



# **Understanding the Utah School Immunization Rule**

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## **Module III**

### **Online Immunization Reporting Procedures**

# Online Immunization Reporting Procedures About This Module

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**Purpose:** To assist school personnel in utilizing the online School and Childcare Reporting System pertaining to the Utah Immunization Rule.

**Goal:** To improve understanding and compliance of online reporting procedures for completing the required school immunization reports.

**Objectives:**


- Describe the process for completing the Annual Reports.
- Describe the process for completing the Second Dose Measles Report.
- Describe the process for completing the Year-End Reports.
- Describe the importance of entering comments in the Comment Field.
- Describe the process for correcting reporting errors and re-submitting reports.

# Login

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- Type in <http://immunize-utah.org> on your web browser.
- Click on the *School and Childcare Reporting System* icon located on the bottom right side of the page.



- Click on the *login box*. A rectangular box with a blue border and a light blue background. Inside the box, the word "LOGIN" is written in a small, black, sans-serif font.
- Enter your username and password.
- Your username and password are the same as your Utah State Office of Education (USOE)-assigned school number. The Utah Immunization Program, Department of Health, (Telephone: 801-538-9450) will send a reminder each Fall with your username, password, and reporting instructions.
- Click on Submit.

# Selecting Reports

- A screen listing all the reports *for your school* and *due dates* will appear. Not all reports shown in this example will appear for your school.
- Select the report you will be completing.
- Follow the same instructions for completing *all annual reports*.
- Complete the name, title and phone number of the person completing the report.
- The following example will provide instructions for completing the Kindergarten Annual Report.

REPORTING REQUIREMENTS FOR SCHOOL YEAR 2008/2009	
Child Care	
<a href="#">EARLY CHILDHOOD PROGRAM ANNUAL SUMMARY REPORT</a> Required for all Early Childhood Program facilities.	DUE BY 12/08/2008
High School	
<a href="#">SECOND DOSE MEASLES VACCINE REPORT</a> Required for all High Schools.	DUE BY 12/08/2008
<a href="#">SECOND DOSE MEASLES YEAR-END REPORT</a> Required for all High Schools.	DUE BY 06/15/2009
Junior High/Middle School	
<a href="#">SECOND DOSE MEASLES VACCINE REPORT</a> Required for all Junior High/Middle Schools.	DUE BY 12/08/2008
<a href="#">SEVENTH GRADE SUMMARY REPORT</a> Required if there is a 7th grade in your facility. If there is no 7th grade, check the "Does Not Apply" box.	DUE BY 12/08/2008
<a href="#">SECOND DOSE MEASLES YEAR-END REPORT</a> Required for all Junior High/Middle Schools.	DUE BY 06/15/2009
<a href="#">SEVENTH GRADE YEAR-END REPORT</a> Required if there is a 7th grade in your facility.	DUE BY 06/15/2009
Kindergarten/Elementary School	
<a href="#">KINDERGARTEN ANNUAL REPORT</a> Required if there is a Kindergarten in your facility. If there is no Kindergarten, check the "Does Not Apply" box.	DUE BY 12/08/2008
<a href="#">SECOND DOSE MEASLES VACCINE REPORT</a> Required for all elementary schools. Report on the entire school, not just Kindergarten.	DUE BY 12/08/2008
<a href="#">KINDERGARTEN YEAR-END REPORT</a> Required if there is a kindergarten in your facility.	DUE BY 06/15/2009
<a href="#">SECOND DOSE MEASLES YEAR-END REPORT</a> Required for all Kindergarten/Elementary Schools.	DUE BY 06/15/2009

# Annual Report

## Part 1: Adequate for School Entry

- If the Kindergarten Annual Report does not apply to your school, check the box "Does Not Apply."
- **Part 1: Adequate for School Entry** is the number of students who have been vaccinated or claimed exemptions.
- Students who are vaccinated are divided into two groups:
  - Those who had Chickenpox disease, and
  - Those who did not.

		2008/2009
		Kinder/Elem
		ANNUAL SUMMARY
<b>PART 1: ADEQUATE FOR SCHOOL ENTRY</b>		
Adequate for school entry + varicella VACCINE	<input type="checkbox"/>	
Adequate for school entry + chickenpox DISEASE	<input type="checkbox"/>	
<b>a. TOTAL ADEQUATE FOR SCHOOL ENTRY</b>		<input type="text"/>
Medical Exemption	<input type="checkbox"/>	
Religious Exemption	<input type="checkbox"/>	
Personal Exemption	<input type="checkbox"/>	
<b>b. TOTAL EXEMPTIONS CLAIMED</b>		<input type="text"/>
<b>PART 2: CONDITIONAL ADMISSIONS</b>		
<b>PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)</b>		
<b>TOTAL NUMBER OF STUDENTS ENROLLED (Sum Parts 1, 2, and 3)</b>		<input type="text"/>
<b>BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.</b>		
A. Students with less than the required number of DTP/DTaP/DT or Td vaccine doses.	<input type="text"/>	A
B. Students with less than the required number of POLIO vaccine doses.	<input type="text"/>	B
C. Students with less than the required number of MEASLES vaccine doses.	<input type="text"/>	C
D. Students with less than the required number of MUMPS vaccine doses.	<input type="text"/>	D
E. Students with less than the required number of RUBELLA vaccine doses.	<input type="text"/>	E
F. Students with less than the required number of HEPATITIS B vaccine doses.	<input type="text"/>	F
G. Students with less than the required number of VARICELLA (chickenpox) vaccine doses and/or students with no previous history of varicella (chickenpox) disease.	<input type="text"/>	G
H. Students with less than the required number of HEPATITIS A vaccine doses.	<input type="text"/>	H
I. Students with NO IMMUNIZATION RECORDS.	<input type="text"/>	I
<b>COMMENTS:</b>		<input type="text"/>

