

Office of COVID Response

Uploading External COVID-19 Vaccination Record

VACCINATIONS

Sample CDC COVID-19 Vaccination Record Card showing fields for Patient Name, Date of Birth, Vaccine, and Date.

This document outlines the steps to upload external COVID-19 vaccination records.

STEP 1 – Sign in to <https://dailypass.lausd.net> and select “Parent” or “Employee/Student”

STEP 2 – Select “Submit External COVID-19 Vaccination Record”

STEP 3 – Select “Self” or “Student”

STEP 4 – Fill out the vaccine information for either yourself or your student. The student needs to be validated first

STEP 5 – Upload vaccine record. Check status of your record under “Vaccinations” in the Daily Pass



STEP 1

Sign in to <https://dailypass.lausd.net> and select “Parent” or “Employee/Student”.

Buttons for PARENTS and EMPLOYEES/STUDENTS are highlighted with red arrows.

STEP 2

Select “Submit External COVID-19 Vaccination Record”.

Navigation options include: Book an LAUSD COVID-19 Test Appointment, Submit External Non-LAUSD COVID-19 Test Result, Submit External COVID-19 Vaccination Record (highlighted with a red arrow), and Get Daily Pass.

STEP 3

Select “Self” or “Student”, then Next. (For students, validate student data and then complete entering test results for student.)

Form titled “Submit External COVID-19 Vaccination Record”. It includes a list of uploadable vaccination details (Self, Student) and a “NEXT” button. A red box highlights the “Upload vaccination details for:” section.

STEP 4

Complete vaccine information. Please ensure all information is reflected accurately.

Form for entering vaccine information. Fields include: 1st Dose COVID-19 Date, 1st Dose Product Name/Manufacturer, 1st Dose Healthcare Professional or Clinic Site, and 1st Dose Lot Number. A red box highlights the entire form.

STEP 5

Upload record and Submit. Uploaded vaccination record must include name, date of birth, lot#, vaccination date(s), healthcare professional/clinic site that administered the vaccine.

Final submission screen showing the “Submit External COVID-19 Vaccination Record” form. A red arrow points to the “SUBMIT” button. A green message at the bottom states “Submission completed successfully.”

Check status at the top “Vaccinations” section.

Oficina de Respuesta al COVID

Cómo presentar un registro externo de vacunación contra COVID-19

Este documento describe los pasos para presentar registros externos de vacunación contra COVID-19.

PASO 1 – Inicie sesión en <https://dailypass.lausd.net> y seleccione “Padres” o “Empleados/Estudiantes”

PASO 2 – Seleccione “Presentar registro externo de vacunación contra COVID-19”

PASO 3 – Seleccione “Sí mismo” o “Estudiante”

PASO 4 – Complete la información de vacunación suya o de su estudiante. Primero debe verificar al estudiante.

PASO 5 – Cargue el registro de vacunación. Compruebe el estado de su registro en “Vacunas” en el Pase Diario



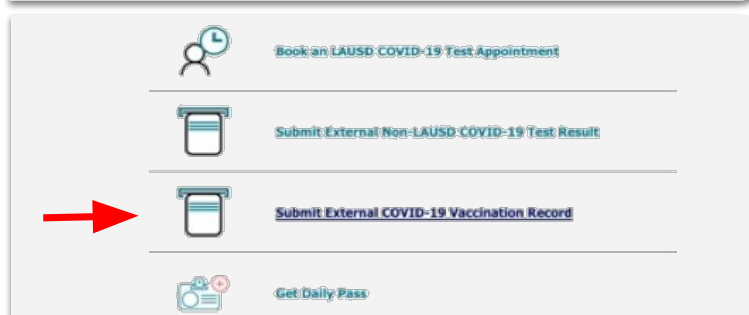
PASO 1

Iniciar sesión en <https://dailypass.lausd.net> y seleccionar “Padres” o “Empleados/Estudiantes”



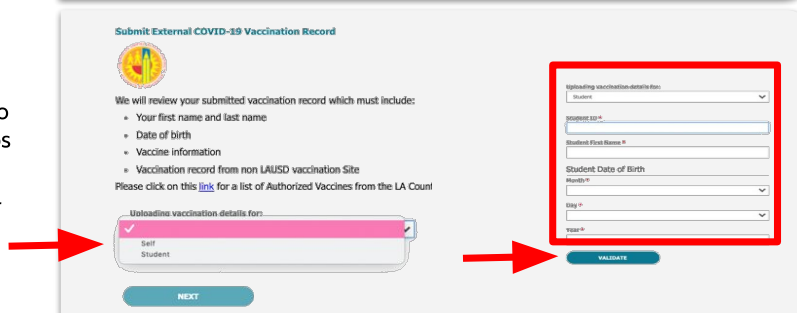
PASO 2

Seleccionar “Presentar registro externo de vacunación contra COVID-19”



PASO 3

Seleccionar “Sí mismo” o “Estudiante”, luego **Siguiente** (para los estudiantes, confirmar los datos del estudiante y luego ingresar exactamente los resultados de la prueba del estudiante.)



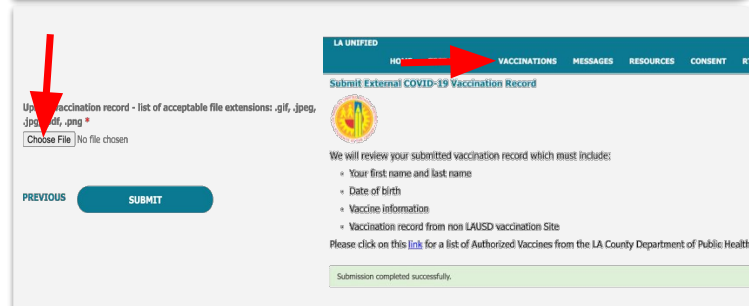
PASO 4

Completar la información de la vacuna. Por favor, asegúrese copiar toda la información con exactitud.



PASO 5

Cargar el registro de vacunación y hacer clic en **Enviar**. El registro de vacunación cargado debe incluir el nombre, la fecha de nacimiento, el número de lote, la(s) fecha(s) de vacunación, el profesional de la salud/centro clínico que administró la vacuna.



Compruebe el estado en la sección superior “Vacunas”.



Safe Steps
to Safe Schools