

# 2025-26 IMMUNIZATION TO-DO LIST

July-August	<ul style="list-style-type: none"><li><input type="checkbox"/> Collect immunization records for all enrolling students.<ul style="list-style-type: none"><li>○ New children entering child care or school must have at least one dose of each vaccine or an exemption before starting.</li><li>○ Request records for students transferring from other schools.</li><li>○ If a parent/guardian chooses a nonmedical exemption, make sure to have two pieces of documentation: <a href="#">Vaccine Education Certificate</a> + signed <a href="#">Certificate of Immunization Status (CIS) form</a>.</li></ul></li></ul>
September-October	<ul style="list-style-type: none"><li><input type="checkbox"/> Distribute immunization rates by 30 days after the start of school.<ul style="list-style-type: none"><li>○ Use last year's numbers if this year's numbers have not been calculated.</li></ul></li><li><input type="checkbox"/> Review records to determine if students are missing immunizations.<ul style="list-style-type: none"><li>○ Use ALERT IIS, an approved computer tracking system, or the Primary Review Table to see which children are missing shots.</li></ul></li><li><input type="checkbox"/> Contact parents/guardians of children missing shots.</li><li><input type="checkbox"/> Update CIS forms when new documentation is received.</li></ul>
November-December	<ul style="list-style-type: none"><li><input type="checkbox"/> Receive and review information in reporting packet.</li><li><input type="checkbox"/> Contact the local health department with any questions about immunization reporting.</li></ul>
Due by January 14	<ul style="list-style-type: none"><li><input type="checkbox"/> Turn in Sections A and B of the Immunization Report and copies of the Certificate of Immunization Status (CIS) for children with incomplete records to the local health department.</li></ul>
February 25	<ul style="list-style-type: none"><li><input type="checkbox"/> <b>EXCLUSION DAY:</b> 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.</li></ul>
Due by March 9	<ul style="list-style-type: none"><li><input type="checkbox"/> Turn in Sections D-H of the Immunization Report to the local health department.</li></ul>
Due by March 27	<ul style="list-style-type: none"><li><input type="checkbox"/> Distribute school and county immunization rates. Use last year's numbers if this year's numbers have not been calculated.</li></ul>

## Did you know?



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