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# >> Immunization Law Handbook

For schools, preschools, Head Starts and  
certified child care providers: 13th Edition,  
July 2025

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OREGON  
**HEALTH**  
AUTHORITY



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# Contents

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## Contents

1	Introduction.....	3
1.1	Commonly used definitions .....	3
2	Health equity and language services.....	7
3	Overview.....	8
3.1	Who must follow Oregon’s immunization laws? .....	8
3.2	Overview of the requirements.....	10
4	Collect immunization records .....	11
4.1	Types of records .....	11
4.2	When to collect records .....	12
4.3	How to get an immunization record .....	14
5	Review the records to see if students are due for vaccines .....	17
5.1	How-to review vaccine records .....	17
5.2	Categorizing student records .....	18
5.3	Parent notifications .....	20
6	Submit immunization reports .....	21
6.1	How to complete the Immunization Reports.....	21
6.2	How to fill out reports by hand.....	22
7	Enforce Exclusion Day.....	23
7.1	Canceling an incomplete/insufficient exclusion order.....	23
7.2	Canceling a no record exclusion order .....	23
7.3	If the child moves before Exclusion Day .....	24
7.4	On Exclusion Day .....	24
7.5	Exclusion for students in online schools.....	24
7.6	Facilities where exclusion does not apply.....	24
8	Share your immunization numbers with parents .....	25
9	Compliance with Oregon law and rules.....	26
9.1	Trainings and site visits.....	26
9.2	Civil penalties.....	26
9.3	Retention of records .....	27
10	Required vaccines .....	28
11	Sample parent letter in English and Spanish.....	29

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# 1 Introduction

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Oregon's immunization requirements help make sure every child has the chance to get needed vaccines each year. Every state in the U.S. has laws requiring vaccination to attend school. By collecting records and enforcing requirements school and child care staff help keep children and communities in Oregon healthy and safe. The laws and partnership have been very effective at stopping the spread of disease in the classroom and community.

**This handbook will help you:**

- ☐ **Understand vaccine requirements for each age and grade**
- ☐ **Prepare the annual immunization reports on time, and**
- ☐ **Help keep kids healthy and safe in schools and child care programs for all of Oregon's community members.**

## 1.1 Commonly used definitions

### Administrator

A principal, director or other person who has control of and supervises a school or children's facility. This is the person responsible for exclusion and enforcing the law and rules.

### ALERT IIS

Oregon's immunization information system, a database of vaccine histories. Schools and children's facilities can sign up for access to look up immunization records.

### Attend

Enrolled with a school or children's facility and being physically present for any reason at the school or facility on five or more days in a given school year.

For home-schooled, private, or special education students or students in other non-traditional educational settings subject to these rules, attending includes meeting with an instructor in a school building or participating in sports, field trips or other activities through a school-sponsored program five or more times per school year.

### Certificate of Immunization Status (CIS)

The official document used in Oregon to record a child's immunization history or a nonmedical exemption.

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## Children's facility or facility

- A certified child care center, certified family child care home, Head Start or preschool, or
- A program caring for children between six weeks of age and kindergarten entry that is run by or shares space with a children's facility or school.

## Exclude or exclusion

Not allowing a student to attend a school or facility based on an exclusion order issued by the local health department.

## Exclusion Day

The start date when students with missing or incomplete immunization records may not attend school until records are complete and updated through vaccination, immunity or exemption.

## Exclusion Order

A written letter to parents explaining that their student or child is missing documentation of immunization or exemption and that they must provide this documentation by Exclusion Day to avoid exclusion.

## Health care practitioner

A practitioner of the healing arts who has, within the scope of their license, the authority to order immunizations. These include:

- Medical Doctor (M.D.)
- Doctor of Osteopathy (D.O.)
- Naturopathic Doctor (N.D.)
- Nurse practitioner (N.P.), and
- Physician assistant (P.A.) or registered nurse (R.N.) working under the direction of an M.D., D.O., N.D. or N.P.

## Immunity documentation

A document from a health care practitioner, a representative of the local health department, ALERT IIS, or a clinical laboratory showing that a child does not need a specific immunization due to a disease history or showing immunity from a titer or blood test.

## Local health department

The district or county board of health, local public health authority, public health officer, public health administrator or health department that has jurisdiction in the area.

