



ARIZONA DEPARTMENT
OF HEALTH SERVICES

School Immunization Quick-look Toolkit



July 2024

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. This is intended to be a quick and easy-to-use reference 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" \(ASIIS\)](#)
- 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](#)
 - [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 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
- 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



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 is optionally delaying vaccinations.

ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY - *Grades K-12 (School Year 2024-2025)*



- 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 page 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. 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 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 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; in certain situations, an additional dose may be required, up to a maximum of 6 doses (before age 7).	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) is 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 has 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 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.		1 dose of MenACWY or MenABCWY is required A dose administered at 10 years of age will meet the requirement.

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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](#).


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 link to access Immunization Screening and Referral Form: [English](#) and [Spanish](#).



**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: _____

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), 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 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).

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: [ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY Grades K-12 \(School year 2023-2024\)](#)


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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 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.



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), 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 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).

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: [ARIZONA GUIDE TO IMMUNIZATIONS REQUIRED FOR ENTRY Grades K-12 \[School year 2023-2024\]](#)

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Exemptions FAQs

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 as needed:
 - [Personal beliefs exemptions](#) are available for children of parents who philosophically are opposed to immunization.
 - ADHS strongly encourages schools and child care providers to promote immunization whenever possible, leaving non-medical exemptions as a **last resort**.
 - [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 of K-12 children who state that vaccination is against their personal beliefs.
- 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 K-12 schools are participating in the Immunization Education Course pilot program.
 - The exemption form generated from this course looks slightly different.
 - 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 most current version of the ADHS Medical Exemption Form to parents.
- 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, a physician/nurse practitioner 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](#).