

Annual Immunization Report Worksheet TK-12 Schools - Public and Private

All public and private schools with TK-12th grade students are required to submit an immunization status report to the Department of Health by **November 1** of each year. [WAC 246-105-060](#).

For the 2023-2024 School Year the report will be due December 1, 2023

These instructions are for reporting the immunization status of students in **Transitional Kindergarten through 12th grades**.

For information on preschool and child care reporting, go to:

<https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/ChildCareStatusReporting>

Reporting Options

Submit annual report data by using **one** of the following methods:

School Module – Preferred Reporting Method

An active user of the School Module does not have to file a report if they keep their roster up-to-date and enter missing immunization dates and exemptions. The Department of Health will generate the report using the School Module data. For more information about the School Module, please visit:

www.doh.wa.gov/schoolmodule.

Direct Reporting

Direct reporting involves gathering immunization data and entering it into an online reporting form, which is submitted to the Department of Health. Follow the instructions in the next section to gather the immunization information you need to report.

Immunization Information Needed to Complete the Report

Use these instructions and worksheet to gather the information you will need to complete your annual immunization report. The Immunization Status Report is a snapshot in time. Complete the information as it is on the day you are compiling your report. The Department of Health is aware enrollment and immunization status of students changes over time. You do not need to update information that has changed after you filed the report.

School Information

You will need the name and physical address of the school.

School Name: _____

School District Name (if a private school the public district where the school is located):

School's Physical Address: _____

WA County the school is in: _____

School is Public OR Private

Reporter's Name: _____ Email: _____ Phone: _____

A: Total number of Students Enrolled

If the school has students in Transitional Kindergarten, Kindergarten and 7th grade, write the number of students who are in those grades. If the school does not have Transitional Kindergarten, Kindergarten or 7th grade students enter a 0 in those areas.

For the TK-12 totals write the total of all students in all grades **at the school** you are reporting on (not the total enrollment of the district) who are in Transitional Kindergarten through 12th grade including Transitional Kindergarten, Kindergarten and 7th grade if the school has those grades. *For example, if the school has grades K-6 then count all of the students in K-6 and report that number in the TK-12 total. Do not include students at other schools.*

Table	Number of Students Enrolled
Transitional Kindergarten (TK)	
Kindergarten (K)	
Grade 7	
Total All Grades TK-12th at the School	

Annual Immunization Report Worksheet TK-12 Schools - Public and Private

B: Overall Immunization Status of Each Student

Determine each student’s immunization status on the day you are gathering the data. Use the student’s Certificate of Immunization Status (CIS) and, if applicable, the Certificate of Exemption (COE) to determine the child’s overall immunization status. The immunization requirements can be found in the [Immunization Requirements](#) section of the School and Child Care Immunization website www.doh.wa.gov/SCCI.

For the annual report, each student can only have one overall immunization status. This means a student must be categorized into one status even though a student could be complete for some required immunizations, conditional or out of compliance for others, and exempt for still others. Use the definitions below to categorize each student.

- A student is **COMPLETE** if they have a CIS on file and have documented immunity to **all** of the required vaccine-preventable diseases. Documented immunity includes vaccination at the appropriate ages and intervals or by health care provider documentation of immunity by titer or history of disease.
- A student is **OUT OF COMPLIANCE** if they do not have documentation of immunity for **any one or more** of the diseases for which documentation of immunization is required, **and** they are not in a temporary conditional period, **and** they do not have a completed COE exempting them from the requirement for immunization against the disease/s missing documentation of immunity.
- A student is **EXEMPT** if they have a completed COE for **any one or more** of the immunization requirements and are **not** out of compliance for **any** other of the immunization requirements.
- A student is **CONDITIONAL** if they are in the process of obtaining documentation of immunity within the allowed timeframes. They cannot be out of compliance or have an exemption for **any other** of the diseases for which full immunity is required. Conditional status is defined as a student missing the required documentation of immunity who is waiting for the next dose in a vaccination series. These students are given 30 days after their vaccination due date to turn in immunization paperwork. Conditional status continues until all of the doses in the series are complete. If the conditional time period expires without providing documentation of the vaccine dose or a completed COE, then the student’s status changes to *out of compliance*.

For example, if a student is conditional for Polio, has an exemption for Hepatitis B, is out of compliance for Varicella and complete for all of the other required immunizations then the Overall Status of the student is Out of Compliance.

Using the definitions above complete the table below: Each student can only have one overall status.

