SUPPORT AND TRAINING

You may contact the following office for assistance:

Health Services                      Procedures
(909) 880-6839

Attendance Accounting                  Attendance Reporting
Attendance Accounting Technician
(909) 381-1146

Student Records                       Enrollment
District Registrar
(909) 880-6615

Security Department                   Aeries Access
Security Specialist
securityspecialist@sbcusd.k12.ca.us

Information Technology Help Desk      Computer and Hardware Assistance
(909) 888-4357
helpdesk@sbcusd.k12.ca.us

Reports Department                    Aeries Report Assistance
reports@sbcusd.k12.ca.us

Information Technology               Training
Training Specialist
techtraining@sbcusd.k12.ca.us
**IMMUNIZATION RECORD (BLUE CARD)**

Students enrolling in SBCUSD schools are required to be up to date on all immunizations.

Please read these guidelines from the SBCUSD on immunizations and physicals:

[SBCUSD Immunization Guidance](#)

**Exceptions:**
- Homeless and foster youth may attend school while records are being obtained
- Students with IEPs
- Students who are 18 years old

**How to Input Immunizations**

<table>
<thead>
<tr>
<th>Login to Aeries.</th>
<th><a href="https://sbcusd.asp.aeries.net/admin/Login.aspx">https://sbcusd.asp.aeries.net/admin/Login.aspx</a></th>
</tr>
</thead>
</table>
| Login Info:      | Username: sbc-district\firstname.lastname  
|                  | Password: District password  
| Search for the student using the student’s name or ID number. | ![Search](#)  
| Go to the Immunizations page. | ![Immunizations](#)  
| Click the Change button at the bottom of the screen to make the screen editable. | ![Change](#)  
| Click the Update button to save the changes. | ![Update](#)  

View of the Immunization Screen Components

A: Updating Immunizations

Update Immunizations:

- Complete the vaccine and dose section using information from the student’s immunization record, a prior school record, a clinic record or an immunization registry (CAIR).
- Any vaccine given four or fewer days before required age is valid.
- Complete the “Tdap line” if students are in 7th-12th grades. They must have at least one dose of pertussis-containing vaccine on or after 7th birthday.
Inputting 7th Grade Tdap Information

Documentation of Tdap for 7th Grade

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Polio</td>
<td>–</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DTP Vaccine Type</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles, Mumps, Rubella</td>
<td>9/13/2011</td>
<td>8/18/2014</td>
<td>8/10/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haemophilus influenza type b</td>
<td>9/20/2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>9/20/2011</td>
<td>8/10/2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumococcal (PCV)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meningococcal (Hib)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tdap - 7th Grade</strong></td>
<td>8/10/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**7th Grade Advancement**

- Students in 7th-12th grades must have at least one dose of pertussis-containing vaccine on or after 7th birthday and record on the **Tdap line circled above in blue**.
- **You will also record on the DTP line above circled in red.**

**B: Medical Exemption Area on the Blue Card**

**Exemption Documentation:**

C- Temporary Medical Exemption must be signed by California MD/DO and updated yearly.

E- Permanent Medical Exemption (PME) box(es) are for vaccines that are permanently exempt for medical reasons and must be updated when changing grade spans (TK/K and 7th) by a California MD/DO.

H- is no longer used and needs “Medical Exemption” from physician for varicella starting January 1, 2021

P- Personal belief statements used prior to Jan. 1, 2016 are no longer valid, when changing grade spans (TK/K and 7th) or coming from out of state.
E – Permanent Medical Exemption

**E: Permanent Medical Exemption:**

- Medical exemptions can only be issued through the California Immunization Registry – Medical Exemption website (CAIR-ME) by physicians licensed in California. For more information: [Medical Exemption Link](#)

- Medical exemptions must be updated at the time of the Grade Span Change (TK/K or 7th grade)

- Attach the required physician’s “Medical Exemption” to the “Blue Card” and file in the student’s cumulative record.

- A “Medical Exemption” by a physician should be used for the child who had chickenpox disease or a blood test indicating immunity from disease. This should be filed in the cumulative record.