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## Medical exemption

A form filled out by a physician or an authorized representative of the local health department stating the child should not receive specific vaccines based on a specific medical diagnosis that is a contraindication or precaution to immunization.

## New enterer

- Infants or preschoolers attending an Oregon children's facility
- Infants or preschoolers attending a drop-in facility on five or more different days within one calendar year
- Children initially attending a school at the entry level (pre-kindergarten, kindergarten or first grade, whichever is the entry level)
- Children from a home-school setting initially attending a school or facility at any grade (preschool through 12th grade), or
- Children initially attending a school or facility after entering the United States from a foreign country at any grade (preschool through 12th grade).

## Nonmedical exemption

Documents that a parent may submit if declining immunizations for their child based on philosophical, religious or other reasons. A nonmedical exemption requires parents to submit two documents to the school or child care:

1. A Certificate of Immunization Status (CIS) form signed by the parent and showing vaccines for exemption, and
2. A Vaccine Education Certificate signed by a health care practitioner or printed from the online vaccine education module.

## Parent

- The parent, guardian or other adult responsible for the child
- An emancipated child, or
- A student who has reached age 15.

A parent is a person generally recognized as having care and decision-making responsibility for the child.

## Physician

- A person licensed by the Oregon Board of Medical Examiners (M.D. or D.O.) or the Oregon Naturopathic Board of Examiners (N.D.)
- A person similarly licensed by another state or country in which the person practices, or
- A commissioned medical officer of the Armed Forces or Public Health Service of the United States.

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## School

A public, private, charter, parochial or alternative educational program offering any grade from kindergarten through grade 12. Schools also include residential, correctional, or treatment program settings that provide K-12 educational instruction to children who are residents.

## Transferring student

- A child moving from one facility to another facility when records are requested from the previous facility before they attend the new facility, or
- A child moving from one school to another when the move is not the result of a normal progression of grade level.

## Vaccine Education Certificate

A certificate required to claim a nonmedical exemption for their child showing that a parent has learned about the benefits and risks of immunizations.

## Vaccine Education Module

An online resource approved by the Public Health Division that covers the benefits and risk of immunization. This module fulfills the education requirement for nonmedical exemptions.

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## 2 Health equity and language services

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The Oregon Health Authority has an agency goal to eliminate health inequities by 2030. The Oregon Immunization Program's hope is that language is never a barrier to services. The program strives to support language services to meet the needs of Oregon's thriving communities and keep children healthy in school.

If you have staff, children and families in your school or program that need immunization information in languages other than English, the following options are available:

- Visit the [Immunization Program webpage](#) and select “Español” to view information, training and forms like this handbook in Spanish.
- Visit the [Immunization Program webpage](#) and select “Google Translate” to view the page in other languages.
- Visit the [Immunization Program webpage](#) to access the CIS form and school immunization flyers in seventeen additional languages.
- Call the Oregon Immunization Program Help Desk at 1-800-980-9431 for the following services:
- Select option 1 for help with ALERT IIS and the immunization reporting process in Spanish (Español).
- Contact your local health department for other language services.

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# 3 Overview

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## 3.1 Who must follow Oregon's immunization laws?

Oregon's immunization laws and rules apply to:

- Schools
- Children's facilities, and
- All children who attend these programs five or more times per school year.

### Schools

All schools providing any part of pre-kindergarten through 12th grade education must follow Oregon's immunization laws. No schools are exempt.

Examples of schools include (but are not limited to):

- Public schools
- Private schools
- Immersion schools
- Charter schools
- Online schools
- Home-based schools
- Oregon Youth Authority (OYA) sites
- English language learner (ELL) programs
- Juvenile detention facilities that have students for 30 days or more, and
- Treatment facilities that provide education services.

### Online schools and home-based schools

Online and home-based schools must collect records and send reports for students who come into a group setting at least five times during the school year. Students might come together at:

- Field trips
- Day events
- Tutoring centers, or
- Testing.

If programs cannot track in-person activities, they must have records and report on all students. Children who go to in-person classes or activities such as band or sports at a different school should be included in the other school's reports.



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## Children's facilities

Children's facilities include:

- Child care centers – licensed or exempt from licensing
- Certified family child care homes
- Early intervention/early childhood special education programs
- Head Start, and
- Preschools

Programs that care for children younger than kindergarten age and share facilities with a school, preschool or certified child care facility are also children's facilities.