# Annual Report

## Part 1: Adequate for School Entry

### Varicella Vaccine/Disease

- *Varicella Vaccine:*  
Enter the number of students who have completed all vaccinations, INCLUDING the Varicella vaccine.
- *Varicella Disease:*  
Enter the number of students who have completed all vaccinations EXCEPT Varicella AND had Chickenpox disease.
- Enter the total of these two fields in Part 1(a): *Total Adequate for School Entry.*

		2008/2009
		Kinder/Elem
		ANNUAL SUMMARY
<b>PART 1: ADEQUATE FOR SCHOOL ENTRY</b>		
Adequate for school entry - varicella VACCINE	<input type="text"/>	<input type="text"/>
Adequate for school entry - chickenpox DISEASE	<input type="text"/>	<input type="text"/>
<b>a. TOTAL ADEQUATE FOR SCHOOL ENTRY</b>	<input type="text"/>	<input type="text"/>
Medical Exemption	<input type="text"/>	<input type="text"/>
Religious Exemption	<input type="text"/>	<input type="text"/>
Personal Exemption	<input type="text"/>	<input type="text"/>
<b>b. TOTAL EXEMPTIONS CLAIMED</b>	<input type="text"/>	<input type="text"/>
<b>PART 2: CONDITIONAL ADMISSIONS</b>	<input type="text"/>	<input type="text"/>
<b>PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)</b>	<input type="text"/>	<input type="text"/>
<b>TOTAL NUMBER OF STUDENTS ENROLLED (Sum Parts 1, 2, and 3)</b>	<input type="text"/>	<input type="text"/>
<b>BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.</b>		
A Students with less than the required number of DTP/DIaP/DI or Td vaccine doses.	<input type="text"/>	<input type="text"/>
B Students with less than the required number of POLIO vaccine doses.	<input type="text"/>	<input type="text"/>
C Students with less than the required number of MEASLES vaccine doses.	<input type="text"/>	<input type="text"/>
D Students with less than the required number of MUMPS vaccine doses.	<input type="text"/>	<input type="text"/>
E Students with less than the required number of RUBELLA vaccine doses.	<input type="text"/>	<input type="text"/>
F Students with less than the required number of HEPATITIS B vaccine doses.	<input type="text"/>	<input type="text"/>
G Students with less than the required number of VARICELLA (chickenpox) vaccine doses and/or students with no previous history of varicella (chickenpox) disease.	<input type="text"/>	<input type="text"/>
H Students with less than the required number of HEPATITIS A vaccine doses.	<input type="text"/>	<input type="text"/>
I Students with NO IMMUNIZATION RECORDS.	<input type="text"/>	<input type="text"/>
COMMENTS:	<input type="text"/>	<input type="text"/>

# Annual Report

## Part 1: Adequate for School Entry Exemptions

- *Medical, Religious and Personal Exemptions:*  
Enter the number of students for each type of exemption.
- Enter the total number of exemptions in Part 1(b):  
*Total Exemptions Claimed.*



**NOTE:** If a student has claimed any exemption, do not count the student in the immunized category - even if the student has received *some* vaccine doses. For this report, exemptions cover *all vaccine* requirements, not individual vaccines.

		2008/2009
		Kinder/Elem
		ANNUAL SUMMARY
<b>PART 1: ADEQUATE FOR SCHOOL ENTRY</b>		
Adequate for school entry + varicella VACCINE		<input type="text"/>
Adequate for school entry + chickenpox DISEASE		<input type="text"/>
<b>a. TOTAL ADEQUATE FOR SCHOOL ENTRY</b>		<input type="text"/>
Medical Exemption		<input type="text"/>
Religious Exemption		<input type="text"/>
Personal Exemption		<input type="text"/>
<b>b. TOTAL EXEMPTIONS CLAIMED</b>		<input type="text"/>
<b>PART 2: CONDITIONAL ADMISSIONS</b>		
<b>PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)</b>		
TOTAL NUMBER OF STUDENTS ENROLLED (Sum Parts 1, 2, and 3)		<input type="text"/>
<b>BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.</b>		
A. Students with less than the required number of DTP/DTaP/DT or Td vaccine doses.		<input type="text"/> A
B. Students with less than the required number of POLIO vaccine doses.		<input type="text"/> B
C. Students with less than the required number of MEASLES vaccine doses.		<input type="text"/> C
D. Students with less than the required number of MUMPS vaccine doses.		<input type="text"/> D
E. Students with less than the required number of RUBELLA vaccine doses.		<input type="text"/> E
F. Students with less than the required number of HEPATITIS B vaccine doses.		<input type="text"/> F
G. Students with less than the required number of VARICELLA (chickenpox) vaccine doses and or students with no previous history of varicella (chickenpox) disease.		<input type="text"/> G
H. Students with less than the required number of HEPATITIS A vaccine doses.		<input type="text"/> H
I. Students with NO IMMUNIZATION RECORDS.		<input type="text"/> I
COMMENTS:	<input type="text"/>	

# Annual Report

## Part 2: Conditional Admissions

### Part 3: Not-in-Compliance

- **Part 2: Conditional Admissions:** Enter the number of students who are *less than one month past due* for any single vaccine on the first day of school.


