



School Immunization Quick-look Toolkit



June 2025



Dear School Health Office staff,

The Arizona Department of Health Services (ADHS) Bureau of Immunization Services (BIZS) is pleased to provide this toolkit for school use. Intended to be a quick and easy-to-use reference guide that can be used to help complete essential tasks. Within this kit, you will find:

- [Obtaining children's immunization records](#)
- [How to enroll in our online registry, "Arizona State Immunization Information System" \(ASIS\)](#)
- Filling out and understanding forms associated with immunizations, such as:
 - [Detailed information about requirements and scenarios](#)
 - [Screening and Referral Form](#)
 - [Referencing a child's record](#)
 - [Exemptions FAQs](#)
- [Tips on how to complete the annual Immunization Data Report \(IDR\)](#)

For more detailed information, please refer to our [Arizona Immunization Handbook for Schools and Child Care Programs](#), the [Vaccine Flowchart Resource](#), and the [Arizona Guides to Immunizations Required for Entry](#). You may also [visit the immunization program website](#) for more educational materials and school-related documentation.

Thank you,

ADHS Bureau of Immunization Services

Obtaining the Student's Immunization Record

- Ask the parent/guardian for the student's immunization record(s) at the time of enrollment. This record may come from the child's healthcare provider or may be a printed copy of the child's ASIIS record from the Bureau of Immunization Services.
- Check with the student's past school for immunization records (if needed).
- Enroll in [ASIIS, the Arizona State Immunization Information System](https://www.azdhs.gov/phs/asiis/), so that you can look up the immunization records of your students. Select the View Only Access option.

AZ State Immunization Information System- ASIIS

For Schools & Childcare

It's As Easy As 1,2,3



1. Free To Enroll

Go to www.azdhs.gov/phs/asiis/enrollment.htm

Call 602-364-3899 or
toll-free 877-491-5741

Sign up today ASIISHelpDesk@azdhs.gov



2. Easy To Use

Web-based application

Stores childhood immunization
information (since 1998)

Help Desk available and FAQ
@ www.azdhs.gov/phs/asiis/faqs.htm



3. Benefits To You

Look up children's / student's
immunization records

Print official immunization
records for your files

Retrieve important immunization
information during outbreaks





Requirements

- Prior to school attendance, compare the student's immunization record to the [requirements](#) for his or her age. There are some immunizations required for all students in kindergarten through 12th grade, and two that are required once a student turns 11 years of age.
- If a student 12 years or older is missing the 11-year-old shots, he or she **MUST** receive them before attending school.
- Per Arizona law, students who are not up-to-date on their immunizations, are not in a catch-up status, or do not have a valid exemption form on file should be excluded from school attendance.
- Catch-Up status is specifically reserved for students who are behind on their exemptions and *physically cannot* get vaccinated due to minimum intervals between vaccines. This is not for cases where the student/parent/guardian is optionally delaying vaccinations.

ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY <i>Grades K-12 (School Year 2025-2026)</i>			
<ul style="list-style-type: none"> • Requirements are shown below as stated in Arizona Administrative Code, R9-6-702, Table 7.1 and Table 7.2 • Please review the Arizona Immunization Handbook for Schools and Child Care Programs along with the Vaccine Catch-Up Flowcharts & FAQs for further information and details about immunization requirements and exemptions. • Vaccines must follow ACIP minimum intervals and ages to be valid. See pages 3-4 of this document for minimum interval and catch-up schedule information. • The 4-day grace period only applies to vaccine-administration minimum age and intervals. Refer to the Handbook for questions. 			
Vaccine	4-6 Years Old and attendance in Kindergarten or 1 st grade	7-10 Years Old	11 Years and Older
HepB Hepatitis B	3 doses The final dose of HepB must be given at 24 weeks of age or older.		
Polio Poliomyelitis (IPV) For OPV see page 2	4 doses The final dose of polio must be received at/after 4 years of age and at least six months after the previous dose. Only 3 doses are required if the 3 rd dose was received on/after the child's 4 th birthday and at least six months after the 2 nd dose. Additional doses may be needed to meet requirements. See pg. 2 for retrospective history guidance.		
MMR Measles, Mumps and Rubella	2 doses Minimum recommended age for dose 1 is 12 months.		
VAR Varicella (chickenpox)	1 dose Minimum recommended age for dose 1 is 12 months.		
DTaP, Tdap, Td Diphtheria, Tetanus, and Pertussis	5 doses of DTaP The final dose of tetanus-diphtheria-containing vaccine must be received at/after 4 years of age and at least six months after the previous dose. Only 4 doses are required if the 4 th dose was received on/after 4 years of age.	4 doses of tetanus-diphtheria-containing vaccine (or combination of DTaP, Td, or Tdap doses). At least one dose at/after 4 years of age and at least 6 months from the previous dose. 3 doses (with one at/after 4 years) are acceptable if the first dose was given on/after 1 st birthday; otherwise, refer for an additional dose.	1 dose of Tdap is required If the student does not have a Tdap but received a dose of tetanus-diphtheria-containing vaccine within the past 5 years, refer for the adolescent Tdap dose when 5 years have passed since that dose. If a student has received 1 valid dose of adolescent Tdap (age 10 years or older), no further doses are needed. Students must have a minimum series of 4 doses of tetanus-diphtheria-containing vaccine; 3 doses are acceptable if the 1 st dose was given on/after 1 st birthday.
MenACWY, MenABCWY or MCV4 Quad or Pentavalent Meningococcal	Retrospectively: Menactra (Meningococcal Quadrivalent Polysaccharide Conjugate) vaccine was discontinued in 2022 and was replaced by MenQuadfi. Menomune (Meningococcal Polysaccharide) vaccine was discontinued in February 2017. Because both Menactra and Menomune are quadrivalent vaccines, both are considered acceptable for school requirements. See pg. 3 for more detail.		1 dose of MenACWY or MenABCWY is required A dose administered at 10 years of age will meet the requirement.

Select [English](#) or [Spanish](#) to access the *Arizona Guide to Immunizations Required for Entry: Grades K-12*. To see requirements for children in Preschool or Child Care, [click here](#).

Vaccines Required for School Entry (K-12)

THEY'RE AS EASY AS 5-4-3-2-1



DTaP - 5 DOSES

EXCEPTION - IF THE 4TH DOSE IS GIVEN AFTER 4 YEARS OF AGE, THEY ARE COMPLETE.

**All students 11 years of age and older are required to have a Tdap booster and an additional dose of Tdap if booster dose is given before 11 years of age and/or 5 years have elapsed.*

POLIO - 4 DOSES

4TH DOSE GIVEN AFTER THE 4TH BIRTHDAY.

**If the 3rd dose was given AFTER the 4th birthday, they are complete.*

HEPATITIS B - 3 DOSES

3rd DOSE GIVEN AFTER 6 MONTHS OF AGE.

MMR - 2 DOSES

1ST DOSE MUST BE GIVEN AFTER 12 MONTHS OF AGE. 2ND DOSE IS VALID IF GIVEN AT LEAST 4 WEEKS AFTER INITIAL DOSE.

HIB - 1 DOSE

AT LEAST 1 DOSE MUST BE GIVEN AFTER 15 MONTHS OF AGE.

VARICELLA - 1 DOSE

IF THE CHILD HAS HAD THE DISEASE, MEDICAL DOCUMENTATION OF DISEASE IS REQUIRED.


**Highly advised all children have 2 doses.*

MenACWY - 1 DOSE

FOR ALL CHILDREN 11 YEARS OF AGE AND OLDER.


Immunization Screening and Referral Form

- If the student is missing any vaccine doses, [complete this form](#) and give it to the student's parent or guardian.
- Click on the link to access the Immunization Screening and Referral Form: [English](#) and [Spanish](#).