**Note:** Child care providers registered with the Oregon Department of Early Learning and Care are exempt from these rules.

Type of facility	Must have current immunization records for children younger than kindergarten age	Must submit annual Immunization Reports and participate in exclusion
Certified child care center	Yes	Yes
Certified family child care	Yes	Yes
Registered child care	Not required	No
Licensed preschool	Yes	Yes
Unlicensed preschool	Yes	Yes
Head Start	Yes	Yes

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## Exempted children's facilities

The following are exempt from the requirements in this handbook:

- A program that only offers extra-curricular training in a specific subject such as music, sports or dance
- Group social or athletic activities sponsored by an organized club
- A child care facility where children may only attend on a limited basis, not to exceed four times per calendar year
- A child care facility that exclusively provides before and/or after school care for school-aged students, and
- Child care provided occasionally by a person or organization that doesn't usually provide child care; for example, an organization providing child care for a one-time event.

## 3.2 Overview of the requirements

There are five main tasks each school or facility must do. This handbook will explain each task.

1. Collect immunization records.
2. Review the records to see if children are due for vaccines.
3. Submit the Immunization Reports each year.
4. Enforce Exclusion Day.
5. Share immunization numbers with parents.

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# 4 Collect immunization records

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## 4.1 Types of records

### Immunization records

You must have a completed [Certificate of Immunization Status \(CIS\)](#) form for every student. The CIS form is available in seventeen languages. You can get these forms from your local health department or online. There are four ways to complete the CIS form:

- You can give the parent or student aged 15 or older a blank CIS form to fill out and sign. It can be filled out by hand or electronically.
- You can look up the student in ALERT IIS and print the school immunization record.
- You can fill in the vaccine dates based on verified records. You must attach any verified record you use to the CIS form and add note reading “See attached.” Verified records can be:
  - » From ALERT IIS
  - » From a medical provider’s office
  - » From a parent email
  - » A record signed by a parent, or
  - » An electronic printout of a record from an approved school computer system.

Unverified records are vaccine dates from a source not listed above. A parent or guardian must sign unverified records before you can add them to the CIS form. Records given over the phone are not acceptable.

Some schools have an electronic registration system. These can be used to collect immunization information if the language on the CIS form is used in the registration system. The parent signature can be electronic.

### Nonmedical exemptions

Some people choose not to vaccinate for personal, religious, or philosophical reasons. A parent or student aged 15 or older can claim a nonmedical exemption to some or all immunizations. A nonmedical exemption requires two documents:

- A Vaccine Education Certificate, and
- A completed CIS form.

The Vaccine Education Certificate must have been completed within 12 months of the parent giving it to the school or child care facility. Once it is on file, the nonmedical exemption does not expire and can be transferred to a new school. Since there is not a transfer of records from child care to

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kindergarten, parents may need to provide new documentation to the school. Certificates from other states are not allowed. For more information, go to [www.healthoregon.org/vaccineexemption](http://www.healthoregon.org/vaccineexemption).

## Medical exemptions

A medical exemption is a [signed form](#) filled out by a physician or the local health department. It states a child should not get one or more specific immunizations due to a medical condition that is a contraindication or precaution to vaccination. The form must be reviewed by the local health department. [See section 4.3](#) for more details.

## Immunity documentation

Immunity documentation shows that a child is immune to a disease. This could be because they have either had the disease or been vaccinated. If someone cannot get vaccine records but has a blood test showing immunity, that counts as immunity documentation. [See section 4.3](#) for more details.

# 4.2 When to collect records

Sites must have an immunization record for every student or child in their care. One exception is programs and child care centers that have school-age children after school do not have to keep records for those students, although it is highly recommended. How and when you get the record depends on whether the student is a “new enterer” or a “transfer student.”

## New enterer

All children starting child care, preschool, Head Start or school are new enterers. They need to have had at least one dose of each required vaccine to begin attending. [See section 1.1](#) for vaccines needed at each grade level.

Students coming from home school or from outside the country are also new enterers. These students must have a record showing at least one dose of each required vaccine or an exemption before starting school.

There are some exceptions:

- A child may be too young to get a vaccine.
- A child may be too old to need a certain vaccine.
- A child may have a documented medical or nonmedical exemption.
- A child may have immunity documentation.
- A child may be experiencing homelessness (see next section).
- A child may be an immigrant or refugee student from another country and be experiencing homelessness (see next section).

