



TO: All San Diego Unified School District Substitute Employees
FROM: Human Resources
DATE: March 24, 2016
RE: Annual Notifications

Mandated Reporter Child Abuse Training is required by all classified substitutes. On an annual basis, all District employees must be notified of their obligations regarding state mandated trainings, District and Board policies and procedures. In the past, these notifications were only required of certain school personnel; the District is now mandating participation of all employees of the San Diego Unified School District.

In order to complete your training, please follow the steps below.

The link below will take you to the website to register for your training.

<http://abuse.keenan.safeschools.com/register/151f397d>

- Please enter your first and last name.
- Create a user name that you can remember. *Please note, if that user name is already in use you will need to come up with a new one.*
- It is suggested that you use your District email address. If you do not have a District email address, you can use your personal email address.

Please keep your account information in a safe place, as the training is mandated every school year.



PLEASE ENTER THE FOLLOWING INFORMATION

YOUR FIRST NAME

YOUR LAST NAME

YOUR NEW USER NAME

Available ⁴⁷²

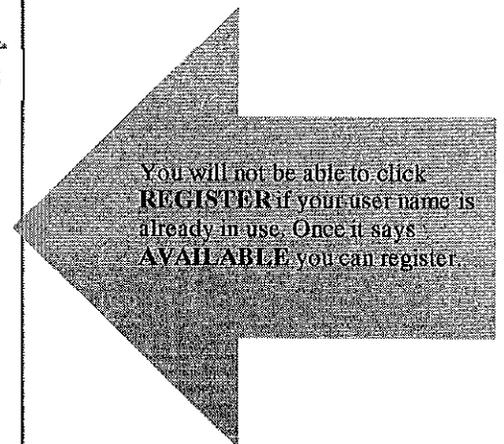
OPTIONAL

YOUR E-MAIL ADDRESS

CONFIRM YOUR E-MAIL ADDRESS

Required input is missing and / or invalid

If you have already registered for an account: Please do not create a second account. Your training progress from your first account would not be carried over. Instead, please go [here](#) and recover your login credentials using your email address.



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Once you are registered you will see this message. Click the link to continue to the training page.

Congratulations Jane, you have been registered as **username1234**.
Please continue to the [training page](#).

Once you have registered, you may access the training page using this link:

<http://abuse.keenan.safeschools.com/login>

Click the on the Mandated Reporter training.



Mandated Reporter: Child Abuse and Neglect (Full Course (California))

Thursday, December 31, 2016
(28 days remaining)

32 minutes Not Started

Although other trainings may be listed, the only required training is the Mandated Reporter Child Abuse Training.

If you are unable to finish the entire 32 minute training. You may log back in at a later time using this link to finish your training. <http://abuse.keenan.safeschools.com/login>



Click on the link for your certificate.

When you are done with the training, you must print your certificate of completion, add your employee id number and return it to HR in one of the following ways.

- via email to hdocuments@sandi.net
- fax 619-686-6650
- school mail- Human Resources/Annex 9
- in person to Human Resources/Annex 9
- US Mail-
Human Resources/Annex 9
4100 Normal St. San Diego, CA 92103

If you have already completed a Mandated Reporter training from another school district or other agency where you served as mandated reporter (i.e. law enforcement, etc.) we can accept written verification and/or certificate of completion as confirmation that you participated in a training within the current year school year.

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Please note, the training is broken into five sections which includes a quiz at the end. You must complete all sections and take the quiz in order to complete the training and print the certificate of completion. You may take the training in shorter segments. The video will start where you left off, however, you will need to remember your username so that you can log back into the website and complete the training.

All verifications of the Mandated Reporter training must be provided to the District as a requirement of employment and to remain in active status in the SAMS/SmartFindExpress system. If we do not received verification of training by the **April 8, 2016 deadline**, you will be blocked in SAMS/SmartFindExpress and will not be able to accept assignments until training is completed.

As a reminder, please be sure to write your employee ID number on your verification of training when submitting your form.

In addition, on an annual basis, all employees must be informed and have an understanding of the following topics:

To access this information/training via the District webpage:

<https://www.sandiegounified.org/current-substitute-and-visiting-teacher-resource-site>

- Legal obligation to report known or suspected instances of child abuse or neglect
- Prohibition of bullying and intimidation
- Nondiscrimination of Transgender students
- Prohibition of sexual harassment
- Nondiscrimination in employment
- Drug-Free Workplace Policy
- Universal Precautions (Blood Borne Pathogens)
- Minor First Aid Procedures
- Automated External Defibrillator (AED) Locations
- Staff use of District data communications networks and the Internet

Thank you in advance for ensuring that you are in compliance with these important topics and for completing the mandated child abuse and neglect reporter training. Our office can be reached at (619) 725-8089.