ARIZONA
DEPARTMENT OF
HEALTH SERVICES

Immunization Screening and Referral Form
For Kindergarten - 12th Grade



ARIZONA DEPARTMENT
OF EDUCATION

Our records show that your child has not received all immunizations required for school attendance by Arizona State Law ([Arizona Revised Statutes 15-872](#)). The immunization doses required now are indicated below:

Student Name: _____ **Date of Birth:** _____

School Name: _____ **Date of Notice:** _____

School Contact Person: _____ **Phone Number:** _____

In accordance with Arizona State Law, students must have proof of all required immunizations in order to attend school. Lack of proper documentation may result in your child being excluded from school until such documentation is provided to your school health office. Your child's immunization record with the below missing immunization(s) must be submitted:

By this Date: _____ (15 days from notification date)

1. If your child has already received the necessary immunization(s), send his or her immunization record to the school. The record must show the child's name, date of birth, the date that all doses were received, and the name of the physician or health agency who administered the vaccine.
2. If your child has not received the necessary immunizations, take your child's immunization record and this form to your physician, local health department, or other vaccine provider to get the required immunization(s) and/or records. Then, bring this form and the updated record back to school.

School Staff: Please Circle or Highlight the Missing Required Dose(s) for the Corresponding Required Vaccine(s).

School Required Vaccine	Dose Missing					
DTaP/DTP/DT (Diphtheria, Tetanus, Pertussis)	1	2	3	4	5*	6*
TD (Tetanus, Diphtheria)	1	2	3*	4*		
Tdap (Tetanus, Diphtheria, Pertussis)	1					
IPV (Polio)	1	2	3	4*		
MMR (Measles, Mumps, Rubella)	1	2	3*			
Hepatitis B	1	2	3	4*		
Varicella (Chickenpox)	1	2*				
Meningococcal (MCV4/quadrivalent)	1	2*				
CDC Recommended Vaccine**	Dose Missing					
Hepatitis A	1	2				
HPV (Human Papillomavirus)	1	2	3			
Seasonal Influenza (Flu)	1					

* Indicates that another dose is highly recommended by the CDC but not required for school attendance.
 ** CDC: Centers for Disease Control and Prevention through the Advisory Committee on Immunization Practices (ACIP) recommends routine vaccinations to prevent vaccine-preventable diseases. While most vaccinations are required by the State of Arizona for school entry, there are other recommended immunizations your child may need.
 * Exceptions exist for these particular doses - see the [Arizona school immunizations requirements](#) for details and guidance.

[Bureau of Immunization Services](#)
azdhs.gov/immunize

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Review Record and Refer for Missing Doses

EXAMPLE:


Five-year-old kindergarten student, Marie, is transferring to your school. According to her record, Marie is missing the required hepatitis B #3. On the Immunization Screening and Referral Form shown below, the necessary dose of hepatitis B vaccine has been circled, along with the recommended dose of hepatitis A.

- Give the form to Marie's parent/guardian, who must provide proof of hepatitis B #3 vaccination before school attendance.



ARIZONA
— DEPARTMENT OF —
HEALTH SERVICES

Immunization Screening and Referral Form
For Kindergarten - 12th Grade



Our records show that your child has not received all immunizations required for school attendance by Arizona State Law ([Arizona Revised Statutes 15-872](#)). The immunization doses required now are indicated below:

Student Name: _____ Date of Birth: _____

School Name: _____ Date of Notice: _____

School Contact Person: _____ Phone Number: _____

In accordance with Arizona State Law, students must have proof of all required immunizations in order to attend school. Lack of proper documentation may result in your child being excluded from school until such documentation is provided to your school health office. Your child's immunization record with the below missing immunization(s) must be submitted:

By this Date: _____ (15 days from notification date)

1. If your child has already received the necessary immunization(s), send his or her immunization record to the school. The record must show the child's name, date of birth, the date that all doses were received, and the name of the physician or health agency who administered the vaccine.
2. If your child has not received the necessary immunizations, take your child's immunization record and this form to your physician, local health department, or other vaccine provider to get the required immunization(s) and/or records. Then, bring this form and the updated record back to school.

School Staff: Please Circle or Highlight the Missing Required Dose(s) for the Corresponding Required Vaccine(s).