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## Transfer student

A student who moves to a new school from within the United States is a transfer student. The parent may either:

- Fill out an Oregon CIS form, or
- Wait for the former school to send records to the new school.

**Note:** If a transfer student's record isn't received by the time the Immunization Report is due in January, list the student on the report as "no record."

## Students who are experiencing houselessness ([McKinney-Vento Program](#))

A student who is considered houseless must be enrolled right away, even if they don't have an immunization record. The school or liaison must help the student or family gather immunization records. The school may:

- Check ALERT IIS
- Request a record from a previous school
- Help the family contact a previous medical provider for a copy of the record, or
- Connect the family with local immunization services to get needed vaccines. Call 211 or your Local Health Department for information about clinics.

**Note:** If you don't receive the student's record, put the student on the Immunization Reports as "no record."

## Immigrant and refugee students

A student who moves from outside of the country is a new enterer. Some may also be considered houseless and must be allowed to start school or child care while a record is being found. Students from outside the U.S. may need help finding a medical provider. If you are unsure how to support these families, contact your local health department.

If you get an immunization record in another language, there are several options:

- Look on the OHA website to see if there is a [CIS form](#) in the needed language.
- Ask if your district has an interpreter or translation resources available.
- Contact your local health department for assistance.
- Ask if anyone in the student's family could help translate the record and fill out the CIS form.

[See section 2](#) for more information about language services.

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## 4.3 How to get an immunization record

Here are four ways to get a student's record.

1. Look the student up in ALERT IIS.
2. Give the parent a blank CIS form to fill out.
3. Copy a verified immunization record onto a CIS form.
4. Have the parent enter immunization dates into a registration system.

### Exemptions and immunity documentation

#### Nonmedical exemptions

Oregon law allows nonmedical exemptions. This requires two documents:

- A signed CIS form, and
- A Vaccine Education Certificate.

A person can get a Vaccine Education Certificate by either watching the Oregon Vaccine Education Module in English, Spanish, or Russian, or by talking to a health care practitioner. The Vaccine Education Certificate must be dated within 12 months of the parent giving it to the school or child care facility. Once it is on file, the nonmedical exemption does not expire and can be transferred to a new school.

More information about claiming a nonmedical exemption is available at [www.healthoregon.org/vaccineexemption](http://www.healthoregon.org/vaccineexemption).

#### What if the student has a nonmedical exemption and has immunizations?

Make sure the CIS includes all vaccinations even if a child has a nonmedical exemption. You will need this information when you fill out the reports. Sometimes a student may have obtained a nonmedical exemption even though they have had the vaccines for a particular disease. If that happens, the vaccines take priority over the nonmedical exemption when filling out the Immunization Reports. For example, if a student has a nonmedical exemption for all the vaccines and has one dose of varicella, they would be complete for varicella and exempt for the other vaccines.

#### Medical exemptions

Starting August 1, 2025, new medical exemptions require a licensed physician or the local health department to fill out the [Oregon Medical Exemption Form](#). Medical exemptions submitted to the school or children's facility before August 1, 2025, can be on a letter instead of an Oregon Medical Exemption Form. Medical exemptions must contain the following information:

- The child or student's name
- The child or student's date of birth
- The medical condition that contraindicates or is a precaution to vaccination
- A list of vaccines that the contraindication or precaution applies to

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- The estimated time until the condition resolves, if applicable
  - The physician's signature and contact information, and
  - The date.

All new Oregon Medical Exemption Forms must be sent to the local health department. The form can be sent when received but no later than January with the Immunization Reports.

The health department must review all medical exemptions. They will apply one of the following results:

- Denied: The condition is not a medical reason not to immunize, or the form does not have all of the needed information to make a determination.
- Approved Temporary: The medical reason not to immunize is short-term and expected to resolve in the future. The health department will assign a future review date to decide whether the exemption should continue.
- Approved Permanent: The medical reason not to immunize is permanent and will not change in the future. Permanent medical exemptions do not need to be reviewed again.

Children with a medical exemption are considered susceptible to the disease for which they haven't been vaccinated and do not have immunity documentation.

### What happens if there is a case of disease?

If there is a case of disease, school administration and the local health department may send home children susceptible to the disease. Children with an exemption are considered susceptible to a disease for which they haven't been vaccinated and do not have immunity documentation.

