



State of Utah

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September 22, 2016

Dear School Principal:

SUBJECT: Annual Immunization Assessment Report

Each year, the Utah Department of Health collaborates with the Utah State Office of Education as required by Utah Statutory Code 53A-11-303(3) to collect immunization data on currently enrolled students from all public, private, and parochial schools. Each school is required to submit data regarding the immunization status of all children currently enrolled. Remember the report is the immunization status of all students from *the first day of school*. Immunization reports are shared with the Utah State Office of Education (USOE). In accordance with Utah Statutory Code 53A-11-301(2) the full value of the weighted pupil unit may be withheld for any student attending school not adequately immunized, or without an appropriately completed Utah Department of Health exemption form.

The following reports are due on or before **November 30, 2016**:

1. *Kindergarten Summary Report*
2. *Two Dose MMR Summary Report (Grades K-12)*
3. *Middle School/Seventh Grade Summary Report*
4. *Early Childhood Program Annual Summary Report (If your school has a preschool or childcare facility they must also complete the November report)*

Enclosed are the instructions for completing these reports. Please make sure this packet of information is given to the person(s) responsible for completing your school's reports. The on-line immunization report is open now for your facility to submit the November report for this school year.

To assist schools with immunization reporting and understanding general requirements, On-line immunization training modules are available on our website at [www.immunize-utah.org](http://www.immunize-utah.org) under the School & Childcare Requirements tab. The information is designed to be used in conjunction with the **Utah Immunization Guidebook available only on-line** at [www.immunize-utah.org](http://www.immunize-utah.org).

Please remember that your school will need to maintain a system "log" to track students conditionally admitted and those that have an exemption (religious, medical, or personal). While there should be no students who are out of compliance or with no immunization record – as they should not have been admitted to school on opening day – they should be immediately excluded from school until documentation is obtained and that can be tracked by the log as well.



UTAH DEPARTMENT OF  
**HEALTH**  
IMMUNIZATION PROGRAM

Immunization Program  
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Telephone (801) 538-9450 • Facsimile (801) 538-9440 • [www.immunize-utah.org](http://www.immunize-utah.org)

This system will serve as a reminder about students needing additional doses of vaccine at a later date, or in case of an outbreak of vaccine-preventable disease such as chicken pox, measles, or whooping cough to present to local public health officials. You must be able to sort the list of these students by classroom, grade and school. Immunization Program records reviewers will require this information if your school immunization records are selected for retrospective audit. If your school uses the Utah Statewide Immunization Information System (USIIS), this log function is available through the registry.

There are continuing questions about school exemptions and forms. Only official state exemption forms that are available from local health departments (personal/religious exemptions) and health care provider offices (medical exemptions) can be accepted. Schools shall not accept a physician's note as a medical exemption – medical provider can obtain forms free from the Utah Immunization Program. Samples of each exemption are on-line in the Utah Immunization Guidebook. School staff and parents must remember that should an outbreak of any vaccine-preventable disease occur for which the student is exempted, the student will be excluded from the school for the duration of the outbreak and or/ threat of exposure. The student is allowed back only when a health department representative is satisfied that there is no longer a risk of contracting or transmitting a vaccine-preventable disease.

School retrospective record reviews have shown that some districts continue to allow students to enroll in school without proof of immunization or exemption. Students must be in full compliance from the first day of entry into school. No policy/practice allowing school entry outside the school immunization statute can be enacted. Please be advised that if your district is found in violation of the Immunization Rule for Students, penalties can be enforced under the rule R396-100-9. Enforcement provisions and penalties for the violation or for the enforcement of public health rules, including the Immunization Rule for Students, are prescribed under Section 26-23-6. A violation is punishable as a class B misdemeanor on the first offense, a class A misdemeanor on the second offense or by civil penalty of up to \$5000 for each violation. If a student is not-in-compliance on the first day of school enrollment, the student must be excluded from attendance until proof of immunization or exemption is provided. Failure to do this places other students and school staff at risk of contracting vaccine preventable diseases.

Utah Immunization Rule for Students (R396-100-4) states that all children enrolled in a public, private, charter or parochial school shall have an immunization record that documents all required vaccines. Schools shall use the official Utah School Immunization Record (USIR). The records requirement and reporting also includes children enrolled in any on-site preschool or day care usually found at high school level.

School record audits have revealed that some schools do not have the Utah School Immunization Record in student files and that it is not signed by school staff assigned to review immunization records. Each school shall retain official certificates of immunization for every student. The certificate becomes a part of each student's permanent school record and follows the student throughout school until the twelfth grade. If a student withdraws, transfers, is promoted or otherwise leaves school, the school or early childhood program should either return the USIR and any exemption form to the parent of a student or transfer the USIR and any exemption form with the student's official school record to the new school or early childhood program.

We are in the process of transitioning to have the USIR card available only on-line at our website [www.immunize-utah.org](http://www.immunize-utah.org). In the meantime, the Utah Immunization Program will supply

the USIR free of charge to all early childhood programs, public, private, charter, and parochial schools, as well as physicians and local health departments upon each of their requests. You can now print the USIR card from our website.

Schools must also ensure that immunization information is properly documented on the USIR (signature of individual completing the card at the school, parent signature for chickenpox disease) and all the boxes are complete. Only USIIS print out and the USIR are acceptable. To assist you in completing the USIR enclosed is a copy of the "How do I fill Out the USIR."

Please have your school secretary and nurses disregard the old Utah Immunization Guidebook and only use the current guidebook which is available only on-line on our website at [www.immunize-utah.org](http://www.immunize-utah.org). We have been told that some districts still continue using information from the past outdated guidebooks.

Besides USIR, the Utah Immunization Program has other free immunization educational materials that schools can order. Enclosed please find a sample of the Utah School Immunization Rule brochure and Utah School Immunization Record card. You can order these materials at [www.immunize-utah.org](http://www.immunize-utah.org) and click on Order Educational Materials.

If you or your staff has questions regarding this year's reports, immunization requirements, need training on USIIS, or need to make sure your school's records are in compliance please contact me by phone at (801) 538-9450 or by email at [nzandkar@utah.gov](mailto:nzandkar@utah.gov). Thank you for your effort to help keep our community protected and immunized! We appreciate your dedication to Utah's children.

Sincerely,



Nasrin Zandkarimi, M.Ed.  
School Immunization Coordinator  
Utah Immunization Program

cc: District Superintendents  
School Nurses  
District Student Services Directors

Enclosures