- **Part 3: Students Not-in-Compliance:** Enter the number of students who meet the definition for Not-in-Compliance on the first day of school.

 **NOTE:** Students who are Not-in-Compliance must be excluded from school.

		2008/2009
		Kinder/Elem
		ANNUAL SUMMARY
<b>PART 1: ADEQUATE FOR SCHOOL ENTRY</b>		
Adequate for school entry = varicella VACCINE		<input type="text"/>
Adequate for school entry = chickenpox DISEASE		<input type="text"/>
<b>a. TOTAL ADEQUATE FOR SCHOOL ENTRY</b>		<input type="text"/>
Medical Exemption		<input type="text"/>
Religious Exemption		<input type="text"/>
Personal Exemption		<input type="text"/>
<b>b. TOTAL EXEMPTIONS CLAIMED</b>		<input type="text"/>
<b>PART 2: CONDITIONAL ADMISSIONS</b>		
<b>PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)</b>		
<b>TOTAL NUMBER OF STUDENTS ENROLLED (Sum Parts 1, 2, and 3)</b>		<input type="text"/>
<b>BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.</b>		
<b>A</b> Students with less than the required number of DTP/DTaP/DT or Td vaccine doses.		<input type="text"/> <b>A</b>
<b>B</b> Students with less than the required number of POLIO vaccine doses.		<input type="text"/> <b>B</b>
<b>C</b> Students with less than the required number of MEASLES vaccine doses.		<input type="text"/> <b>C</b>
<b>D</b> Students with less than the required number of MUMPS vaccine doses.		<input type="text"/> <b>D</b>
<b>E</b> Students with less than the required number of RUBELLA vaccine doses.		<input type="text"/> <b>E</b>
<b>F</b> Students with less than the required number of HEPATITIS B vaccine doses.		<input type="text"/> <b>F</b>
<b>G</b> Students with less than the required number of VARICELLA (chickenpox) vaccine doses and/or students with no previous history of varicella (chickenpox) disease.		<input type="text"/> <b>G</b>
<b>H</b> Students with less than the required number of HEPATITIS A vaccine doses.		<input type="text"/> <b>H</b>
<b>I</b> Students with NO IMMUNIZATION RECORDS.		<input type="text"/> <b>I</b>
<b>COMMENTS:</b>	<input type="text"/>	

# Annual Report

## Breakdown of Students Conditionally Admitted and Not-in-Compliance

- *Total Number of Students Enrolled:*  
Enter the total number of students from Parts 1, 2, and 3.
  - *Breakdown of Students Conditionally Admitted or Not-in-Compliance:*  
Enter the number of students who are missing at least one dose of each vaccine listed or who have no immunization records.
-  You must complete the comment field if you reported Conditionally Admitted and/or Not-in-Compliance students.
- Click on Submit. Once you submit a report, you will return to the list of reports. The completed report will be highlighted in red.
  - Print a copy of the completed report for your records.

		2008/2009
		Kinder/Elem
		ANNUAL SUMMARY
<b>PART 1: ADEQUATE FOR SCHOOL ENTRY</b>		
Adequate for school entry + varicella VACCINE	<input type="text"/>	<input type="text"/>
Adequate for school entry + chickenpox DISEASE	<input type="text"/>	<input type="text"/>
<b>a. TOTAL ADEQUATE FOR SCHOOL ENTRY</b>	<input type="text"/>	<input type="text"/>
Medical Exemption	<input type="text"/>	<input type="text"/>
Religious Exemption	<input type="text"/>	<input type="text"/>
Personal Exemption	<input type="text"/>	<input type="text"/>
<b>b. TOTAL EXEMPTIONS CLAIMED</b>	<input type="text"/>	<input type="text"/>
<b>PART 2: CONDITIONAL ADMISSIONS</b>		
<b>PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)</b>		
<b>TOTAL NUMBER OF STUDENTS ENROLLED (Sum Parts 1, 2, and 3)</b>		<input type="text"/>
<b>BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.</b>		
<b>A</b> Students with less than the required number of DTP/DTaP/DT or Td vaccine doses.	<input type="text"/>	<input type="text"/>
<b>B</b> Students with less than the required number of POLIO vaccine doses.	<input type="text"/>	<input type="text"/>
<b>C</b> Students with less than the required number of MEASLES vaccine doses.	<input type="text"/>	<input type="text"/>
<b>D</b> Students with less than the required number of MUMPS vaccine doses.	<input type="text"/>	<input type="text"/>
<b>E</b> Students with less than the required number of RUBELLA vaccine doses.	<input type="text"/>	<input type="text"/>
<b>F</b> Students with less than the required number of HEPATITIS B vaccine doses.	<input type="text"/>	<input type="text"/>
<b>G</b> Students with less than the required number of VARICELLA (chickenpox) vaccine doses and/or students with no previous history of varicella (chickenpox) disease.	<input type="text"/>	<input type="text"/>
<b>H</b> Students with less than the required number of HEPATITIS A vaccine doses.	<input type="text"/>	<input type="text"/>
<b>I</b> Students with NO IMMUNIZATION RECORDS.	<input type="text"/>	<input type="text"/>
<b>COMMENTS:</b>	<input type="text"/>	<input type="text"/>