## Immunity documentation

Immunity documentation is appropriate when the child has had a disease or has a blood test showing immunity. Immunity documentation requires either:

- A document from a health care practitioner that includes the child's name, birth date and diagnosis, or
- A lab report.

Count children with immunity documentation as complete for that disease on the Immunization Reports (Section A, E-H). Do not count children with immunity documentation as medical exemptions.

Disease	Is immunity documentation allowed?
Diphtheria, Tetanus and Pertussis (DTaP or Tdap)	No
Polio	No
Chickenpox (Varicella)	Yes
Measles, Mumps and Rubella (MMR)	Yes
Hepatitis B	Yes
Hepatitis A	Yes
Hib	Yes. If Hib disease occurred at 2 years of age or older, immunity documentation is allowed.



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# 5 Review the records to see if students are due for vaccines

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Schools and children's facilities must review records to see if vaccines are due. This allows you to notify parents of children with incomplete records. It also helps you fill out the report forms. For each vaccine series on student's record, you'll figure out whether they are due, complete, up-to-date or have an exemption.

## 5.1 How-to review vaccine records

**Option 1:** Use an [approved computer system](#). It's important to use the latest version and learn how to enter information and run the reports.

Many schools and facilities use computer systems that meet Oregon standards. Once all the immunization and exemption information is entered, the system can run a report to show which students are not complete for vaccines.

Pros:

- The system can review all students' records and complete the Immunization Reports.
- You can use the system to send letters to parents of students missing vaccines.

Cons:

- It takes time to enter immunization and exemption data into the system.
- Not all computer systems meet Oregon standards. Check the [list](#) on the school packet webpage at [www.healthoregon.org/schoolpacket](http://www.healthoregon.org/schoolpacket) to make sure your computer system is approved by OHA for immunization assessment.

**Note:** When reviewing student records, use the date the Immunization Report is due in January as the assessment date. This will allow you to look for all the students who will be due for a vaccine by the time your Immunization Report is due. If a student becomes due for vaccines between the time you submit your Sections A & B Immunization Reports and the Sections E-H, you can let the family know they will be due for vaccines next school year.

**Option 2:** Use ALERT IIS.

[ALERT IIS](#) is Oregon's immunization registry. As school or child care staff, you can search for the records of the students in your school or program. The system will show if the child is complete or incomplete. For new users, go to the school and child care section of the [enrollment webpage](#) to get access.

Pros:

- ALERT IIS is free, easy to use and accurate.

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Cons:

- ALERT IIS only shows vaccines given in Oregon. Doses given outside the state may not be in ALERT IIS unless the family's medical provider in Oregon has entered the records.
- ALERT IIS does not capture exemptions.
- ALERT IIS will not complete the Immunization Reports.

**Option 3:** Use the Primary Review Table (PRT).

The PRT is a series of charts used to review immunization records.

Pros:

- This is the most complete way to manually review a record.

Cons:

- Using the PRT is complicated and time-consuming.
- The PRT does not complete the Immunization Reports.

## 5.2 Categorizing student records

Once you have reviewed a record, sort the student into one of the following categories. These categories help you fill out the reports. They also show whether to notify the parents that a student is missing vaccines. Only put a student in one category. If a student fits into more than one category, follow the instructions below to pick the right one.

Category	Explanation	Parent notification needed
Complete or up-to-date	<p>This category includes children that:</p> <p>Have all the doses needed for their grade (this could include immunity documentation), or</p> <p>Are not complete but are not yet due for the next dose and don't have an exemption. For example, a 3-year-old won't need the fourth polio vaccine until kindergarten.</p> <p>This category does not include children that have an exemption unless they also have all the vaccines. If a child has an exemption and is fully vaccinated, count them as complete.</p>	No
Incomplete	This category includes children that are due for a dose now.	Yes
Insufficient	<p>This category includes children with errors in their record such as:</p> <ul style="list-style-type: none"> <li>A date before the child's date of birth</li> <li>Dates out of order</li> <li>Missing dates in a series, or</li> <li>An unsigned CIS form.</li> </ul>	Yes
Nonmedical exemption	<p>This category includes children with a nonmedical exemption for a vaccine.</p> <p>This category does not include children with:</p> <ul style="list-style-type: none"> <li>A nonmedical exemption for one vaccine if they are incomplete for a different vaccine (count these children as incomplete)</li> <li>A nonmedical exemption for one vaccine if they have a medical exemption for a different vaccine (count these children as medical exemption), or</li> <li>A nonmedical exemption for a vaccine(s) if they are also complete for those vaccines (count these children as complete).</li> </ul>	No
Medical exemption	This category includes children with a valid medical exemption for one or more required vaccines even if they are complete, incomplete or have a nonmedical exemption for a different vaccine.	No
No record	This category includes children with no immunization dates or exemptions for any vaccine.	Yes