School Required Vaccine	Dose Missing					
DTaP/DTP/DT (Diphtheria, Tetanus, Pertussis)	1	2	3	4	5*	6*
TD (Tetanus, Diphtheria)	1	2	3*	4*		
Tdap (Tetanus, Diphtheria, Pertussis)	1					
IPV (Polio)	1	2	3	4*		
MMR (Measles, Mumps, Rubella)	1	2	3*			
Hepatitis B	1	2	3	4*		
Varicella (Chickenpox)	1	2*				
Meningococcal (MCV4/quadrivalent)	1	2*				
CDC Recommended Vaccine**	Dose Missing					
Hepatitis A	1	2				
HPV (Human Papillomavirus)	1	2	3			
Seasonal Influenza (Flu)	1					

* Indicates that another dose is highly recommended by the CDC but not required for school attendance.
** CDC: Centers for Disease Control and Prevention through the Advisory Committee on Immunization Practices (ACIP) recommends routine vaccinations to prevent vaccine-preventable diseases. While most vaccinations are required by the State of Arizona for school entry, there are other recommended immunizations your child may need.
† Exceptions exist for these particular doses - see the [Arizona school immunizations requirements](#) for details and guidance.

[Bureau of Immunization Services](#)
azdhs.gov/immunize

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Exemptions FAQs

What if the parent/guardian requests to sign an exemption form instead of bringing in the child's immunization record?

- ADHS strongly encourages schools and child care providers to promote immunization whenever possible.
- Tell the parent/guardian about the types of exemptions available for K-12 students as needed:
 - [Personal beliefs exemptions](#) are available for children of parents/guardians who philosophically are opposed to immunization.
 - [Medical exemptions](#) are available for children whose physician or nurse practitioner determines that there are medical reasons why the child should not be vaccinated.
- The most current version found on the ADHS webpage of the ADHS Personal Beliefs Exemption Form is the **ONLY** acceptable exemption form for parents/guardians of K-12 children who state that vaccination is against their personal beliefs.
- Parents/guardians may **NOT** create their own exemption form or alter the ADHS exemption form in any way. After the parent/guardian has completed all areas of the form, make a copy and give it to them.
- Some K-12 schools are participating in the Immunization Education Course.
 - The exemption form generated from this course looks slightly different.
 - Visit the [Immunization Education Course web page](#) for more information.
- If a parent/guardian states there is a medical reason why their child cannot be vaccinated, provide the most current version of the ADHS Medical Exemption Form to them.
- All [Medical Exemption Forms](#) **MUST** be signed and completed by the healthcare provider (physician or nurse practitioner) before being accepted.
- For medical exemptions due to a history of disease, lab serology must be attached to the exemption form for measles, rubella, and varicella. For all other disease histories, a physician/nurse practitioner's statement of disease history or lab serology is acceptable.

NOTE: The ADHS Religious Beliefs Exemption Form is **ONLY** valid for child care and preschool students.

Completing the Immunization Data Report (IDR)

- Schools must complete [Immunization Data Reports](#) (IDRs) each year on students enrolled in [kindergarten](#), [sixth grade](#), and [preschool/Head Start](#) no later than **November 15th**.
 - This requirement applies to **ALL Arizona schools**, including private, public, and charter schools.
- The IDR includes separate surveys for kindergarten and sixth grade.
 - Before beginning the survey, gather all immunization records and exemption forms for the grade level.
 - Data will be submitted in aggregate format.
 - No student names or personally identifiable information will be requested.
- **The kindergarten survey** includes questions about:
 - The number of students who meet the requirements with proof of 4+ DTap, 3-4 Polio, 2 MMR, 3 Hepatitis B, and 1-2 Varicella vaccine doses.
 - How many students are exempt from immunization, including the type(s) of exemption on file.
- **The sixth-grade survey** includes questions about:
 - The number of students who have proof of 1 Tdap (or recent Tetanus-Diphtheria-containing vaccine), 1 Meningococcal ACWY, 3-4 polio, 2 MMR, 3 Hepatitis B (or 2 dose series), and 1-2 Varicella vaccine doses.
 - How many students are exempt from immunization, including the type(s) of exemption on file.
 - How many students under 11 years of age are missing Tdap and meningococcal ACWY vaccines given they are not required until age 11. How many students are missing Tdap if it has been less than 5 years since the student's last dose of a tetanus-diphtheria-containing vaccine.
 - NOTE: Only the quadrivalent vaccine (ACWY) is acceptable for the meningococcal requirement.

NOTE: Additional information about the child care/preschool IDR can be found in the [Child Care Immunization Toolkit](#).