

**Date of report:**

**Name of school or program:**

**Type of program:**

Public/charter school

Private school

Preschool/daycare

Head Start

**Mailing address:**

**Physical address:**

**Phone number:**

**School district:**

**Administrator's name:**

**Administrator's email:**

**Name of person completing report:**

**Email of person completing report:**

**Preferred language of person completing report:**

English

Spanish

Other: \_\_\_\_\_

**Grades or ages served:**

**Computer system for tracking immunizations:**

**Complete this section for all children in your school or program**

Total enrollment:	Children not counted*:	Adjusted enrollment:
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\*Children not counted are those who attend both a school and a children's facility **or** more than one school or facility.

Each child in the adjusted enrollment box above should be in only **one** category below:

**Number complete or up-to-date:**

**Number nonmedical exemptions:**

For the box above, include children with nonmedical exemptions for some or all vaccines. Children who have a nonmedical exemption for some vaccines and are incomplete for others should be counted in the incomplete section.

**Number permanent medical exemptions:**

**Number temporary medical exemptions:**

**Number incomplete/insufficient:**

For the box above, include children with nonmedical exemptions for some vaccines and are incomplete for others. Include children who are incomplete or insufficient for required vaccines.

**Number no record:**

**Please note:**

- Send unreviewed medical exemptions to the health department. Do not send nonmedical exemptions unless requested by the health department.
- Send copies of the records of children in the last three boxes above (marked with dashed borders) to the health department and list these children on page 2.
- If there are no children in the last three boxes above (marked with dashed borders), complete Sections E-H. Send all your forms in at one time.

# Instructions for Immunization Reports

## Page 1 - Section A

Complete this page by the due date listed on the form.

Fill out the demographic information for the school or children's facility. If the local health department has questions, they will contact you. Use ALERT IIS to look up children's immunization records to see if they need immunizations.

**Total enrollment:** This is the total number of children in your school or children's facility. Include everyone, even children you are not required to report.

**Children not counted:** Children who attend both a school and a child care facility are not counted by the child care. Children who attend more than one child care facility are not counted by the site where they spend the least amount of time.

**Adjusted enrollment:** This is the total enrollment number minus the children not counted. On this page, do not subtract children 18 months and younger.

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In the next section, each child in your adjusted enrollment is counted in one of six categories. All six categories added up should equal the adjusted enrollment number.

**Complete or up-to-date:** Any child that has all of the vaccines required for their grade level, or is not done with their shots, but do not need any right now, should be counted in this category.

**Nonmedical exemptions:** Any child who has a nonmedical exemption for all vaccines should be counted in this category. Also count any child with a nonmedical exemption for one or more vaccines who is up-to-date or complete for other required vaccines.

**Permanent medical exemptions:** Any child who has a medical exemption that has been determined by the local health department to be permanent and the child will never be able to receive the vaccine should be counted in this category.

**Temporary medical exemptions:** Any child who has a medical exemption that is for a limited period of time and has an expiration date, or a medical exemption that has not yet been reviewed by the local health department should be counted in this category.

**Incomplete or insufficient:** Any child who is missing vaccines and does not have an exemption for them should be counted in this category. Also include any child who has a nonmedical exemption that is missing the Vaccine Education Certificate.

**No record:** Any child who has no immunization records or exemptions on file should be counted in this category.

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If your school/facility has one or more children who are incomplete, insufficient, no record or have a medical exemption needing review, you need to complete page 2.

If your school/facility does not have any children who are incomplete, insufficient, no record or have a medical exemption needing review, you do not need to complete page 2. You need to complete pages 3 and/or 4, and you can send these pages in with page 1.

Send a copy of this form to the local health department by the due date. Keep a copy for your records for one year.