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## 5.3 Parent notifications

It is helpful to send parents a reminder letter when their child is due for vaccines. If you create and send your own letter, please make sure:

- The letter is written in the preferred language of the parent/guardian
- There is space for parents to add vaccine dates
- There is an area for the parent signature and date, and
- It includes a statement that medical or nonmedical exemptions are available.

**Note:** Many approved computer systems can print parent notification letters in English. When parents sign and return the letter, add the vaccine dates to the child's CIS form. Staple the letter to the form as a verified record.

[See Section 11](#) for sample letters in English and Spanish.

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# 6 Submit immunization reports

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There are two sets of immunization reports due each year:

- One is due in mid-January (Sections A & B).
- One is due in late February or early March (Sections D-H).

These reports are called the Immunization Reports, and they are available in English and Spanish. By law, all schools, preschools, Head Starts and certified child care providers must submit the Immunization Reports to the local health department by the [due dates](#).

## 6.1 How to complete the Immunization Reports

There are two ways to complete Immunization Reports:

1. You can use a computer program that electronically reviews student records and completes the reports. These programs must be approved by the Oregon Immunization Program. This ensures the computer program reviews records and completes the reports correctly.
2. You can complete the report manually. A person must review all the student records and then fill out the reports by hand.

**Fill out sections A and B in January. Complete sections D through H as soon as:**

- All the student's records are updated, and
- No later than 12 days after Exclusion Day.

**If no children are incompletes or missing a record in January, you can submit all the reports (section A-H) in January.**

You can find electronic copies of these forms at [www.healthoregon.org/schoolpacket](http://www.healthoregon.org/schoolpacket).

[Due dates](#) for the Immunization Reports for future years can be found on the packet webpage.

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## 6.2 How to fill out reports by hand

### Time saver 1: Categorize as you go

When reviewing a record in ALERT IIS or with another tool, categorize it as complete, up-to-date, incomplete, nonmedical exemption, medical exemption, or no record. See section 5.2. You can do this using a spreadsheet, tabs in a binder or other sorting system. Once the records are sorted, you can focus on the incomplete and no record students in the fall and winter. This will save you from reviewing complete records and exemptions multiple times.

### Time saver 2: Use the reports function in ALERT IIS

In ALERT IIS, you can add students to lists. Once you make a list, the system can run a report to see if anyone is missing doses according to their grade level. This allows you to sort records once and regularly check for updates on student records.

If a student is not in ALERT IIS or the record is missing vaccine dates, a medical provider or local health department can add that information. Check with your local health department to find out if they will update the record or have the family bring a copy of the record to their medical provider.

### Time saver 3: Send all reports in at one time

If all your students are complete, up-to-date or have all the necessary medical and nonmedical exemption documents when the Immunization Report section A is due, then you can fill out sections E–H in January. You do not have to fill out section B. You can submit everything at once.

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# 7 Enforce Exclusion Day

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The deadline for students to provide documentation of up-to-date immunization or exemption is the fourth Wednesday in February. Exclusion Day is in February to allow time in the fall for schools and daycares to notify families of missing immunizations, and for children to get caught up on vaccines. The goal is to get all students' records updated before the local health department issues exclusion orders. Exclusion orders are official letters notifying parents or guardians that their child cannot go to school or child care until their vaccine records are up to date. The health department will send the exclusion order to the parents and a copy to you. The school or child care facility must make sure students who were sent exclusion orders are excluded if parents have not provided the proper paperwork by Exclusion Day.

## 7.1 Canceling an incomplete/insufficient exclusion order

To cancel an exclusion order for incomplete records, you need:

- The date the student got the vaccine dose or doses specified on the exclusion order,
- An exemption for the vaccine, or
- Immunity documentation for the vaccine.

