

Routing: All Employees	SITE OPERATIONS BULLETIN School Year 2026-2027	BULLETIN NUMBER: 6 DATE: August 14, 2026 DUE DATE: Various
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Title: ANNUAL EMPLOYEE NOTIFICATIONS

Issuing Department: Human Resources Services Division

Reference: See Background Section of the Bulletin

Summary: All District Certificated and Classified Administrators **must distribute the [attached employee memo](#)**, and provide access to technology and time during the workday to review these training topics and/ or policies.

All Certificated and Classified Administrators are required to ensure all employees complete the online training and/or policy review online. Employees must be provided access to technology and time during the workday to review these training topics and/or policies.

Employees will be assigned the training and/or policy review via their district email. Managers no longer need to enter data into the PeopleSoft module, as in previous years.

All Certificated and Classified Administrators are expected to take the following steps:

1. Ensure all of your employees have activated their sandi.net email address. Employees can review the process using the “Self Help” section of the [IT website](#) to obtain their district email address.
2. Inform all of your employees to expect an email from **San Diego Unified School District, Subject: SafeSchools Online Training**. The email will provide login instructions and the link to the training and/or policy review.
 - a. The training and/or policy review can be completed all at once or in small sessions.
 - b. The employee will receive email reminders until they have completed the training and/or policy review.
 - c. Employees may present the certificate if you request it at the site or department level. **Do not send the certificates to Human Resources**, we will be monitoring completion electronically and do not need the paper documentation.
3. **Distribute the [attached memo](#) to all employees.**

Additional Resources:

- SafeSchools [Job Aid](#)
- SafeSchools website: <https://sandiegounified-ca.safeschools.com/>

For general questions, contact your assigned Employee Relations Human Resource Services Officer, [HR Services & Contact List](#).

APPROVED:

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Attachment: [Annual Employee Notification Memo to Employees 2026-2027](#)