



ARIZONA DEPARTMENT
OF HEALTH SERVICES

School Immunization Quick-look Toolkit



READY FOR SCHOOL?
Check those vaccine records.



Dear School Health Office staff,

The Arizona Department of Health Services (ADHS) Immunization Program Office is pleased to provide this toolkit for school use. This is intended to be a quick-look toolkit reference that can be used to help complete essential tasks. Within this kit you will find:

- How to enroll in our online registry “Arizona State Immunization Information System” (ASIS)
- Filling out and understanding forms associated with immunizations such as:
 - ✓ Requirements form
 - ✓ Screening and Referral form
 - ✓ Exemption forms
- 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 our website for more educational materials and school-related documentation at <http://www.azdhs.gov/phs/immunization>.

Thank you,

Arizona Immunization Program Office

Douglas A. Ducey | Governor Cara M. Christ, MD, MS | Director

150 North 18th Avenue, Suite 120, Phoenix, AZ 85007-3247 P | 602-364-3630 F | 602-364-3285 W | azhealth.gov

Health and Wellness for all Arizonans

Obtaining the Student's Immunization Record

- Ask the parent/guardian for the student's immunization record at the time of enrollment
- Check with the student's past school for immunization records (if needed)
- [Enroll in the Arizona State Immunization Information System \(ASIS\)](#) to look up student's immunization records

AZ State Immunization Information System- ASIS For Schools & Childcare

It's As Easy As 1,2,3

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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 ASISHelpDesk@azdhs.gov
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Easy To Use

Web-based application
Stores childhood immunization information (since 1998)
Help Desk available and FAQ @ www.azdhs.gov/phs/asiis/faqs.htm
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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 older than 11 is missing the 11-year-old shots, he or she must receive them before attending school.
- Per Arizona law, students that are not up-to-date on their immunizations, or in a catch-up status, or have a valid exemption form on file should be excluded from school attendance.

ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY

Grades K-12 (School year 2020-2021)

- School requirements are shown below as stated in [Arizona Administrative Code, R9-6-702, Table 7.1 \(B\)](#) and Table 7.2
- Please review the [Arizona Immunization Handbook for Schools and Child Care Programs](#) along with the [Vaccine Flowchart Resource](#) for further information and details about school immunization requirements.
- Vaccines must follow minimum intervals and ages to be valid. See page 2 for minimum interval and catch-up schedule information.
- A vaccine-administration 4-day grace period applies in most situations.



Vaccine	4-6 Years Old and attendance in Kindergarten or 1 st grade	7-10 Years Old	11 Years or Older
HepB Hepatitis B	3 doses The final dose of HepB must be given at 24 weeks of age or older. Only 3 doses are required if the 3 rd dose was received at or after the child was 24 weeks of age; otherwise 4 doses are required.		
Polio 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. A 3 rd dose will be required if dose 1 was given more than 4 days before 1 st birthday.		
VAR Varicella (chickenpox)	1 dose Minimum recommended age for dose 1 is 12 months. 2 doses, at least 4 weeks apart, are required if dose 1 was given at 13 years of age or older.		
DTaP, Tdap, Td Diphtheria, Tetanus, and Pertussis	5 doses of DTaP Only 4 doses are required if the 4 th dose was received on/after 4 years of age; otherwise an additional dose is required, up to a maximum of 6 doses.	4 doses of tetanus-diphtheria- containing vaccine (or combination which may include DTaP, Td or Tdap doses) 3 doses 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 received a dose of tetanus-diphtheria-containing vaccine within the past 5 years, refer the student for a Tdap when 5 years has passed since that dose. Students must have minimum series of 4 doses of tetanus-diphtheria-containing vaccine; 3 doses acceptable if the 1 st dose was given on/after 1 st birthday.
MenACWY or MCV4 Quadrivalent Meningococcal	Retrospectively: Menomune (Meningococcal Polysaccharide) vaccine was a quadrivalent vaccine so is acceptable; however, production of this vaccine was discontinued in February 2017. Menomune doses are considered acceptable for school requirements.		1 dose of MenACWY 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*

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.