For an insufficient exclusion order, the parent must provide information that corrects the error. Document the date you received the information on section D, page 2 of the Immunization Report. If you received the information after the start of school on Exclusion Day, mark the student as excluded on section D.

## 7.2 Canceling a no record exclusion order

To cancel a no record exclusion order, you must receive one of the following:

- A signed Oregon CIS form showing at least one dose of each required vaccine for the child's age or grade level
- A verified immunization record that you can copy onto an Oregon CIS form, or
- An exemption or immunity documentation for each vaccine.

The child does not have to be complete or up-to-date for the no record exclusion order to be canceled. However, they must have at least one dose of each vaccine required for their age or grade or have an exemption. Record the date you received the information on section D of the Immunization Report.

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## 7.3 If the child moves before Exclusion Day

If you know where the child will enroll, send a copy of the uncanceled exclusion order. The new site will need to enforce it. If you don't know where the child will enroll, put a copy of the uncanceled order in the child's record so the form will transfer with the rest of the record.

## 7.4 On Exclusion Day

If a child received an exclusion order and the record has not been updated by the time class or daycare starts, the child cannot attend. Children whose records have not been updated and who are absent are still counted as excluded.

If an excluded child is dropped off at school or child care, contact the parents (repeatedly, if necessary). A parent or guardian must pick up the child. Keep the child separate from other children until the parent arrives.

Children must be excluded until their records have been updated. The school should contact the family of any excluded child to find out what they need to meet the requirements. Public school administrators must notify the attendance supervisor of the unexcused absence after four days.

## 7.5 Exclusion for students in online schools

Online schools or schools with online programs must enforce Exclusion Day for students who received an exclusion letter and have not submitted records by the deadline. This can be done by taking away access to online programs or not allowing the student to take part in in-person activities.

## 7.6 Facilities where exclusion does not apply

Exclusion does not apply to students in treatment facilities or court-mandated residential correctional facilities. This includes but is not limited to OYA closed custody sites. Administrators of these sites must follow all other parts of the immunization rules. This includes submitting the required reports. The administrator must ensure each student has complete or up-to-date immunization records, immunity documentation or a nonmedical or medical exemption for all vaccines required for their grade.



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# 8 Share your immunization numbers with parents

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## What do you need to share?

The law requires schools and children's facilities to share immunization and exemption numbers for each vaccine, along with your county's immunization numbers.

## Where do you share these numbers?

You must share these numbers in three places:

- On the school, district or facility website
- In the main office (or a central location if you don't have a main office), and
- With parents in paper or electronic format (for example, sent as part of a newsletter or email).

## When do you need to share this information?

The law requires you to share this information twice a year:

- Within 30 days of the start of school, and
- Within 30 days after exclusion day (the fourth Wednesday in February).

OHA has the numbers available in the spring of each school year. You may use those numbers for the requirements above, even if those numbers are from the previous school year.

## Do you have to share these numbers?

You must share these numbers if there are 10 or more children in your adjusted enrollment on the Immunization Reports. This is found in Section E for child care, preschool, Head Start or schools with Pre-K. It is found in Section H for schools with any grades K-12.

## Where do you get these numbers?

To find immunization numbers for your site and your county and ways to share the information, go to [www.healthoregon.org/immdata](http://www.healthoregon.org/immdata).

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# 9 Compliance with Oregon law and rules

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## 9.1 Trainings and site visits

Virtual or in-person trainings are held each summer and fall. They are open to all schools and children's facilities. Training videos are also available in [English and Spanish](#).

Each year, the Oregon Immunization Program and local health departments conduct site visits of schools and children's facilities. During the visit, Oregon Immunization Program:

- Reviews the documents and tasks involved in the immunization process
- Answers questions, and
- Shares efficiency tips.

The site visit is an opportunity for one-on-one training. A school or facility can request a visit. Site visits can be in person or virtual.

## 9.2 Civil penalties

There are legal outcomes when a school or children's facility does not follow Oregon immunization laws. Civil penalties may be issued for sites that do not comply after follow-up by both the local health department and the Oregon Immunization Program. This includes sites that do not submit the Immunization Reports.

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## 9.3 Retention of records

Keep the immunization records and report forms for the time specified in this table.

