

November 28, 2022

Hello School Leaders,

I hope everyone had a wonderful Thanksgiving holiday. There are only a couple of things to mention for this week...

- **Volunteer Agreement Forms:** Now that the state of emergency has been lifted, the Human Resource Department has indicated schools should shred the Volunteer Agreement Forms collected earlier this school year. No copies should be kept on file.
- **Immunization Report Due:** A reminder that the annual school immunization report is due to the state **by December 1st** - The portal links are below:
 - [Preschool and Child Care Immunization Status Reporting](#)
 - [School Immunization Status Reporting](#)For schools who are reporting through the IIS School Module the state will pull the immunization report data the weekend after December 1st. Please direct any questions about reporting to OICPSchools@doh.wa.gov

Important Repeat Information (just in case):

EANS I Reminder: [Attached is a reminder](#) sent by Amy Harris at OSPI regarding unused EANS I funds and directions for submitting expenses. Please remember that all EANS I funds must be spent by September 2023. I will be reaching out to schools who still have unused funds to talk about your plan for spending them by the deadline. Thank you!

Salary & Wage Changes for 2023: Last week I shared information regarding the changes in hourly and salary wages that go into effect January 1, 2023. [Attached is a document](#) that further explains these changes.

Have a great week!

Pam Schwartz 😊