

2023-24 IMMUNIZATION TO-DO LIST

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 17	<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 21	<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 March 4	<input type="checkbox"/> Turn in Sections D-H of the PRS to the local health department.
Due by March 22	<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.