

Business Services Division

RISK MANAGEMENT



STUDENT ACCIDENT REPORTS (SAR)

Business Services Division
RISK MANAGEMENT

Please sign in

Logon ID:

Password:

[Sign In](#)

[Forgot your logon id or password?](#)

The logon information will determine the user's ability to access various components of the system.
If you forget your logon ID or password, click on the '**Forgot your logon id or password**' link.

<https://studentaccidentreporting.sdcoe.net/>



ACCOUNT RESET

Choose your option.

Forgot your password?

Enter your logon ID

[Get New Password](#)

Forgot your Logon ID?

Enter your email address

[Get Logon Information](#)

OR

[Return to Logon](#)

A temporary password or your logon information will be sent to your registered email address via this method.

An account will be locked after exceeding a predetermined number of logon attempts (varies by district).

If you lock yourself out of your account, contact your district administrator.

District administrator: _____

Email: _____

Phone number: _____

Business Services Division
RISK MANAGEMENT

Welcome User Name

Home | Add New User | Security Maintenance | Student Accident Form | Reports | User Profile | Message Center | [Change Password](#) | Sign Out |

RISK MANAGEMENT

If you need assistance, please contact Sarah Espiritu at 858-569-5340 or via email at sarah.espiritu@sdcoe.net.

The Risk Management Department is a partner with San Diego County and Imperial County school districts through two Joint Powers Authorities: the Risk Management JPA (JPA) and the Fringe Benefits Consortium (FBC).

The Department's mission is to provide risk management programs so that each member district's assets are protected against loss. When losses are prevented and reduced, districts have more funds and resources for the classroom.

Eighty-four school districts and charter schools place their trust in the JPA and FBC. We've been in operation since 1976 - one of the first such organizations in the State.

You will see the above home page after logging-on.

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CHANGE PASSWORD

New Password:

Re-type New Password:

[Change Password](#)

[Cancel](#)

However, the first time you log on, you will be redirected to the 'Change Password' screen to change the initial account password.



MESSAGE CENTER

Current message: [If you need assistance, please contact Sarah Espiritu at 858-569-5340 or via email at sarah.espiritu@sdcoe.net.](#)

Message duration: 12/13/2016 - 12/13/2017

New message:

Message duration:

From Date:

To Date:

Message Priority: ▾

[Update Message](#)

Comments and Requests From Users

From:
To:
Bcc:

[Cancel](#)

[Send Email](#)

Users can send questions, comments, or requests to the JPA via the 'Message Center.'



USER PROFILE

First Name:

Last Name:

Email Address:

[Update Profile](#)

[Cancel](#)

You can change your user profile after logging-on by clicking on the **'User Profile'** menu.

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Welcome User Name

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STUDENT LIST

County: San Diego District: San Diego Office of Education School: Administration

[Add New SAR](#)

ID	Last Name	First Name	Birth Date/Age	Grade	Home Address	Phone Number	Accident(s)
Add 01712							View
Add 39598	McGloughlin	TEST	04/10/56	K	6401 Linda Vista Rd	(858)569-5340	View

Click the 'Student Accident Form' menu and select the district and/or site you wish to view.

Locate the student for which a report is to be filed.

Once the student is located, click the 'Add' link to the left of the student's name to file a new report.

If no such student is listed in the system, click the 'Add New SAR' button to file a new report.

STUDENT ACCIDENT FORM

County:	District:	School:
San Dieg	San Diego Office of Education	Administration

Last Name:	Student	First Name:	Existing	Age/DOB:	05/10/2013	Grade:	Pre-K
Home Address:	1234 Home Boulevard	Phone Number:	619-123-4567	Date of Injury (mm/dd/yyyy):		Time of Injury (hh:mm):	12:00 PM

Did injury result from violent or aggression? Yes No Was first aid given? Yes No By Whom?

