

Dear Valued IPS Staff Member:

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 updated guidance on the District's stance on mask use. Effective immediately, all staff and students are required to mask inside IPS facilities regardless of vaccination status.

Staff can continue to provide proof of vaccination status given that:

- Mask guidance may change later in the school year
 - Staff can 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 once the Marion County Department of Public Health and the Centers for Disease Control offer guidance that it is safe to do so.

Please note that vaccinated staff that are not symptomatic are not required to quarantine if there is a suspected exposure to Covid-19.

Kind regards,

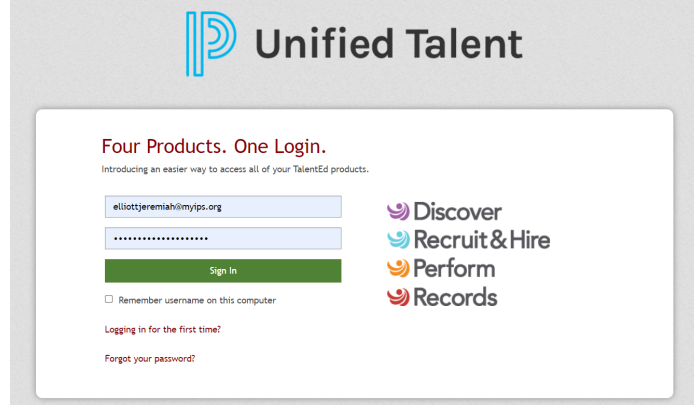
**The Employee Relations Team
Indianapolis Public Schools**

120 E. Walnut St. | Indianapolis, IN 46204

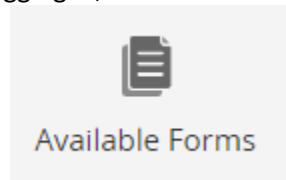
M: 317-266-4586 | employeerelations@myips.org

Uploading to Records

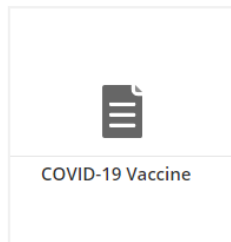
1. Follow this [link](#)
2. Log in using your Records login
 - a. It could be your personal e-mail or your IPS email
 - b. If you unsure of your login, please click on the Forgot your Password option
 - c. If after following the first two steps and you are still experiencing difficulty with logging in,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



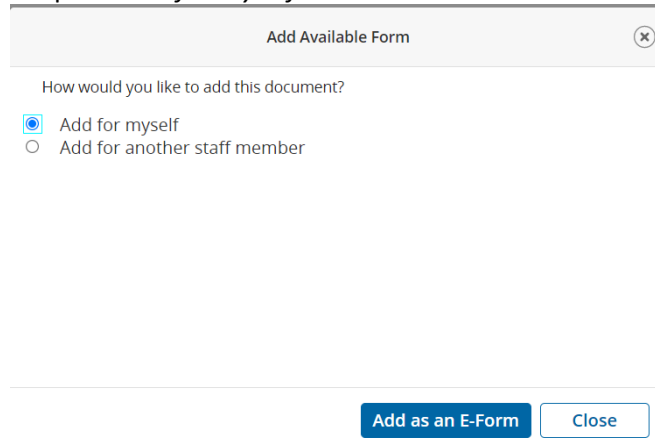
- d.
3. After logging in, click on *Available Forms* on the left side of the screen.



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

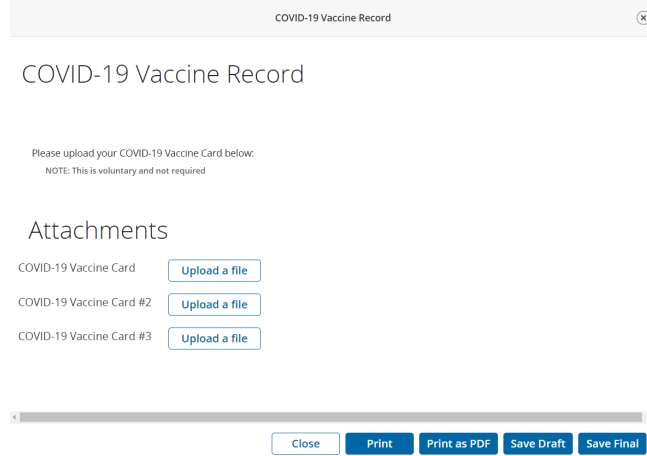


- a.
5. Select the option *Add for Myself* and then click *Add as an E-Form*

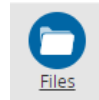


a.

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



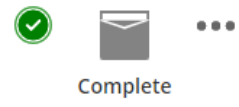
- b.
7. To see if the upload was successful, click on Files on the left side of the screen:



- 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



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.