

**DATE:** February 10, 2021  
**TO:** All CCSD Employees  
**FROM:** Nadine Jones, Chief Human Resources Officer  
**SUBJECT:** COVID-19 Vaccine Update for All CCSD Employees – Voluntary

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As part of Nevada's Vaccination Program, all CCSD and charter school employees were previously invited to register to receive COVID-19 vaccinations through the Education Point of Dispensing (POD) hosted by the Nevada System of Higher Education (NSHE).

Appointments are now open to all CCSD and charter school employees. If you have not yet registered, and want to receive these vaccinations, please register now. If you have registered and then received a link to make an appointment, please schedule it as soon as possible. The NSHE Vaccination POD will soon be moving on to other groups of Nevadans and the availability for CCSD employees may become limited.

Before you register, please obtain scans/photos of the following documents, which must be uploaded in the registration system:

- Government-issued ID, such as driver's license or passport
- Health insurance card, front and back, if you have one (You will not be charged for the vaccination.)

**You must use your ccsd.net work email to register**, which will be cross-referenced to verify your eligibility. You will receive an invitation to make an appointment when you are eligible.

**Register here:** <https://bit.ly/2LVCCSD21>

You will receive a registration confirmation via email upon completing the form. To ensure you receive the message, please add the following email address to your safe senders list: no-reply@parse.unlv.mycareplan.health.

Please do not forward the registration or appointment link because it is tied to your personal account. There can only be one (1) registration for each person.

If you have already registered through UNLV and did not receive a link to schedule an appointment, please check your spam and trash folders. If there is not a message there, please create a new registration with UNLV to request a vaccination appointment. You should receive an invitation to make an appointment within 48 hours.

If you have received your first dose and need second dose information, please [click here](#).

CCSD has developed a secure and private method for employees to enter their vaccination information, including a decision to not receive the vaccination. The system will allow employees to easily report their immunization information, as well as provide a courtesy reminder to the employee of the date they are eligible to schedule and receive the second dose. Employees are encouraged to visit <https://riskmanagement.ccsd.net/covidentry> to enter the vaccination information after receiving each dose. The immunization information will remain confidential. Questions about the immunization record collection process can be directed to [riskmanagement@nv.ccsd.net](mailto:riskmanagement@nv.ccsd.net).