Describe First Aid provided:

Was there a violation of a school rule by this student or anyone else? Yes No

Explain:

Who else was involved besides student? Another student Outside person Unknown No one

Witnesses (Address and phone #, if available): Employee in charge (Address and phone #, if available):

Injury Location

Athletic Field Courts Auditorium Bathroom Classroom Corridor Gymnasium

Library Locker Room Lunch Area Off Campus Parking Lot Playground

Pool Quad Science Lab Shop Lab Sidewalk Stairs

Weight Room Other

Please specify, if Other is checked:

Part of Body

Ankle Arm Back Chest Ear Elbow Eye Face

Finger Foot Groin Hand Head Hip Internal Knee

Leg Mouth Neck Nose Ribs Shoulder Stomach Thumb

The student's personal information is pre-populated when adding a report to an existing student.

Enter all relative information to the current accident and click the '**Save Student Accident Report**' no more than once to avoid creating duplicate reports. Please note that the **date of injury** is required.



STUDENT ACCIDENT FORM

County: District: School:

Last Name: First Name: Age/DOB: Grade:

Home Address: Phone Number: Date of Injury (mm/dd/yyyy): Time of Injury (hh:mm): 12:00 PM

Did injury result from violent or aggression? Yes No Was first aid given? Yes No By Whom?

Describe First Aid provided:

Was there a violation of a school rule by this student or anyone else? Yes No

Explain:

Who else was involved besides student? Another student Outside person Unknown No one

Witnesses (Address and phone #, if available): Employee in charge (Address and phone #, if available):

Injury Location

Athletic Field Courts Auditorium Bathroom Classroom Corridor Gymnasium

Library Locker Room Lunch Area Off Campus Parking Lot Playground

Pool Quad Science Lab Shop Lab Sidewalk Stairs

Weight Room Other

Please specify, if Other is checked:

Part of Body

Ankle Arm Back Chest Ear Elbow Eye Face

Finger Foot Groin Hand Head Hip Internal Knee

Leg Mouth Neck Nose Ribs Shoulder Stomach Thumb

When adding a new SAR for a new student, make sure the all information is correct prior to saving the form as this information cannot be edited once saved.



STUDENT LIST

County:

District:

School:

Before clicking the "Add New SAR" button, please make sure that student is not already in the system. If student exists, click the "Add" link next to the student's record.

ID	Last Name	First Name	Birth Date/Age	Grade	Home Address	Phone Number	Accident(s)											
							Report Number	Date Time	Reported By	Title	Reported Date	Recorded Date	Edit	Del	Confidential	Parent	Attachment	
Add	126191						View	279601	01-01-00 12:00 PM	Sarah Espiritu	Program Secretary	May-05-2022	Jun-03-2022	Edit	Del	Print	Print	
Add	128524						View											
Add	190888						View											
Add	211450						View											
Add	103836						View											

To view, edit, delete, or print a report, click the 'Student Accident Form' menu, locate the desired student and click on the 'View' link.

Clicking on the view link will give you the option to edit, delete, or print a confidential or parent report. Upon clicking the 'Print' link for either a confidential or parent report, your computer will ask you to save the report in the form of a PDF, from which you can open into Adobe Acrobat and print a physical copy.

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STUDENT LIST

County: San Diego District: San Diego Office of Education School: Administration

[Add New SAR](#)

ID	Last Name	First Name	Birth Date/Age	Grade	Home Address	Phone Number	Accident(s)
Add 101712							View
Add 39598	McGloughlin	TEST	04/10/56	K	6401 Linda Vista Rd	(858)569-5340	View

A successfully deleted report will result in a blank box when the clicking on 'View' link.

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STUDENT LIST

County: San Diego District: San Diego Office of Education School: Business Services Division

[Add New SAR](#)

ID	Last Name	First Name	Birth Date/Age	Grade	Home Address	Phone Number	Accident(s)
Add 45369	test	test					View
Add 90037	test	test					View
Add 37319	Testing	Testing	10/10/13	6	nobody lane		View

Contact the JPA if you need to delete a duplicate student ID, i.e. multiple ID numbers for one student.

