School Immunization Toolkit

READY FOR SCHOOL?
Check those vaccine records.
Dear School Health Office,

The Arizona Department of Health Services (ADHS) Immunization Program Office is pleased to provide this toolkit for school use. It is designed to assist those in the health office with immunization-associated tasks. Within this kit you will find:

- How to enroll in our online registry “Arizona State Immunization Information System” (ASIIS)
- 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)

This is intended to be a brief toolkit that one may reference for these essential tasks. For more detailed information please refer to our Arizona Immunization Handbook for Schools and Child Care Programs. 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
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 (ASIIS) to look up student’s immunization records

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

ARIZONA DEPARTMENT OF HEALTH SERVICES
WhyImmunize.org
Requirements

- Compare the student’s immunization record to the requirements for his or her age before school attendance. There are some immunizations required for all students in kindergarten through 12th grade and two that are required once a student turns 11.
- 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.

Select English or Spanish to access the Arizona School Immunization Requirements: Kindergarten-12th Grade
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.

### 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 departments, 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).

<table>
<thead>
<tr>
<th>School Required Vaccine</th>
<th>Dose Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/DTP/DT (Diphtheria, Tetanus, Pertussis)</td>
<td>1 2 3 4 5* 6*</td>
</tr>
<tr>
<td>Tet (Tetanus, Diphtheria)</td>
<td>1 2 3* 4*</td>
</tr>
<tr>
<td>Tdap (Tetanus, Diphtheria, Pertussis)</td>
<td>1</td>
</tr>
<tr>
<td>IPV (Polio)</td>
<td>1 2 3</td>
</tr>
<tr>
<td>MMR (Measles, Mumps, Rubella)</td>
<td>1 2 3*</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>1 2 3 4*</td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>1 2*</td>
</tr>
<tr>
<td>Meningococcal (MCV4/quadivalent)</td>
<td>1 2*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CDC Recommended Vaccine**</th>
<th>Dose Missing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis A</td>
<td>1 2</td>
</tr>
<tr>
<td>HPV (Human Papillomavirus)</td>
<td>1 2 3</td>
</tr>
<tr>
<td>Seasonal Influenza (Flu)</td>
<td>1</td>
</tr>
</tbody>
</table>

- * 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) 964-5630

Revised Sept. 2018

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

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**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 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).

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</tr>
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<tr>
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<td>1 2*</td>
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<td>Meningococcal (Meningitis)</td>
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- * Indicates that a second dose is highly recommended by the CDC but not required for school attendance.
- **ACIP** Center for Disease Control and Prevention 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.
- **Receptions exist for these particular doses—see the Arizona school immunization requirements for details and guidance.**


ADHS Arizona Immunization Program Office: (602) 542-5150  
Updated July 2019
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 valid for child care and preschool students only. 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](https://www.whyimmunize.org/free-materials/) for more information.

• Provide the July 2013 version of the ADHS Medical Exemption Form to parents who state that there are medical reasons why their child cannot be vaccinated. 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.whyimmunize.org/free-materials/](https://www.whyimmunize.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.