# Reporting Errors

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- If there is an error in any submitted report, the report will re-appear on the screen with errors highlighted in red.
- Correct the errors and re-submit the report.
- If the program does not show the list of reports with your completed report highlighted in red (it is still blue), the report submission was unsuccessful. Select the report again and repeat the reporting process.
- If you realize that you made an error after successful submission of your report, call the Utah Immunization Program at 801-538-9450. Your report will be re-set and you can start again.
- Provide your name, phone number, school, and username/password to Immunization Program personnel to confirm your report was re-set.

# Second Dose Measles Report

- The following example will provide instructions for completing the Second Dose Measles Report for Kindergarten/Elementary schools.
- Follow the same instructions for completing the Junior High/Middle School and High School Reports.
- Select the appropriate report from the screen showing the list of required reports.
- Enter the name, title, and telephone number for the person completing the report.

REPORTING REQUIREMENTS FOR SCHOOL YEAR 2008/2009		
Child Care		
<a href="#">EARLY CHILDHOOD PROGRAM ANNUAL SUMMARY REPORT</a> Required for all Early Childhood Program facilities.		DUE BY 12/08/2008
High School		
<a href="#">SECOND DOSE MEASLES VACCINE REPORT</a> Required for all High Schools.		DUE BY 12/08/2008
<a href="#">SECOND DOSE MEASLES YEAR-END REPORT</a> Required for all High Schools.		DUE BY 06/15/2009
Junior High/Middle School		
<a href="#">SECOND DOSE MEASLES VACCINE REPORT</a> Required for all Junior High/Middle Schools.		DUE BY 12/08/2008
<a href="#">SEVENTH GRADE SUMMARY REPORT</a> Required if there is a 7th grade in your facility. If there is no 7th grade, check the "Does Not Apply" box.		DUE BY 12/08/2008
<a href="#">SECOND DOSE MEASLES YEAR-END REPORT</a> Required for all Junior High/Middle Schools.		DUE BY 06/15/2009
<a href="#">SEVENTH GRADE YEAR-END REPORT</a> Required if there is a 7th grade in your facility.		DUE BY 06/15/2009
Kindergarten/Elementary School		
<a href="#">KINDERGARTEN ANNUAL REPORT</a> Required if there is a Kindergarten in your facility. If there is no Kindergarten, check the "Does Not Apply" box.		DUE BY 12/08/2008
<a href="#">SECOND DOSE MEASLES VACCINE REPORT</a> Required for all elementary schools. Report on the entire school, not just Kindergarten.		DUE BY 12/08/2008
<a href="#">KINDERGARTEN YEAR-END REPORT</a> Required if there is a kindergarten in your facility.		DUE BY 06/15/2009
<a href="#">SECOND DOSE MEASLES YEAR-END REPORT</a> Required for all Kindergarten/Elementary Schools.		DUE BY 06/15/2009

# Second Dose Measles Report

## Part 1: Adequate for School Entry

- **Part 1: Adequate for School Entry** is the number of students who have been vaccinated or claimed an exemption.
- Part 1(a): *Total Adequate for School Entry:*  
Enter the total number of students in elementary school (not just Kindergarten) who have received two doses of the Measles vaccine at the correct interval.
- *Medical, Religious, or Personal Exemptions:*  
Enter the number of students for each type of exemption.
- Enter the total number of exemptions in Part 1(b): *Total Exemptions Claimed.*

Person Completing Form	<input type="text"/>
Title Of Person Completing The Form	<input type="text"/>
Phone Number Of Person Completing The Form	<input type="text"/>
	2008/2009
	Kinder/Elem
	2ND DOSE MEASLES
<b>PART 1: ADEQUATE FOR SCHOOL ENTRY</b>	
a. TOTAL ADEQUATE FOR SCHOOL ENTRY	<input type="text"/>
Medical Exemption	<input type="text"/>
Religious Exemption	<input type="text"/>
Personal Exemption	<input type="text"/>
b. TOTAL EXEMPTIONS CLAIMED	<input type="text"/>
<b>PART 2: CONDITIONAL ADMISSIONS</b>	
<b>PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)</b>	
TOTAL NUMBER OF STUDENTS ENROLLED (Sum Parts 1, 2, and 3)	<input type="text"/>
<b>BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.</b>	
A. Students who are more than one month past due for their second dose of MEASLES.	<input type="text"/> A.
B. Students with NO IMMUNIZATION RECORDS.	<input type="text"/> B.
C. It has been less than 28 days since the first dose of MEASLES or MMR vaccine.	<input type="text"/> C.
COMMENTS:	<input type="text"/>

# Second Dose Measles Report

## Part 2: Conditional Admissions

### Part 3: Not-in-Compliance

- **Part 2: Conditional Admissions:**  
Enter the number of students who are less than one month past due for their second dose Measles vaccine on the first day of school.
- **Part 3: Students Not-In-Compliance:**  
Enter the number of students who meet the definition for Not-in-Compliance on the first day of school.