ADMINISTRATIVE FUNCTIONS

Business Services Division
RISK MANAGEMENT

Welcome User Name

Home | Add New User | Security Maintenance | Student Accident Form | Reports | User Profile | Message Center | Change Password | Sign Out |

Add New User

County:

District:

School:

First Name:

Last Name:

Username:

Email address:

Re-type Email address:

Set user's role and permission

County level Administrator
 District level User (read only)
 School level User (update)

Lock user account after entering incorrect password:

3 times 5 times 10 times

Depending on the authority level, an administrator can add new users to the system.

County level administrators can add county, district, and school users.

District level administrators can add district and school users.

School level administrators can only add users for the school he/she administers.

After a user is added, the system will generate an email to the new users with the logon ID and temporary password.

The system does not allow duplicate user names.



- Add New Site
- Email Notification
- SAR Users
- Search
- Student
- Security Maintenance Setup

SECURITY MAINTENANCE

Role	Role Name	Add New User	Change Password	Home	Message Center	Reports	Security Maintenance (SAR_Users)	Sign Out	Student Accident Form	User Profile
3	County Admin	Y	Y	Y	Y	Y	Y	Y	Y	Y
101	County User (Read-only)	N	Y	Y	Y	Y	N	Y	Y	Y
201	County User (Update)	Y	Y	Y	Y	Y	N	Y	Y	Y
52	District Admin	Y	Y	Y	Y	Y	Y	Y	Y	Y
150	District User (Read-only)	N	N	Y	Y	N	N	Y	N	Y
250	District (Update)	N	Y	Y	Y	Y	N	Y	Y	Y
102	School Admin	Y	Y	Y	Y	Y	Y	Y	Y	Y
200	School User (Read-only)	N	Y	Y	Y	Y	N	Y	Y	Y
300	School (Update)	N	Y	Y	Y	Y	N	Y	Y	Y

Hover over the Row you want to Update and Left Click to select this row.

To set the permission for each level in the system, i.e. county, district, and site, click on the 'Security Maintenance' menu. Click on the row you wish to edit.

Click to set each Radio button below to its desired setting and then Click the 'Update Permissions' button. Or re-click another row above.

Role ID No. : 3

Role Name : County Admin

Add New User : No Yes

Change Passowrd : No Yes

Home : No Yes

Message Center : No Yes

Reports : No Yes

Security Maintenance : No Yes

Sign Out : No Yes

Student Accident Forms : No Yes

User Profile : No Yes

Update Permissions

Click to set each radio button to the desired setting, then click the 'Update Permissions' button to save the settings.

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Add New Site
 Email
 Notification
 SAR Users
 Search
 Student
 Security
 Maintenance
 Setup

STUDENT ACCIDENT REPORT USERS

ID	Last Name	First Name	Logon ID	Permission/Role	Email Address	Site
				County Admin		Administrati

Last Name	First Name	Login ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

Last Name	First Name	Logon ID	Site Name	Role/Permission	Email Address	Reset Password	Edit User	Delete User
One	User		Lakeside Union School District	District User (Read-only)	user.one@lsusd.net	Reset Password	Edit User	Delete User
Two	User		Transportation	School (Update)	user.two@sdcoe.net	Reset Password	Edit User	Delete User
Three	User		Ramona Elementary School	School Admin	uthree@ramonausd.net	Reset Password	Edit User	Delete User
Four	User		Coronado High School	School (Update)	ufour@coronadousd.net	Reset Password	Edit User	Delete User
Five	User		Bonsall Elem School	School (Update)	user.five@bonsallusd.com	Reset Password	Edit User	Delete User
Six	User		East Lake High School	School (Update)	user.six@cvesd.org	Reset Password	Edit User	Delete User
			Richland School	School (Update)		Reset	Edit	Delete

All of the district's registered users in the system can be found under the 'SAR Users' submenu under the 'Security Maintenance' menu. Click 'Reset Password' when an account has been locked after the maximum number of attempts have been made to logon.



Summary
Injury Detail
Operational
Report

STUDENT INJURY STATISTIC SUMMARY REPORT

County: District: School:

Date Range: -

[Generate Report](#)

To print a report, choose a format (PDF or Excel) from the dropdown ("Select a format") and click "Export"

1 of 2 100% Find | Next [Select a format](#) Export

Student Injury Statistics Summary Report

01/01/2017 - 4/3/2017

Location	Total Accidents
Your Union School District	3
Your School Dist	10
Sub Total	13

The system can produce both summary and/or detailed reports Injury Location, Part of Body, Nature of Injury, Cause of Injury, Sports/Recreation Activity, and Playground Equipment, which can all be found under the 'Reports' menu.

