record. Health records are a part of the student's education records.

3. Medical Alerts

Only persons serving in the School Nurse position may enter Medical Alerts in SIS. In the event that there is no School Nurse available, the administrator will determine who is responsible for maintaining school health records. Medical Alerts added to the SIS should include only life threatening alerts. Non-life threatening medical alerts should be disseminated to those persons who have a need to know.

4. Previously Used Electronic Management Systems

Previously used student health information systems may be used for viewing historical data only. No one may add any information to a previously used student health management system. DoDEA will not provide technical support for any systemwide programs previously used in DoDEA. Because SIS is the adopted system, technical support is available for SIS only.

5. Demographic Data

School nurses may not add nor alter any demographic information in SIS.

Please direct questions or concerns to Maria Barkmeier, who may be reached by email or phone at DSN 338-7809.

“Original Signed”

Mary S. Patton
Coordinator, Pupil Personnel Services