**NOTE:** Students who are Not-in-Compliance must be excluded from school.

Person Completing Form	<input type="text"/>
Title Of Person Completing The Form	<input type="text"/>
Phone Number Of Person Completing The Form	<input type="text"/>
	2008/2009
	Kinder/Elem
	2ND DOSE MEASLES
<b>PART 1: ADEQUATE FOR SCHOOL ENTRY</b>	
a. TOTAL ADEQUATE FOR SCHOOL ENTRY	<input type="text"/>
Medical Exemption	<input type="text"/>
Religious Exemption	<input type="text"/>
Personal Exemption	<input type="text"/>
b. TOTAL EXEMPTIONS CLAIMED	<input type="text"/>
<b>PART 2: CONDITIONAL ADMISSIONS</b>	
<b>PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)</b>	
<b>TOTAL NUMBER OF STUDENTS ENROLLED (Sum Parts 1, 2, and 3)</b>	
<b>BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.</b>	
A. Students who are more than one month past due for their second dose of MEASLES.	<input type="text"/> A.
B. Students with NO IMMUNIZATION RECORDS.	<input type="text"/> B.
C. It has been less than 28 days since the first dose of MEASLES or MMR vaccine.	<input type="text"/> C.
COMMENTS:	<input type="text"/>

# Second Dose Measles Report


## Breakdown of Students Conditionally Admitted and Not-in-Compliance

- *Total Number of Students Enrolled:*  
Enter the total number of students from Parts 1, 2, and 3.
- *Breakdown of Students Conditionally Admitted and Not-in-Compliance:*  
Enter the number of students who are more than one month past due for their second Measles dose, have no immunization record or received their second Measles dose less than 28 days from the first dose.

 You must complete the comment field if you reported Conditionally Admitted and/or Not-in-Compliance students.

- Click on Submit.
- Print a copy of the completed report for your records.

Person Completing Form	<input type="text"/>
Title Of Person Completing The Form	<input type="text"/>
Phone Number Of Person Completing The Form	<input type="text"/>
	2008/2009
	Kinder/Elem
	2ND DOSE MEASLES
<b>PART 1: ADEQUATE FOR SCHOOL ENTRY</b>	
a. TOTAL ADEQUATE FOR SCHOOL ENTRY	<input type="text"/>
Medical Exemption	<input type="text"/>
Religious Exemption	<input type="text"/>
Personal Exemption	<input type="text"/>
b. TOTAL EXEMPTIONS CLAIMED	<input type="text"/>
<b>PART 2: CONDITIONAL ADMISSIONS</b>	<input type="text"/>
<b>PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)</b>	<input type="text"/>
<b>TOTAL NUMBER OF STUDENTS ENROLLED (Sum Parts 1, 2, and 3)</b>	<input type="text"/>
<b>BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.</b>	
A. Students who are more than one month past due for their second dose of MEASLES.	<input type="text"/> A.
B. Students with NO IMMUNIZATION RECORDS.	<input type="text"/> B.
C. It has been less than 28 days since the first dose of MEASLES or MMR vaccine.	<input type="text"/> C.
COMMENTS:	<input type="text"/>



# Year-End Reports

**i** **NOTE:** Report **only** on those students who were reported *Not-in-Compliance or Conditionally Admitted* in the *November* report.

- Follow the same instructions for selecting all year-end reports.
- From the list of reports screen, select the report you will be completing.
- Enter the name, title, and telephone number of the person completing the report.

REPORTING REQUIREMENTS FOR SCHOOL YEAR 2008/2009	
Child Care	
<a href="#">EARLY CHILDHOOD PROGRAM ANNUAL SUMMARY REPORT</a> Required for all Early Childhood Program facilities.	DUE BY 12/08/2008
High School	
<a href="#">SECOND DOSE MEASLES VACCINE REPORT</a> Required for all High Schools.	DUE BY 12/08/2008
<a href="#">SECOND DOSE MEASLES YEAR-END REPORT</a> Required for all High Schools.	DUE BY 06/15/2009
Junior High/Middle School	
<a href="#">SECOND DOSE MEASLES VACCINE REPORT</a> Required for all Junior High/Middle Schools.	DUE BY 12/08/2008
<a href="#">SEVENTH GRADE SUMMARY REPORT</a> Required if there is a 7th grade in your facility. If there is no 7th grade, check the "Does Not Apply" box.	DUE BY 12/08/2008
<a href="#">SECOND DOSE MEASLES YEAR-END REPORT</a> Required for all Junior High/Middle Schools.	DUE BY 06/15/2009
<a href="#">SEVENTH GRADE YEAR-END REPORT</a> Required if there is a 7th grade in your facility.	DUE BY 06/15/2009
Kindergarten/Elementary School	
<a href="#">KINDERGARTEN ANNUAL REPORT</a> Required if there is a Kindergarten in your facility. If there is no Kindergarten, check the "Does Not Apply" box.	DUE BY 12/08/2008
<a href="#">SECOND DOSE MEASLES VACCINE REPORT</a> Required for all elementary schools. Report on the entire school, not just Kindergarten.	DUE BY 12/08/2008
<a href="#">KINDERGARTEN YEAR-END REPORT</a> Required if there is a kindergarten in your facility.	DUE BY 06/15/2009
<a href="#">SECOND DOSE MEASLES YEAR-END REPORT</a> Required for all Kindergarten/Elementary Schools.	DUE BY 06/15/2009

# Year-End Report Totals

- The numbers from the November report will appear in the first column.
- These numbers are provided for your information only and should not be included in your year-end totals.