P – Personal Belief Exception (PBE)

**P- Personal Belief Exemption (PBE)**

<table>
<thead>
<tr>
<th>A PBE filed before 2016 at:</th>
<th>Remains valid until...</th>
</tr>
</thead>
<tbody>
<tr>
<td>A pre-kindergarten facility</td>
<td>First entry between TK/K through 6th grade</td>
</tr>
<tr>
<td>TK/K through 6th grade</td>
<td>Completion of 6th grade</td>
</tr>
<tr>
<td>Entry between 7th-12th grade</td>
<td>Completion of 12th grade</td>
</tr>
</tbody>
</table>

- PBE is only valid if originally filed while attending a California school, prior to 2016

- PBEs filed in 2014 and 2015 are only valid when signed by both an authorized health care practitioner and a parent/guardian, no more than 6 months prior to the child’s first entry into school or child care or a new grade span. (If “religious beliefs” box is checked, then only parent signature is required.)

- PBEs filed prior to 2014 only parent signature is required.

**Scenario:**

Joe is in 5th grade and recently transferred to your school from Texas. A PBE for him was filed at a school in Texas in 2013. Is the PBE valid in California? No. Even though his PBE was filed before 2016, it was not filed in a California school before 2016 and therefore not valid. Joe must meet all immunization requirements for his grade.
New Section: Status of Requirements

C: Staff Initials

Staff Initials:

Determine the Student’s Grade:
- Pre-K (any private or public child care center, day nursery, nursery school, family day care home, or development center)
- TK/K-12 or
- 7th grade (or advancement to) 7th grade

“Blue Card” must have the initials of staff reviewing records
**D: Requirements Met and Date Requirements Met**

- **Select “X”** if the student’s meets admission requirements, check the designated box and enter the date under “Date Requirements Met.” This date is usually the date records are determined to be complete.

- **Select “I”** if the student has an IEP and has not met requirements, fill in the date of the requirement.

- **Select “P”** if personal belief statement was filed before January 1, 2016 filed in California.

**E: Requires Follow-Up and Date**

- **Select “TE”** - If the student has a TME check the designated box and then complete the “Follow-up Date(s)” space. The statement must indicate which immunization is postponed and when the child can be immunized. The medical statement must be attached to “Blue Card.”TE” has a maximum duration of 12 months and is renewable for up to 12 months.

- **Select “MC”** - If the student does not have all required doses, but is not due for any doses, check the “MC” and fill in the “Follow-up Date(s)” space. **Review these records at least every 30 days.**

- **Select “MD”** - If the student is due for doses now and subject to exclusion, check the “MD” box and fill in the “Follow-up Date(s)” space.
F: Records Presented

- Complete one of the above in the drop down menu of “Records Presented”
- You may add additional immunization sources in the “blank box” on the right above (texted image, school record, CAIR, etc.).
Saving and Printing the Immunization Record in Aeries

**NOTE:** If you do not want to print instructions on the back side of the Blue Card, uncheck the box.
## Resources:

- **Immunization Handbook January 2021**
- **California Department of Education, Immunizations**
- **Shots For School**
CALIFORNIA IMMUNIZATION REQUIREMENTS FOR K – 12TH GRADE (including transitional kindergarten)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION*</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12th Admission</td>
<td>4 Polio; 5 DTaP; 3 Hep B; 2 MMR; 1 Varicella</td>
</tr>
<tr>
<td>7th Grade Advancement**</td>
<td>1 Tdap; 1 Varicella; 1 Hepatitis A vaccine</td>
</tr>
</tbody>
</table>

1. Requirements for K-12 admission also apply to transfer pupils.
2. Combination vaccines (e.g., MMRV mix) meet the requirements for individual component vaccines. Doses of DTP count towards the DTaP requirement.
3. Any vaccine administered four or fewer days prior to the admission date is valid.
4. Three doses of polio vaccine meet the requirement if one dose was given on or after the 7th birthday.
5. Four doses of DTaP meet the requirement if at least one dose was given on or after the 7th birthday. Three doses meet the requirement if at least one dose of Tdap, DTaP or DTP vaccine was given on or after the 7th birthday, also meets the 7th grade Tdap requirement. See 8th grade.
6. Tdap/Tdpa = diphtheria toxoid, tetanus toxoid, and acellular pertussis vaccine
7. Hep B = hepatitis B vaccine
8. MMR = measles, mumps, and rubella vaccine
9. Varicella = varicella vaccine

