

August 1, 2016

TO: Superintendents, Principals, Nurses, and School Personnel of Public and Charter Schools

FROM: Wendy Holmes, RN, Head *WH*
Immunization Branch

SUBJECT: Annual Immunization Report for Kindergarten and 7th Grade Students

North Carolina immunization law (G.S. 130A-155(c)) requires all public, charter, and federal schools to submit an annual immunization report on kindergarten and 7th grade students. The purpose of these reports is to ensure that all children enrolled in your schools are protected against vaccine-preventable diseases and to determine the number of children who meet state immunization requirements. Please remember it is the principal's responsibility to ensure accurate and complete data is submitted to the Immunization Branch before the legislatively mandated due date of November 1.

School personnel must notify, as soon as possible, the parents/guardians of those children who do not meet the minimum immunization requirements (G.S. 130A-155(a)). Please remember that the law allows parents/guardians of unimmunized or under-immunized children 30 calendar days after the child's first day of school to obtain the immunizations and/or present proof of such.

Before submitting your annual immunization report, please ensure that all school data, especially "Grade Level Current," for the 2016-2017 school year is updated in the Department of Public Instruction's EDDIE system. This information is used to determine compliance with the school reporting requirement. If your "Grade Level Current" indicate that you have kindergarten or 7th grade students, you must submit a report even if your school does not serve this grade level currently. For more information about EDDIE, please visit <http://www.ncpublicschools.org/fbs/accounting/eddie/>.

All reports must be submitted online. The reports will not be mailed to schools, but can be found on the Immunization Branch website at http://immunize.nc.gov/schools/air_k-12.htm

There are two ways to compile the data for submission via an online survey and either option can be used. The first is via an Excel spreadsheet. The second is via paper worksheet. In both cases, the data collected will be submitted via online survey.

Before starting, ask your school administrator for your school number. For public schools, this is a three digit LEA code and three digit school code combined into one six digit school number; for charter schools, this is a two digit numerical code followed by a one digit letter code.



Full instructions are available below and on our website:

For the paper worksheet:

- Download the “School Immunization Report Instructions.” Please reference these instructions before calling the Immunization Branch for assistance.
- Download the “Annual Kindergarten Immunization Report” and/or “Annual 7th Grade Immunization Report.”
- Fill in the required data on student immunizations for all sections of the report.
- If your school uses individual classroom representatives or teachers to fill out this information, give each teacher a copy of the report to complete and then compile the information from all classrooms. Please review the data to ensure its accuracy.

For the Excel worksheet:

- Download the Excel worksheet titled “Kindergarten Immunization Report” and/or “7th Grade Immunization Report.”
 - Read the information in the “Instructions” tab of the Excel.
 - Go to the “Worksheet” tab and fill in the information for each student in the rows. You must enter something in the “Student Name, Initials, or ID Number” box for the row to activate. Remember, this tab is only for your purposes and is not sent to the Immunization Branch for any reason.
 - Go to the “Summary” tab and fill in the official school start date, assessment date, and the total enrollment boxes. The assessment date is the date you filled out the worksheet, and should be no less than 30 calendar days after the official school start date. Total enrollment should equal the number of students surveyed.
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- Complete and submit the **online summary reports** for kindergarten and 7th grade students by clicking each individual summary report link found under Reporting Tools on the website. Use the information from the “Summary” tab on the kindergarten and 7th Grade Immunization Report Excel worksheet to complete each online summary report. The questions on the online summary report match the question numbers in the spreadsheet and worksheet.
 - Submit data for each school; do not combine schools.
 - **Please do not mail or fax in a hard copy version of the forms.**
 - Report all data as of calendar day 30 after the first day of attendance.
 - Please submit the information by **November 1, 2016**.



Vaccination requirements for children entering kindergarten are listed below:

Vaccine	Number Doses Required Before School Entry
Diphtheria, tetanus and pertussis	5 doses*
Polio	4 doses*
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses*
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	2 doses

*These vaccines have age related conditions that may affect the required number of doses. Please see <http://immunize.nc.gov/schools/k-12.htm> for information.

Vaccination requirements prior to entering the 7th grade include all the above listed required kindergarten vaccines (*with the exception of the 2nd dose of varicella*), in addition to new vaccines required as of July 1, 2015 which are listed below:

Vaccine	Number Doses Required Before School Entry
Tetanus/diphtheria/pertussis	1 dose
Meningococcal conjugate	1 dose

FREQUENTLY ASKED QUESTIONS ABOUT ONLINE REPORTING:

Q: What if I cannot access the webpage to enter the immunization report?

A: If you are not directed to the website to access the immunization school summary report, then you should check with your IT support to see if the webpage is blocked and if they can allow you access. If it continues to be a problem, please contact us at immunization.reports@dhhs.nc.gov.

Q. What if I have no kindergarten or 7th grade students enrolled at my school?

A: If your “Grade Level Current” status in EDDIE indicates that you have kindergarten and 7th grade students but currently do not have any enrollment in those grades, you must submit an immunization report that says you have no students enrolled in that grade. Fill out the online summary report form and enter “No” for question 14 to be in compliance for reporting.

Q: How do we submit online reports when the central office wants to collect all reports and then mail them in together to account for all of the schools in our district?

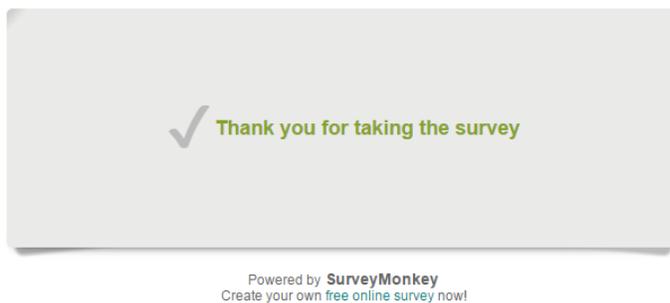


A: If the central or district office would like to ensure that all reports are submitted, below are a few suggestions to continue to meet that need:

- Have someone at the central/district office submit the reports online.
- Have each school print their electronic receipt after submitting their report and send that to the central/district office.
- Have each school send their working paper copy of the report to the central/district office but still submit their information online at each school.

Q. How do I know if my report has been submitted correctly?

A: After you have submitted your annual immunization report, a screen with this message will come up:



If that screen is not present at the end of your survey, you did not submit your report correctly. **Do not** attempt to resubmit your report. Please call 919-707-5558 for assistance.

Q. What if a student has not met the immunization requirements 30 days after school started?

A: Parents have until the close of business on the 30th calendar day after school has started to submit immunization records to remain in compliance. On the 31st calendar day, students who do not meet the minimum immunization requirements, do not have an immunization record on file, or are not in-process to receive required immunizations must be excluded from school per public health law. The student may not return to school without those documents.

Q. I made an error on my report. What do I do?

A: Please **do not** attempt to resubmit your report! Call 919-707-5558 for assistance in correcting report.

Thank you for your support of child health and childhood immunizations. If you have questions about the immunization reporting process, please contact the N.C. Immunization Branch at 919-707-5558 or immunization.reports@dhhs.nc.gov.

cc: SMT Regional Immunization Consultants Ann Nichols

