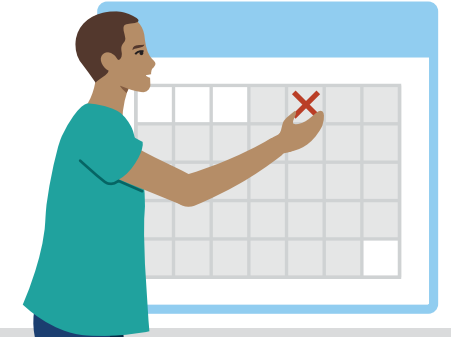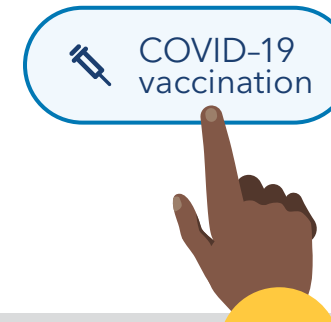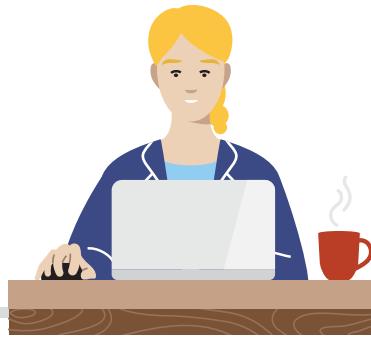# Get ready for vaccination, school employees!

Steps for non–Kaiser Permanente members

You are now eligible to receive the COVID-19 vaccine. If you're **not** a current or former Kaiser Permanente member, follow these steps to get your vaccine from Kaiser Permanente.

1 Fill out the form at **kp.org/wa/vaccine/get-registered** to get set up in the Kaiser Permanente system. Receive an email right away from Kaiser Permanente with your confirmation code.

Enter the code at the bottom of the form, then click "**Submit.**"

2 Within a few days, Kaiser Permanente will send you an email with your new **medical record number**.

3 Using your new medical record number in the "Member ID" field, create an account at **kp.org/wa**.*

4 Now that you've set up your account, sign in and follow the instructions for "**COVID-19 vaccination**."

5 Schedule an appointment for your first shot.

6 Go to your appointed location to receive your first shot.

7 If you're receiving a two-dose vaccine: Once you get your first shot, you'll be scheduled automatically for your second shot.

8 Go to your appointed location to receive your second shot. **Congratulations!** You're now vaccinated against COVID-19.

Questions?
If you don't receive your medical record number within a few days of submitting the form, or if you have other questions, call Kaiser Permanente at **1-877-808-9230** (TTY **711**), Monday through Friday, 7:30 a.m. to 5 p.m.

Learn more at **k12.wa.us/vaccine-plan**.

Help keep everyone safe
Continue to wash your hands, wear a mask, limit gatherings, and stay at least 6 feet away from people not in your household.

KAISER PERMANENTE®

Washington Office of Superintendent of
PUBLIC INSTRUCTION