INSTRUCTIONS:
- California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Students entering 7th grade who have a personal belief exemption on file must meet the requirements for Tdap/DTaP and 7th grade. See shotsforschool.org for more information.
- UNCONDITIONALLY ADMIT a pupil whose parent or guardian has provided documentation of any of the following for each immunization required for the pupil’s age or grade as defined in the table above:
  - Receipt of immunization
  - A personal belief exemption filed in CA prior to 2016; this is valid until enrollment in the next grade span, typically at TK or 7th grade.
- CONDITIONALLY ADMIT any pupil who lacks documentation for unconditional admission if the pupil has:
  - Completed receiving doses of all the vaccines required for the pupil’s grade (table above) and is not currently due for any doses at the time of admission (as determined by intervals listed in Conditional Admission Schedule, column entitled “EXCLUDE IF NOT GIVEN BY”); or
  - A temporary medical exemption from one or all required immunizations.

QUESTIONS?
See the California Immunization Handbook at shotsforschool.org

IMMUNITY REQUIREMENTS FOR K-12TH GRADE (continued)

Before admission a child must obtain the first dose of each required vaccine and any subsequent doses that are due because the period of time allowed before exclusion has elapsed.

<table>
<thead>
<tr>
<th>DOSE</th>
<th>EARLIEST DOSE MAY BE GIVEN</th>
<th>EXCLUDE IF NOT GIVEN BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polio #2</td>
<td>4 weeks after 1st dose</td>
<td>8 weeks after 1st dose</td>
</tr>
<tr>
<td>Polio #3</td>
<td>4 weeks after 2nd dose</td>
<td>12 months after 2nd dose</td>
</tr>
<tr>
<td>Polio #4</td>
<td>6 months after 3rd dose</td>
<td>12 months after 3rd dose</td>
</tr>
<tr>
<td>DTaP #5</td>
<td>4 weeks after 1st dose</td>
<td>8 weeks after 1st dose</td>
</tr>
<tr>
<td>DTaP #6</td>
<td>4 weeks after 2nd dose</td>
<td>8 weeks after 2nd dose</td>
</tr>
<tr>
<td>DTaP #7</td>
<td>4 weeks after 3rd dose</td>
<td>8 weeks after 3rd dose</td>
</tr>
<tr>
<td>DTaP #8</td>
<td>5 months after 4th dose</td>
<td>12 months after 4th dose</td>
</tr>
<tr>
<td>Hep B #2</td>
<td>4 weeks after 1st dose</td>
<td>8 weeks after 1st dose</td>
</tr>
<tr>
<td>Hep B #3</td>
<td>8 weeks after 2nd dose and at least 4 months after 1st dose</td>
<td>12 months after 2nd dose</td>
</tr>
<tr>
<td>MMR #2</td>
<td>Age less than 13 years: 3 months after 1st dose</td>
<td>4 months after 1st dose</td>
</tr>
<tr>
<td>Varicella #2</td>
<td>Age 13 years and older: 4 weeks after 1st dose</td>
<td>8 weeks after 1st dose</td>
</tr>
</tbody>
</table>

1. Three doses of polio vaccine meet the requirement if one dose was given on or after the fourth birthday if polio #3 is the final required dose, polio #3 should be given at least six months after polio #2.
2. IFDTaP #3 is the final required dose, DTaP #4 should be given at least six months after DTaP #3, and pupils should be excluded if not given by 12 months after second dose. Three doses meet the requirement if at least one dose of Tdap, DTaP or DTP vaccine was given on or after the seventh birthday. One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement.

Continued attendance after conditional admission is contingent upon documentation of receipt of the remaining required immunizations. The school shall:
- Review records of any pupil admitted conditionally to a school at least every 10 days from the date of admission.
- Inform the parent or guardian of the remaining required vaccine doses until all required immunizations are received or an exemption is filed.
- Update the immunization information in the pupil’s record.

For a pupil transferring from another school in the United States whose immunization record has not been received by the new school at the time of admission, the school may admit the child for up to 30 school days. If the immunization record has not been received at the end of this period, the school shall exclude the pupil until the parent or guardian provides documentation of compliance with the requirements.

* In accordance with 17 CCR sections 6050-6051 and Health and Safety Code sections 120310-120312.
† In accordance with Health and Safety Code section 120335.

SBCUSD – IT Applications Training and Support