



Vaccination E-Form FAQs

Please be sure to read the instructions in their entirety prior to filling out the online form to ensure a successful submission of your COVID vaccination documents.

Q: When am I allowed to return to campus?

A: Return dates will be handled by individual offices and campuses. An employee is considered fully vaccinated 14 days after the final vaccination has been received.

Q: What if my vaccine appointment is coming up?

A: Future dated vaccination dates will not be approved. Please submit the forms and attachments once you have successfully completed the vaccination process.

Q: If I am an Employee and Student with SDCCD and have already submitted my student vaccination information, will I still need to complete the forms?

A: Yes, as an employee, you will need to submit through the PeopleSoft Employee Self Services portal.

Q: How will I know that I have been cleared to return to campus?

A: Employees will receive an email notification when their form has been approved.

Q: How will my Supervisor/Manager know that I am cleared for work?

A: Supervisors and Managers will have access to the clearance report in Manager Self Service.

Q: Which Department will be approving the Exemptions for Medical or Religious reasons?

A: The Human Resources Risk Management department will be responsible for the initial approval of an exemption. Once an exemption is approved, the accommodation process will be a joint effort with the Manager/Supervisor.

Q: What if I submitted an incomplete form or forgot to include my attachments?

A: Please submit a new form through Employee Self Service.

Q: Who do I contact if I am having issues submitting my documents?

A: For questions related to the Vaccination Confirmation Form, please contact employmentoffice@sdccd.edu. For questions related to the Vaccination Exemption Form, please contact sdccdriskmanagement@sdccd.edu.

Q: What attachments are required for the Vaccination Confirmation Form?

A: Please provide a copy of your COVID-19 Vaccination Card, an email confirmation of your vaccination, or other valid documentation. You may also request a digital copy of your vaccination record here:

<https://myvaccinerecord.cdph.ca.gov/>