Report **only** on the numbers appearing in the box titled **Total!** In this example, the report should be for five students.

- Enter your year-end totals in the blank field to the right of the November numbers.

PART 1: ADEQUATE FOR SCHOOL ENTRY			
Adequate for school entry + varicella VACCINE	5		
Adequate for school entry + chickenpox DISEASE	0		
<b>a. ADEQUATE FOR SCHOOL ENTRY</b>	<b>5</b>		
Medical Exemption	0		
Religious Exemption	0		
Personal Exemption	0		
<b>b. TOTAL EXEMPTIONS CLAIMED</b>	<b>0</b>		
<b>PART 2: CONDITIONAL ADMISSIONS</b>	<b>0</b>		
<b>PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)</b>	<b>5</b>		
<b>PART 4: LEFT SCHOOL</b>			
<b>TOTAL NUMBER OF STUDENTS TO BE REPORTED ON (Sum Parts 1, 2, 3, and 4)</b>	<b>10</b>	<b>TOTAL = 5</b>	
<b>TOTAL AGGREGATE DAYS MEMBERSHIP (ADM) of students CURRENTLY not in compliance</b>			
BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.			
<b>A</b> Students with less than the required number of DTP/DTaP/DT or Td vaccine doses.	5		<b>A</b>
<b>B</b> Students with less than the required number of POLIO vaccine doses.	0		<b>B</b>
<b>C</b> Students with less than the required number of MEASLES vaccine doses.	0		<b>C</b>
<b>D</b> Students with less than the required number of MUMPS vaccine doses.	0		<b>D</b>
<b>E</b> Students with less than the required number of RUBELLA vaccine doses.	0		<b>E</b>
<b>F</b> Students with less than the required number of HEPATITIS B vaccine doses.	0		<b>F</b>
<b>G</b> Students with less than the required number of VARICELLA (chickenpox) vaccine doses and/or students with no previous history of varicella (chickenpox) disease.	0		<b>G</b>
<b>H</b> Students with less than the required number of HEPATITIS A vaccine doses.	0		<b>H</b>
<b>I</b> Students with NO IMMUNIZATION RECORDS.	0		<b>I</b>
Please explain how your school followed up to ensure these students were ADEQUATELY immunized by the end of the year.			

# Year-End Reports

## Part 1: Adequate for School Entry

### Varicella Vaccine/Disease

- **Part 1:** *Adequate for School Entry* is the number of students who have been vaccinated or claimed an exemption.
- Part 1(a): *Adequate for School Entry:*

#### *Varicella Vaccine:*

Enter the number of students who have completed ALL vaccinations, INCLUDING the Varicella vaccine.

#### *Varicella Disease:*

Enter the number of students who have completed all vaccinations EXCEPT Varicella AND had Chickenpox disease.

PART 1: ADEQUATE FOR SCHOOL ENTRY			
Adequate for school entry - varicella VACCINE	5		
Adequate for school entry - chickenpox DISEASE	0		
<b>a. ADEQUATE FOR SCHOOL ENTRY</b>	5		
Medical Exemption	0		
Religious Exemption	0		
Personal Exemption	0		
<b>b. TOTAL EXEMPTIONS CLAIMED</b>	0		
PART 2: CONDITIONAL ADMISSIONS	0		
PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)	5		
PART 4: LEFT SCHOOL			
<b>TOTAL NUMBER OF STUDENTS TO BE REPORTED ON (Sum Parts 1, 2, 3, and 4)</b>	10		<b>TOTAL = 5</b>
TOTAL AGGREGATE DAYS MEMBERSHIP (ADM) of students CURRENTLY not in compliance			
<b>BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.</b>			
A Students with less than the required number of DTP/DTaP/DT or Td vaccine doses.	5		A
B Students with less than the required number of POLIO vaccine doses.	0		B
C Students with less than the required number of MEASLES vaccine doses.	0		C
D Students with less than the required number of MUMPS vaccine doses.	0		D
E Students with less than the required number of RUBELLA vaccine doses.	0		E
F Students with less than the required number of HEPATITIS B vaccine doses.	0		F
G Students with less than the required number of VARICELLA (chickenpox) vaccine doses and/or students with no previous history of varicella (chickenpox) disease.	0		G
H Students with less than the required number of HEPATITIS A vaccine doses.	0		H
I Students with NO IMMUNIZATION RECORDS.	0		I
Please explain how your school followed up to ensure these students were ADEQUATELY immunized by the end of the year.			

