

ANACORTES SCHOOL DISTRICT #103

WAC180-38-040 - 065	Immunization and Life-Threatening Health Conditions
WAC 246-100-166	Immunization of child care and school children against certain vaccine-preventable diseases
WAC 392-182	Health records

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Adoption Date: 2/27/03

Procedure No. 3413-P
Students

REGISTRATION PROCEDURE FOR SCHOOL IMMUNIZATION COMPLIANCE

1. Collect a completed Certificate of Immunization Status (CIS) form (original or legible copy) for each new child enrolling in your facility.

Children transferring from another district or from out-of-state are considered "new" students, as are those at entry level (kindergarten or first grade students).

2. If records are not available on a transfer child, use the quick verification procedure, i.e., have the parent/guardian contact the former school by phone and obtain the date each vaccine was administered. Have the parent/guardian fill in the date and sign the CIS form.
3. Check the CIS form and be certain that all information is entered as follows:
 - Full name, birth date, and sex of child
 - Parent/guardian signature and date
 - Month, day, and year of each dose of each vaccine.
 - Documentation of measles immunity, if appropriate, signed and dated by physician with copy of laboratory titer results(s) attached.
 - Documentation of measles disease, if appropriate, signed and dated by physician (for Grades 1 or 2 through 12). (For entry-level students, physician documentation of measles disease without laboratory evidence is not acceptable.
 - Documentation of rubella immunity, if appropriate, signed and dated by physician with copy of laboratory titer results attached.
 - Exemptions (if claimed) signed and dated. Medical exemptions must be signed by a physician.



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- Half doses of any vaccine are not acceptable, nor do they provide adequate immunity.
4. Call parent's/guardian's attention to any item that is incomplete or indicates inadequate immunization and explain how the deficiency must be corrected before the child may be enrolled.
 5. For children with medical or religious/personal exemptions, warn parent/guardian that child will be temporarily excluded from school if a disease outbreak occurs
 6. Recheck for parent's/guardian's signature, which certifies that the information provided is correct.
 7. Review immunization information for compliance with the immunization law and sign CIS form in "For School Use" box at top of form.
 8. For schools, IMMEDIATELY EXCLUDE any student who does not meet admission requirements (is noncompliant) at the time of enrollment (i.e., has incomplete or inadequate data - no month/day/year; no signature(s); lacks correct number of vaccines; lacks correct type of vaccine; was given vaccine before acceptable age; was given killed measles vaccine).

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9. For preschool or entry level (K-1) child, give parent/guardian instructions and a blank CIS form to be completed and returned to the facility before child can attend the school.
10. File the completed CIS form in a separate file that you keep for the purpose, or in the child's personal health record folder. It must be retained in the file as long as the child attends your school.

NON-COMPLIANT CHILDREN

If a parent/guardian fails to provide a completed CIS form or to sign an exemption, the chief administrator of a school has the responsibility to inform the parent or guardian of the child's expulsion from school for noncompliance, and his/her right to a School District appeal hearing. The following procedure must be used in excluding noncompliant students.

Emergency Expulsion Procedure for Noncompliant Children

1. For schools, the administrator prepares a written notification to parent/guardian on school letterhead in exact form found in Order of Emergency Expulsion from School.
2. Include enclosures as outlined on Order of Emergency Expulsion from Schools.

CIS forms, health department clinic schedules, and immunization pamphlets may be obtained from the local health department.
3. Attempt to notify parent or guardian by telephone or in person as soon as possible prior to delivery of notice.
4. Hand deliver notice to parent/guardian or send by certified mail.

If notice is hand delivered, the parent/guardian must sign a form acknowledging receipt or the deliverer must document acceptance.
5. Exclude child from school until parent complies with the immunization law.



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