

Team IPS,

We understand our staff likely have questions regarding the state of the district with respect to safety protocols that have been in place in response to the COVID-19 pandemic. Specifically, this communication is to provide guidance on the conditions in which staff may be permitted to refrain from wearing a mask or similar faceguard while present in IPS buildings.

First, we would like to state and acknowledge that wearing masks is the safest bet for ALL employees. However, commencing this week, IPS will permit employees who have received vaccination for COVID-19 and are considered fully vaccinated, to eschew wearing masks or faceguards provided such employees do the following:

- Provide proof of their COVID-19 vaccination by uploading to Records (See instructions below)

For clarity, IPS is *not* mandating that all of its employees receive the COVID-19 vaccine; rather, being vaccinated is a prerequisite for employees who want to cease wearing face coverings.

**Kind regards,**

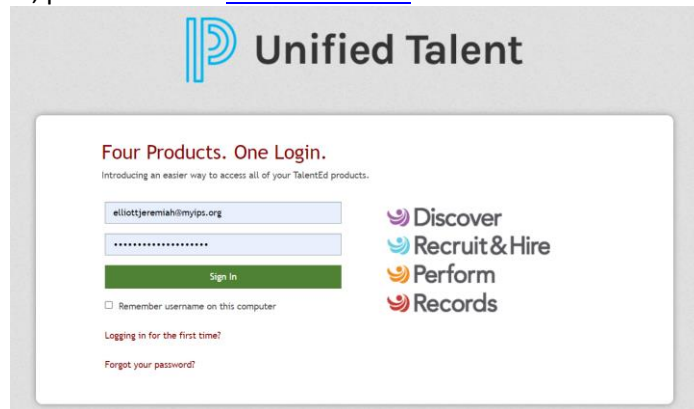
**The Employee Relations Team  
Indianapolis Public Schools**

120 E. Walnut St. | Indianapolis, IN 46204

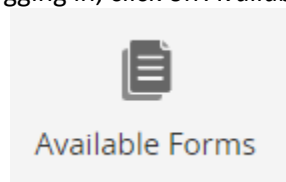
M: 317-266-4586 | [employeerelations@myips.org](mailto:employeerelations@myips.org)

# Uploading to Records

1. Follow this [link](#)
2. Log in using your Records login
  - a. It could be your personal e-mail or your IPS email
  - b. If you unsure of your login, please click on the Forgot your Password option
  - c. If after following the first two steps and you are still experiencing difficulty with logging in, please contact [Jeremiah Elliott](#)



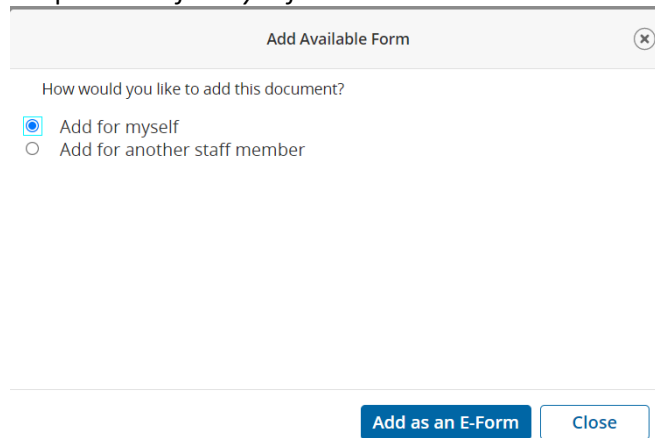
- d.
3. After logging in, click on *Available Forms* on the left side of the screen.



- a.
4. Click on *Covid-19 Vaccine*

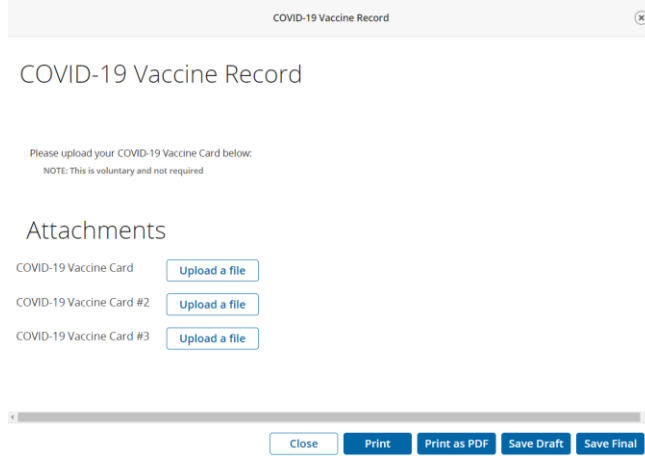


- a.
5. Select the option *Add for Myself* and then click *Add as an E-Form*

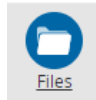


- a.

6. Click on *Upload a File* and attach your vaccination card.
  - a. Then click on *Save Final*



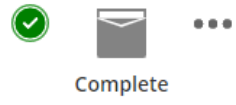
- b.
7. To see if the upload was successful, click on Files on the left side of the screen:



- a.
8. Then click on the Medical folder:



- a.
9. Then click on Covid-19 Vaccine Record. You should also see that the folder notes *Completed On (insert date)*, which is also an indication that the upload was successful



Complete

COVID-19 Vaccine Rec...

Completed On

07/16/2021 10:32 AM

- a.
- b. Once you click on it, you will see the attachments in the folder.



- c.