

### IMMUNIZATION PRIMARY REVIEW SUMMARY SECTION A - Initial Statistical Report

For use by public, charter, alternative and private schools, preschools, head start and certified child care programs

Name of school or program: \_\_\_\_\_  
Type of program: public/charter school      private school      preschool/daycare      head start  
Mailing address: \_\_\_\_\_  
Physical address:  same as above OR \_\_\_\_\_  
Phone: \_\_\_\_\_ 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: \_\_\_\_\_ Date of report: \_\_\_\_\_  
Do you use a computer system for tracking immunizations? Yes  No   
Name of computer system used: \_\_\_\_\_

**This section should be completed with information for all of the children in your school or program.**

Total enrollment      Children not counted      =      Adjusted enrollment  
      -            =     

- Number complete or up-to-date
- Number nonmedical exemptions  
- 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  
- Include children who have nonmedical exemptions for some vaccines and are incomplete for others.  
- Include children who are incomplete or insufficient for required vaccines.
- Number no record

Children not to be 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 should be in only one category below.

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 red boxes to the health department, and list these children on page 2.

If there are no children in the red boxes, complete Sections E-H. Send all your forms in at one time.

**This page is due to to your local health department by January 15, 2025.**

Instructions for Immunization Primary Review Summary  
Page 1 - Section A, Initial Statistical Report

Fill out the demographic information for the school or children's facility. If the county health department has questions, they will contact you. It is recommended to look up children's immunization records in ALERT IIS to see if they need shots.

- Total enrollment:** This is the total number of children in your school or children's facility. Please 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. Include children who attend another school or facility and spend more time at the other site in the "children not counted" number.
- Adjusted enrollment:** This is the total enrollment number minus the children not counted. On this page, do not subtract children 18 months and younger.

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:** Children in this category have all of the shots required for their grade level, or they are not done with their shots, but they do not need any right now.
- Nonmedical exemptions:** Any child who has a nonmedical exemption for all vaccines should be counted in this category. Also count any child with nonmedical exemptions 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 health department to be permanent and indicates that 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:** Children who are missing vaccines for which they have not claimed exemptions, or whose records need correction, should be counted in this category. This category includes children who have nonmedical exemptions and are incomplete for other vaccines. This category includes nonmedical exemptions that are missing the Vaccine Education Certificate.
- No record:** Children who have no immunization records or exemptions on file with the school or children's facility should be counted in this category.

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 still need to complete pages 3 and 4, and can send these pages in with page 1.

Tear off the back page (yellow) of the report. This copy is for your records. The remaining copy (white) needs to be sent to the health department with the other pieces of the report by the due date.