Type of school or facility	Original CIS form	Immunization Reports	Exclusion orders
Public schools	Transfer CIS upon request of a new school. If graduated, keep CIS until the student is 21 years old or for 3 years, whichever is longer.	1 year	1 year
Private schools	Transfer CIS upon request of a new school. If no request is received, keep on file for 1 year.	1 year	1 year
Child cares, preschools and Head Starts	Give the CIS to the parent to take to the new program or keep on file for 1 year.	1 year	1 year
Local health departments	Return the CIS to the school or facility.	1 year	1 year

# 10 Required vaccines

## The total number of vaccine doses needed by age:

	DTaP	Polio	Varicella	MMR	Hepatitis B	Hepatitis A	Hib
2–3 month	1st dose	1st dose			1st dose		1st dose
4–5 months	2nd dose	2nd dose			2nd dose		2nd dose
6–14 months	3rd dose	2nd dose			2nd dose		2nd dose
15 months	3rd dose	2nd dose		1st dose	2nd dose		2nd dose
18 months to PreK	4th dose	3rd dose	1st dose	1st dose	3rd dose	1st and 2nd dose	3rd or 4th dose depending on vaccine

## Total number of vaccine doses by grade:

	DTaP	Polio	Varicella	MMR	Hepatitis B	Hepatitis A	Hib	Tdap
Kindergarten to 6th grade	5th dose	4th dose	1st dose	2nd dose	3rd dose	2nd dose		
Grades 7–12	5th dose	4th dose	1st dose	2nd dose	3rd dose	2nd dose		1st dose

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# 11 Sample parent letter in English and Spanish

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Date: \_\_\_\_\_

Dear Parent/Guardian of \_\_\_\_\_:

Oregon law requires that all children attending school, preschool, or daycare be up-to-date on their immunizations, unless they have a medical or nonmedical exemption on file.

Our records show that your child is either due for the following vaccines, or has had these vaccines but they are not on our records. Please complete this page and turn it in to us. You are also welcome to come in and update your child's official record in person.

Please fill out the date the vaccine was given and sign and date at the bottom.

DTaP dose # \_\_\_\_\_ Date \_\_\_\_\_

Tdap dose # \_\_\_\_\_ Date \_\_\_\_\_

Polio dose # \_\_\_\_\_ Date \_\_\_\_\_

Varicella (Chickenpox) dose # \_\_\_\_\_ Date of vaccine \_\_\_\_\_

MMR dose # \_\_\_\_\_ Date \_\_\_\_\_

Hepatitis B dose # \_\_\_\_\_ Date \_\_\_\_\_

Hepatitis A dose # \_\_\_\_\_ Date \_\_\_\_\_

Hib dose # \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Today's date: \_\_\_\_\_

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Fecha: \_\_\_\_\_

Para los padres/tutores de \_\_\_\_\_:

La ley de Oregón requiere que todos los niños que asisten a la escuela, preescolar o guardería estén actualizados en sus vacunas, a menos que tengan una exención médica o no médica en el registro.

Nuestros registros muestran que su hijo/a debe recibir las siguientes vacunas o que las ha recibido vacunas, pero no están en nuestros registros. Necesitamos que actualice nuestros registros completando esta página. Por favor firmarlo y fecharlo abajo. También puede entrar y actualizar el registro oficial de su hijo en persona.

Por favor, llene la fecha en que se dio la vacuna y firme y la fecha abajo:

DTaP dosis # \_\_\_\_\_ Fecha \_\_\_\_\_

Tdap dosis # \_\_\_\_\_ Fecha \_\_\_\_\_

Polio dosis # \_\_\_\_\_ Fecha \_\_\_\_\_

Varicela dosis # \_\_\_\_\_ Fecha de la vacuna \_\_\_\_\_

MMR dosis # \_\_\_\_\_ Fecha \_\_\_\_\_

Hepatitis B dosis # \_\_\_\_\_ Fecha \_\_\_\_\_

Hepatitis A dosis # \_\_\_\_\_ Fecha \_\_\_\_\_

Hib dosis # \_\_\_\_\_ Fecha \_\_\_\_\_

Firma del padre o tutor: \_\_\_\_\_

Fecha: \_\_\_\_\_

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You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Oregon Immunization Program at [oregon.imm@odhsoha.oregon.gov](mailto:oregon.imm@odhsoha.oregon.gov) or 1-800-980-9431. We accept all relay calls or you can dial 711.