# Year-End Reports

## Part 1: Exemptions

- *Medical, Religious or Personal Exemptions:*  
Enter the number of students for each type of exemption.
- Enter the total number of exemptions in Part 1(b):  
*Total Exemptions Claimed.*

PART 1: ADEQUATE FOR SCHOOL ENTRY			
Adequate for school entry + varicella VACCINE	5	<input type="text"/>	
Adequate for school entry + chickenpox DISEASE	0	<input type="text"/>	
<b>a. ADEQUATE FOR SCHOOL ENTRY</b>	<b>5</b>	<input type="text"/>	
Medical Exemption	0	<input type="text"/>	
Religious Exemption	0	<input type="text"/>	
Personal Exemption	0	<input type="text"/>	
<b>b. TOTAL EXEMPTIONS CLAIMED</b>	<b>0</b>	<input type="text"/>	
PART 2: CONDITIONAL ADMISSIONS	0	<input type="text"/>	
PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)	5	<input type="text"/>	
PART 4: LEFT SCHOOL		<input type="text"/>	
<b>TOTAL NUMBER OF STUDENTS TO BE REPORTED ON (Sum Parts 1, 2, 3, and 4)</b>	<b>10</b>	<input type="text"/>	<b>TOTAL = 5</b>
TOTAL AGGREGATE DAYS MEMBERSHIP (ADM) of students CURRENTLY not in compliance		<input type="text"/>	
<b>BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.</b>			
A Students with less than the required number of DTP/DTaP/DI or Td vaccine doses.	5	<input type="text"/>	A
B Students with less than the required number of POLIO vaccine doses.	0	<input type="text"/>	B
C Students with less than the required number of MEASLES vaccine doses.	0	<input type="text"/>	C
D Students with less than the required number of MUMPS vaccine doses.	0	<input type="text"/>	D
E Students with less than the required number of RUBELLA vaccine doses.	0	<input type="text"/>	E
F Students with less than the required number of HEPATITIS B vaccine doses.	0	<input type="text"/>	F
G Students with less than the required number of VARICELLA (chickenpox) vaccine doses and/or students with no previous history of varicella (chickenpox) disease.	0	<input type="text"/>	G
H Students with less than the required number of HEPATITIS A vaccine doses.	0	<input type="text"/>	H
I Students with NO IMMUNIZATION RECORDS.	0	<input type="text"/>	I
<b>Please explain how your school followed up to ensure these students were ADEQUATELY immunized by the end of the year.</b>			
<input type="text"/>			

# Year-End Reports

## Part 2: Conditional Admissions, Part 3: Not-in-Compliance, Part 4: Left School

- **Part 2: Conditional Admissions:**  
Enter the number of students who *continue* to be less than one month past due on any single vaccine.
- **Part 3: Not-in-Compliance:**  
Enter the number of students who *continue* to meet the definition for Not-in-Compliance.
- **Part 4: Left School:**  
Enter the number of students who left school because they were Not-in-Compliance.

PART 1: ADEQUATE FOR SCHOOL ENTRY			
Adequate for school entry + varicella VACCINE	5	<input type="text"/>	
Adequate for school entry + chickenpox DISEASE	0	<input type="text"/>	
<b>a. ADEQUATE FOR SCHOOL ENTRY</b>	<b>5</b>	<input type="text"/>	
Medical Exemption	0	<input type="text"/>	
Religious Exemption	0	<input type="text"/>	
Personal Exemption	0	<input type="text"/>	
<b>b. TOTAL EXEMPTIONS CLAIMED</b>	<b>0</b>	<input type="text"/>	
<b>PART 2: CONDITIONAL ADMISSIONS</b>	<b>0</b>	<input type="text"/>	
<b>PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)</b>	<b>5</b>	<input type="text"/>	
<b>PART 4: LEFT SCHOOL</b>		<input type="text"/>	
<b>TOTAL NUMBER OF STUDENTS TO BE REPORTED ON (Sum Parts 1, 2, 3, and 4)</b>	<b>10</b>	<input type="text"/>	<b>TOTAL = 5</b>
<b>TOTAL AGGREGATE DAYS MEMBERSHIP (ADM) of students CURRENTLY not in compliance</b>		<input type="text"/>	
BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.			
A. Students with less than the required number of DTP/DTaP/DT or Td vaccine doses.	5	<input type="text"/>	A
B. Students with less than the required number of POLIO vaccine doses.	0	<input type="text"/>	B
C. Students with less than the required number of MEASLES vaccine doses.	0	<input type="text"/>	C
D. Students with less than the required number of MUMPS vaccine doses.	0	<input type="text"/>	D
E. Students with less than the required number of RUBELLA vaccine doses.	0	<input type="text"/>	E
F. Students with less than the required number of HEPATITIS B vaccine doses.	0	<input type="text"/>	F
G. Students with less than the required number of VARICELLA (chickenpox) vaccine doses and/or students with no previous history of varicella (chickenpox) disease.	0	<input type="text"/>	G
H. Students with less than the required number of HEPATITIS A vaccine doses.	0	<input type="text"/>	H
I. Students with NO IMMUNIZATION RECORDS.	0	<input type="text"/>	I
<b>Please explain how your school followed up to ensure these students were ADEQUATELY immunized by the end of the year.</b>			

# Year-End Report Totals

- *Total Number of Students To Be Reported On:*  
Enter the number of students from Parts 1, 2, 3, and 4.
- *Total Aggregate Days of Membership:*  
For each student who is Not-in-Compliance at the end of school, total the number of days each student attended school while Not-in-Compliance.
- Enter the total number of days for all students who are Not-in-Compliance.