ADHS

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 circled or highlighted.



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

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

Contact Person at School: _____ **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 _____

1. If your child has already received the necessary immunization(s), bring 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 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 a second dose is highly **recommended by the CDC** but not required for school attendance.
- ** CDC: Center 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:
<https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/immunization/school-childcare/school-immunization-requirements.pdf>

Immunization Screening and Referral Form: [English](#) and [Spanish](#)

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 below, the required dose of hepatitis B vaccine has been circled, along with the recommended dose of hepatitis A.
- Give the form to Marie’s parents, who must provide proof of hepatitis B #3 before school attendance.



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 circled or highlighted.



ADHS

Student Name: Marie Curie Date of Birth: March 1

School Name: Lincoln Elementary Date of Notice: August 1

Contact Person at School: Florence Nightingale, RN Phone Number: 602-555-5555

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 August 2

1. If your child has already received the necessary immunization(s), bring 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 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 a second dose is highly recommended by the CDC but not required for school attendance.
** CDC: Center 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:
<https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/immunization/school-childcare/school-immunization-requirements.pdf>

ADHS-Arizona Immunization Program Office: (602)-364-3630 Revised Sept. 2018

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

- Tell the parent about the types of exemptions available for K-12 students:
 1. **Personal beliefs exemptions** are available for children of parents who philosophically oppose immunization. **ADHS strongly encourages schools and child care providers to promote immunization whenever possible, leaving non-medical exemptions as a last resort.**
 2. **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 July 2013 version of the ADHS Personal Beliefs Exemption Form is the ONLY* acceptable exemption form for parents of K-12 children who state that vaccination is against their personal beliefs. There may be an updated “revised” date on this form. The ADHS Religious Beliefs Exemption Form is only valid for child care and preschool students. Parents may not create their own exemption form or alter the ADHS exemption form in any way. After the parent has completed all areas of the form, make a copy and give it to the parent.
 - * Some schools are participating in the Immunization Education Course pilot program. The exemption form generated from this course looks slightly different. Please visit the [Immunization Education Course web page](#) for more information.
- If a parent states there is a medical reason why their child cannot be vaccinated, provide the July 2013 version of the ADHS Medical Exemption Form to parents. There may be an updated “revised” date on this form. **All Medical Exemption Forms must be signed and completed by the healthcare provider (physician or nurse practitioner) before you accept them from the parent.** For medical exemptions due to history of disease, lab serology must be attached to the exemption form for measles, rubella, and varicella. For all other disease histories, physician statement of disease history or lab serology is acceptable.
- Visit <https://www.whylimmunize.org/free-materials/> for free handouts about immunizations and vaccine safety.

Completing the Immunization Data Report (IDR)

- Schools must complete [Immunization Data Reports](#) (IDRs) each year on students enrolled in **kindergarten**, **sixth grade** and **preschool** 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.
 - ✓ You must also report how many students are exempt from immunization and the type(s) of exemption on file.
- **The sixth grade survey** includes questions about the number of students who have proof of 4+ DTaP/Td, 1 Tdap, 1 meningococcal ACWY, 3-4 polio, 2 MMR, 3 hepatitis B (or 2-dose adolescent series), and 1-2 varicella vaccine doses.
 - ✓ You must also report how many students are exempt from immunization, and the type(s) of exemption on file.
 - ✓ Because Tdap and meningococcal ACWY vaccines are not required until age 11, you will be asked if any students who are missing these vaccines are under 11 years of age.
 - ✓ If any students are missing Tdap, you will be asked to report if it has been less than 5 years since the student's last dose of Td or DTaP.
- More information about the **child care/preschool** IDR can be found in the [Child Care Immunization Toolkit](#).