

2022-23 IMMUNIZATION TO-DO LIST

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| July-August | <input type="checkbox"/> Collect immunization records for all enrolling students. <ul style="list-style-type: none">○ New children entering child care or school must have at least one dose of each vaccine or an exemption before starting.○ Request records for students transferring from other schools.○ If a parent chooses a nonmedical exemption, make sure to have two pieces of documentation: Vaccine Education Certificate + signed Certificate of Immunization Status (CIS) form. |
| September-October | <input type="checkbox"/> Distribute immunization rates by 30 days after the start of school. <ul style="list-style-type: none">○ Use last year's numbers if this year's numbers have not been calculated. <input type="checkbox"/> Review records to determine if students are missing immunizations. <ul style="list-style-type: none">○ Use ALERT IIS, an approved computer tracking system, the Primary Review Table or transparent overlays to see which children are missing shots. <input type="checkbox"/> Contact parents/guardians of children missing shots. |
| November-December | <input type="checkbox"/> Update CIS forms when new documentation is received. |
| November-December | <input type="checkbox"/> Receive and review information in the reporting packet. <input type="checkbox"/> Contact the local health department with any questions about immunization reporting. |
| Due by January 11 | <input type="checkbox"/> Turn in Primary Review Summary (PRS) Sections A and B, and copies of the Certificate of Immunization Status (CIS) for children with incomplete records to the local health department. |
| February 15 | <input type="checkbox"/> EXCLUSION DAY: Send home children whose exclusion orders are not canceled by the time class starts on this date. There are no exceptions to exclusion on this date. |
| Due by February 27 | <input type="checkbox"/> Turn in Sections D-H of the PRS to the local health department. |
| Due by March 17 | <input type="checkbox"/> Distribute school and county immunization rates. Use last year's numbers if this year's numbers have not been calculated yet. |

Did you know?



You can get copies of the immunization records of children in your program for free! Go to www.healthoregon.org/schoolpacket or call the ALERT helpdesk at 1-800-980-9431 with questions.