PART 1: ADEQUATE FOR SCHOOL ENTRY			
	Adequate for school entry + varicella VACCINE	5	<input type="text"/>
	Adequate for school entry + chickenpox DISEASE	0	<input type="text"/>
a. ADEQUATE FOR SCHOOL ENTRY		5	<input type="text"/>
	Medical Exemption	0	<input type="text"/>
	Religious Exemption	0	<input type="text"/>
	Personal Exemption	0	<input type="text"/>
b. TOTAL EXEMPTIONS CLAIMED		0	<input type="text"/>
PART 2: CONDITIONAL ADMISSIONS		0	<input type="text"/>
PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)		5	<input type="text"/>
PART 4: LEFT SCHOOL			<input type="text"/>
TOTAL NUMBER OF STUDENTS TO BE REPORTED ON (Sum Parts 1, 2, 3, and 4)		10	TOTAL = 5
TOTAL AGGREGATE DAYS MEMBERSHIP (ADM) of students CURRENTLY not in compliance			<input type="text"/>
BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.			
A	Students with less than the required number of DTP/DTaP/DT or Td vaccine doses.	5	<input type="text"/> A
B	Students with less than the required number of POLIO vaccine doses.	0	<input type="text"/> B
C	Students with less than the required number of MEASLES vaccine doses.	0	<input type="text"/> C
D	Students with less than the required number of MUMPS vaccine doses.	0	<input type="text"/> D
E	Students with less than the required number of RUBELLA vaccine doses.	0	<input type="text"/> E
F	Students with less than the required number of HEPATITIS B vaccine doses.	0	<input type="text"/> F
G	Students with less than the required number of VARICELLA (chickenpox) vaccine doses and/or students with no previous history of varicella (chickenpox) disease.	0	<input type="text"/> G
H	Students with less than the required number of HEPATITIS A vaccine doses.	0	<input type="text"/> H
I	Students with NO IMMUNIZATION RECORDS.	0	<input type="text"/> I
Please explain how your school followed up to ensure these students were ADEQUATELY immunized by the end of the year.			
<input type="text"/>			

# Year-End Report

## Breakdown of Students Conditionally Admitted and Not-in-Compliance

- *Breakdown of Students Conditionally Admitted and Not-In-Compliance:* If you reported students in Part 2 or 3, enter the number of students in each category.



You must complete the comment field if you reported Conditionally Admitted and/or Not-in-Compliance students.

- Click on Submit and you will return to the list of reports.
- Select the report and print a copy of the completed report for your records.
- Continue the same process until you have completed each required report.

PART 1: ADEQUATE FOR SCHOOL ENTRY			
Adequate for school entry + varicella VACCINE	5	<input type="text"/>	
Adequate for school entry + chickenpox DISEASE	0	<input type="text"/>	
<b>a. ADEQUATE FOR SCHOOL ENTRY</b>	<b>5</b>	<input type="text"/>	
Medical Exemption	0	<input type="text"/>	
Religious Exemption	0	<input type="text"/>	
Personal Exemption	0	<input type="text"/>	
<b>b. TOTAL EXEMPTIONS CLAIMED</b>	<b>0</b>	<input type="text"/>	
PART 2: CONDITIONAL ADMISSIONS	0	<input type="text"/>	
PART 3: STUDENTS NOT IN COMPLIANCE (to be excluded)	5	<input type="text"/>	
PART 4: LEFT SCHOOL		<input type="text"/>	
<b>TOTAL NUMBER OF STUDENTS TO BE REPORTED ON (Sum Parts 1, 2, 3, and 4)</b>	<b>10</b>	<input type="text"/>	<b>TOTAL = 5</b>
<b>TOTAL AGGREGATE DAYS MEMBERSHIP (ADM) of students CURRENTLY not in compliance</b>		<input type="text"/>	
BREAKDOWN OF STUDENTS CONDITIONALLY ADMITTED AND NOT-IN-COMPLIANCE.			
A Students with less than the required number of DTP/DTaP/DT or Td vaccine doses.	5	<input type="text"/>	A
B Students with less than the required number of POLIO vaccine doses.	0	<input type="text"/>	B
C Students with less than the required number of MEASLES vaccine doses.	0	<input type="text"/>	C
D Students with less than the required number of MUMPS vaccine doses.	0	<input type="text"/>	D
E Students with less than the required number of RUBELLA vaccine doses.	0	<input type="text"/>	E
F Students with less than the required number of HEPATITIS B vaccine doses.	0	<input type="text"/>	F
G Students with less than the required number of VARICELLA (chickenpox) vaccine doses and/or students with no previous history of varicella (chickenpox) disease.	0	<input type="text"/>	G
H Students with less than the required number of HEPATITIS A vaccine doses.	0	<input type="text"/>	H
I Students with NO IMMUNIZATION RECORDS.	0	<input type="text"/>	I
Please explain how your school followed up to ensure these students were ADEQUATELY immunized by the end of the year.			
<input type="text"/>			

