

## **Student Immunization**

### **Purpose**

This procedure sets forth the guidelines for staff and parents or guardians to ensure that all student immunization records are current.

### **Scope**

This procedure applies to the Superintendent, principals, the school nurse, parents or guardians and any staff member responsible for student enrollment.

### **Procedure**

#### **1. STATE OF WASHINGTON IMMUNIZATION FORMS**

Certificate of Immunization Status (CIS) and Certificate of Exemption (COE) forms along with instruction on how to properly complete the form(s) can be found on the Washington State Department of Health website, in the Family/Immunization section, Forms and Publications subsection.

#### **2. NOTIFICATION LETTERS**

- 2.1. Each year prior to the first day of school, the principal or designee shall provide written notice to parents or guardians that the Washington State Department of Health requires that schools have on file a completed and signed CIS and/or COE for each student prior to the first day of school.
- (a) One *month* prior to the beginning of school the first immunization notification letter (3411F1) is sent to parents reminding them of their responsibility to provide a current Washington State Department of Health CIS and/or COE.
  - (b) One *week* prior to the first day of school a second immunization notification letter (3411F2) is sent to parents who have not responded to letter one (3411F1) requesting a current CIS and/or COE.
  - (c) If a CIS or COE is not received within two weeks from the student's date of enrollment, the principal or designee shall provide written notice (3411F3) to the parents or guardian reminding them that Washington State law requires them to provide a CIS and/or a COE before the student returns to school.
  - (d) In addition to the above three letters the school secretary or designee will attempt to contact parents telephonically to elicit information regarding the student's immunization status.
  - (e) Failure to maintain the immunization schedule or submit documentation shall be sufficient cause to exclude the student from school (WAC 246-105-080). A notification of exclusion from school letter (3411F4) will be sent to the parent or guardian as required by WAC 392-380-050.

### **3. EXEMPTIONS FROM IMMUNIZATIONS**

- 3.1. Exemptions from one or more vaccines shall be granted for medical reasons upon certification by a physician that there is a medical reason for not administering the vaccine.
- 3.2. Exemptions for personal, philosophical or religious reasons will be granted upon request of the parent or legal guardian. To request an exemption, a parent or guardian must complete and submit a signed Washington State Department of Health Certificate of Exemption, certified by a licensed health care provider to ensure the parent or guardian has received information on the risks and benefits of immunization to their child.
- 3.3. Any parent or legal guardian of the child who exempts the child due to religious beliefs is not required to have the COE signed by a health care practitioner if the parent or legal guardian demonstrates on the COE that they have membership in a religious body or a church in which the religious beliefs or teachings of the church preclude a health care practitioner from providing medical treatment to the child.

### **4. CONDITIONAL ADMITTANCE**

- 4.1. If a student has not received any or all of the required immunizations, he/she shall submit evidence of the initiation of an immunization schedule and be placed in a "conditional admittance" category. Students may attend school under conditional status for a limited time. The parent or guardian has no longer than 30 calendar days from the student's first day of attendance to get any missing immunization(s) and/or provide documentation needed to complete the CIS. If a student needs additional doses to complete a vaccine series, he/she will remain in conditional status for no longer than 30 days after the next dose is due until the series is complete.
- 4.2. If a student is granted a temporary medical exemption as recorded on a Certificate of Exemption (COE), the parent or guardian has no longer than 30 calendar days from the expiration of the temporary medical exemption to get any missing immunization(s) and/or provide documentation needed to complete the CIS.
- 4.3. Failure to maintain the immunization schedule or submit documentation within these timelines shall be sufficient cause to exclude the student from school (WAC 246-105-080).

### **5. EXCLUSION FROM SCHOOL DUE TO NONCOMPLIANCE**

- 5.1. Following proper notification from the Superintendent and/or designee (WAC 392-380-050; RCW 28A.210.120), the school shall prohibit the student from further presence at school for noncompliance with immunization laws, pursuant to the appeal process for emergency student expulsions (WAC 392-400-300).
- 5.2. Parents shall have a right to a hearing provided they notify the school within ten (10) school business days after receiving the exclusion order from the Superintendent or designee.

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- 5.3. Should the parent request a hearing, the parent or guardian and school principal shall be notified in writing of the time and place for the hearing and shall present the case to a hearing officer appointed by the Superintendent.

## 6. STUDENT RECORDS

- 6.1. Immunization records shall be maintained by the school nurse or designee.
- 6.2. The school nurse or designee shall provide updated student immunization data to school staff to ensure student records are current, and Department of Health guidance and/or related information to support compliance with immunization regulations.
- 6.3. The school nurse shall clearly mark for easy identification all student files that have claimed an immunization exception should the local Department of Health order exempt students to be temporarily excluded from school during an outbreak or epidemic.

## 7. MENINGOCOCCAL & HUMAN PAPILLOMAVIRUS (HPV)

Information on meningococcal and human papillomavirus diseases as described in RCW 28A.210.080 will be provided to students and families through the district's website and handbooks.

## 8. REPORTS

- 8.1. The Superintendent or designee will complete and submit an immunization report to the Washington State Department of Health, as required and directed by law, for the following schools/programs:
- (a) Valley Early Learning Center
  - (b) Valley School K-8
  - (c) Paideia High School
  - (d) Columbia Virtual Academy
- 8.2. To ensure immunization compliance among students, the school secretary or designee will generate a monthly immunization report to verify all enrolled students are in compliance with Washington State immunization laws. Parents of students not in compliance with immunization requirements will be notified as described in Section 2, Notification Letters.

### **Supporting Documentation**

3411F1-Immunization First Reminder

3411F2-Immunization Second Reminder

3411F3-Immunization Final Reminder

3411F4-Notification of Exclusion from School Attendance

### **Document History**

<b>Action:</b>	<b>Date:</b>
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