To view the summary report, select **'Summary'** from the submenu, input the desired county, district, and date range, and click **'Generate Report.'**

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Summary
 Injury Detail
 Operational Report

INJURY REPORT

Choose a report: Injury Location

County: Imperial | District: --ALL DISTRICTS-- | School: --ALL SCHOOLS-- | Date Range: 01/01/2017 - 4/3/2017

Generate Report

To print a report, choose a format (PDF or Excel) from the dropdown ("Select a format") and click "Export"

1 of 1 | 100% | Find | Next | Select a format | Export

INJURY LOCATION REPORT
 01/01/2017 - 4/3/2017

	Athletic Field/Courts	Auditorium	Bath Room	Class Room	Corridor	Gym	Library	Locker Room	Lunch Area	Off Campus	Parking Lot	Play Ground	Pool	Quad
Primary School														
	1													
Secondary Middle School														
	4											2		
Tertiary High School														
	1		1			2								
Sum	6		1			2						2		

To view a detailed report, select **'Injury Detail'** from the submenu, select the desired report from the **'Choose a report'** dropdown menu, and click **'Generate Report.'**



Summary
Injury Detail
Operational
Report

INJURY REPORT

Choose a report:

County:

District:

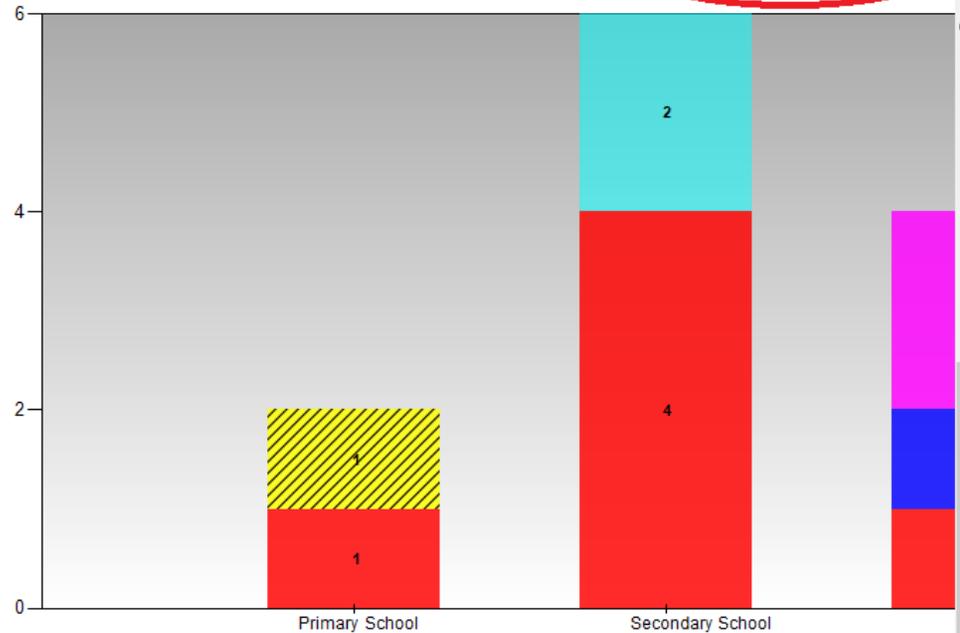
School:

Date Range: -

[Generate Report](#)

To print a report, choose a format (PDF or Excel) from the dropdown ("Select a format") and click "Export"

1 of 1 100% Find | Next **Select a format** Export



- Other
- Weight Room
- Stairs
- Shop Lab
- Science Lab
- Quad
- Play Ground
- Parking Lot
- Off Campus
- Locker Room
- Library
- Gymnasium

To export a report, choose a format from the **'Select a format'** dropdown menu and click **'Export,'** which will give you the option to open or save the report.