

The following checklist will help guide you through the School Module onboarding process. More detailed information about each part of the onboarding process can be found on our website at www.doh.wa.gov/schoolmodule. If you have any questions about the School Module or need assistance during the onboarding process, please contact us by email at schoolmodule@doh.wa.gov.

PART 1: ACCESS CHECKLIST

- Talk to your school administrators and IT staff about the School Module. Use the [Talking Points for School Nurses \(PDF\)](#) to help guide the conversation.
- Send an email to schoolmodule@doh.wa.gov indicating you are ready to get access to the IIS School Module.
- Complete the [Information Sharing Agreement](#) (ISA) and [Cover Sheet](#).
 - Enter the complete name of the district or private school on the top of page 1.
 - Check the box for school, school district and circle the appropriate choice.
 - Complete the contact information on the top of page 5.
 - The district superintendent or designee, or private school principal signs as the Agency Signatory.
 - The licensed healthcare provider/school district nurse signs as the Provider Signatory.
 - Collect the Confidentiality Agreement for each School Module user within your district or private school.
 - The Confidentiality Agreement can be found in attachment B of the Information Sharing Agreement. One agreement is required for each user.
 - Disregard attachment C of the Information Sharing Agreement. Schools do not need to fill out this form.
- Mail the original signed Information Sharing Agreement with the Cover Sheet to:

Washington State Department of Health
Office of Immunization and Child Profile
PO Box 47843
Olympia, WA 98504-7905
- Directory Upload (OPTIONAL): If you are interested in a directory upload, please send us a request by email at schoolmodule@doh.wa.gov.

PART 2: IMPLEMENTATION CHECKLIST

- Review the [School Module Guidance and Expectations](#) document and use it to guide the development of your policies and procedures for implementing and using of the School Module.
- Create a plan for implementing the School Module using our [Implementation plan template](#) for guidance.

- Consult your school or district administrators regarding the Family Education Rights and Privacy Act (FERPA) and the release of [directory information](#) and student immunization records.
- Send a [letter to parents](#) explaining the changes in immunization recordkeeping at your school.
- Send a [memo to school staff](#) (such as secretaries and IT personnel) about the School Module and changes to record keeping at your school or district.
- Consider sending an [announcement](#) to your local health jurisdiction or healthcare providers in your area about your change in record keeping.

PART 3: TRAINING CHECKLIST:

- Create a list of all staff that need a School Module account in the district and send the list to schoolmodule@doh.wa.gov . This list should include school nurses and any administrative staff.
 - o Please provide their name, position/title, the school(s) they work at, email address, and what type of access they need (non-nursing staff only).
 - o There are two types of access we can give non-nursing staff:
 1. **Full access** – this type of access is for school nurses and provides the ability to enter immunizations. Non-nursing staff who wish to enter immunizations can do so as part of the RN delegation pilot - additional paperwork will need to be submitted. Please email us at schoolmodule@doh.wa.gov for the additional paperwork.
 2. **Limited Access** – this type of access is limited to updating the roster and printing reports and letters.

Each staff person who needs School Module access will need to:

- Review the [School Module Training Guide](#).
- Watch the [School Module Training Video](#) and follow along with the School Module Training Guide.
- Complete the [School Module Posttest](#) and pass with an 80% or better.
- Use the link and access code provided on your posttest results page to set-up your School Module account. Complete and submit the online form in order to set-up your School Module account.
 - o You will receive an email confirming your School Module account is set-up. The email will include your user name and log-on instructions.

Congratulations you completed the onboarding process and are ready to use the School Module!