



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**JACK O'CONNELL**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

August 26, 2009

Dear County and District Superintendents and Charter School Administrators:

### **H1N1 FLU VIRUS: REPORTING SCHOOL-WIDE STUDENT DISMISSALS**

I know you are greatly concerned by the potential of another outbreak of the H1N1 flu virus in your schools this fall. If such an outbreak occurs, there is an urgent need for the California Department of Education (CDE) and the federal government to know the magnitude of outbreak. We are asking for your help in providing this information by reporting any potential school-wide student dismissals.

The Centers for Disease Control and Prevention (CDC) and the U.S. Department of Education (ED) have established a School Dismissal Monitoring System to report H1N1-related school or district dismissals in the United States. If a state or local public health officer in California issues a school-wide or district-wide student dismissal order, local educational agencies (LEAs), including county offices of education, districts, and direct-funded charter schools, are strongly encouraged to immediately report the dismissal to the CDC using the Novel Influenza A (H1N1)-Related School Dismissal Reporting Form. This simple form is available for online or electronic submission on the CDC School Dismissal Monitoring System Web page at [http://cdc.gov/h1n1flu/schools/dismissal\\_form/](http://cdc.gov/h1n1flu/schools/dismissal_form/) (Outside Source). Information required on the Novel Influenza A (H1N1)-Related School Dismissal Reporting Form includes the name and zip code of the school or district affected by the dismissal order, the date dismissed, and the projected date to re-open.

To the extent that LEAs become aware of dismissal policies affecting private schools within their area of jurisdiction, the CDC asks that such information be provided as well.

Please note that the reporting procedure applies only in instances of a school-wide or district-wide dismissal policy. Individual student or staff absences due to H1N1 or other influenza do not need to be reported to the CDC.

Reports submitted to the CDC and the ED regarding school-wide or district-wide student dismissal policies due to H1N1 will be automatically and simultaneously reported to the CDE. The CDE will maintain an up-to-date listing of all affected California schools on the CDE Hot Topics H1N1 Influenza (Swine Flu) Web page at <http://www.cde.ca.gov/nr/re/ht/yr09h1n1.asp#public>.

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You can find the latest resources and information on preparing for and responding to the H1N1 influenza virus on the CDE Health Services & School Nursing H1N1 Influenza (Swine Flu) Web page at <http://www.cde.ca.gov/ls/he/hn/h1n1flu.asp>.

If you have questions regarding this subject, please contact Hilary McLean, Director, Communications Division, at 916-319-0818 or by e-mail at [communications@cde.ca.gov](mailto:communications@cde.ca.gov).

Sincerely,

A handwritten signature in blue ink that reads "Jack O'Connell". The signature is written in a cursive style with a large initial "J".

JACK O'CONNELL

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