If the school has students in Transitional Kindergarten, Kindergarten, and 7th grade, write the number of students with each status who are in those grades. For the TK-12 totals include all students in all grades **at the school**, transitional kindergarten through 12th. *Do not include students in other schools in the same district.*

Number of **Students** whose **Overall Status** is:

	Complete	Out of Compliance	Conditional	Exempt	Total The total must equal the total students enrolled reported in section A above.
TK					
K					
7th					
All TK-12th at School					

C: Students with Exemptions

Count the number of students in the Transitional Kindergarten, Kindergarten, grade 7, and K-12 grade categories who have a personal/philosophical, medical, religious, or a religious membership exemption for one or more of the immunization requirements. A personal/philosophical exemption may not be used to exempt a child from the measles, mumps, and rubella immunization requirement.

Count the number of **STUDENTS** with each type of exemption below.

In this section, students can be counted more than once if they have more than one type of exemption. Do not count multiple vaccine exemptions in the same category for the same student.

For example:

- If a student has personal exemptions for Hepatitis B and Polio, and a medical exemption for Varicella, mark them as one student with personal exemption(s) in the personal exemption category and one student with medical exemption(s) in the medical exemption category.
- If a student has a religious exemption to Pertussis and Measles and a medical exemption to Mumps count them as one student with religious exemption(s) in the religious exemption category and one student with medical exemption(s) in the medical exemption category.
- If these two students are the only kindergarten students at the school with exemptions, the table below would look like this:

Type of Exemption	Personal or Philosophical	Medical	Religious	Religious Membership
K	1	2	1	0

Enter the number of **STUDENTS** with each type of exemption below.

Type of Exemption	Personal or Philosophical	Medical	Religious	Religious Membership
TK				
K				
7th				
All TK-12 th at School				

D: Status of Specific Immunization Requirements

Count the number of students in the Transitional Kindergarten, Kindergarten, grade 7, and TK-12 grade categories who have a complete, conditional, out of compliance or exempt status for each of the required school immunizations.

- **COMPLETE:** Count the disease immunity as 'complete' if the student has documented immunity to the disease. Documented immunity includes vaccination at the appropriate ages and intervals or by health care provider documentation of immunity by antibody titer or history of disease.
- **EXEMPT:** Count the disease immunity as 'exempt' if the student has a completed COE exempting them from the requirement for full immunization against the disease, **and they** do not have documentation of immunity to the disease.
- **CONDITIONAL:** Count the disease immunity as 'conditional' if the student is in the process of obtaining documentation of immunity within the allowed timeframes. See the definition in section B for more information.
- **OUT OF COMPLIANCE:** Count the disease immunity as 'out of compliance' if the student does not have documentation of immunity to the disease, **and** they are not in a temporary conditional period, **and** they do not have a completed Certificate of Exemption (COE) exempting them from the requirement for full immunization against the disease.

Annual Immunization Report Worksheet TK-12 Schools - Public and Private

If the school has Transitional Kindergarten, enter the total immunization status of each disease for all students in Transitional Kindergarten. *Count all children 5 years old and older as Complete for PCV and Hib, even if they have no PCV or Hib vaccine doses or have an exemption on file. PCV and Hib immunity is not required at 5+ years of age. Each disease can only have one immunization status per child.

Number of TK STUDENTS whose disease immunization status is	Grade	Diphtheria	Tetanus	Pertussis	Polio	Measles	Mumps	Rubella	Hepatitis B	Varicella	*Pneumococcal	*Hib
Complete	TK											
Out of Compliance	TK											
Conditional	TK											
Exempt – Personal/Philosophical Not allowed for Measles, Mumps or Rubella	TK					NA	NA	NA				
Exempt - Medical	TK											
Exempt - Religious	TK											
Exempt – Religious Membership	TK											
Total Must equal the total number of students reported in the enrollment section.	TK											

If the school has Kindergarten, enter the total immunization status of each disease for all students in Kindergarten. Each disease can only have one immunization status per student.

Number of Kindergarten STUDENTS whose disease immunization status is	Grade	Diphtheria	Tetanus	Pertussis	Polio	Measles	Mumps	Rubella	Hepatitis B	Varicella
Complete	K									
Out of Compliance	K									
Conditional	K									
Exempt – Personal/Philosophical Not allowed for Measles, Mumps and Rubella	K					NA	NA	NA		
Exempt - Medical	K									
Exempt - Religious	K									
Exempt – Religious Membership	K									
Total Must equal the total number of students in kindergarten reported in the enrollment section A.	K									

Annual Immunization Report Worksheet TK-12 Schools - Public and Private

If the school has 7th grade, enter the total immunization status of each disease for all students in 7th grade.

Each disease can only have one immunization status per student.

Number of 7 th grade STUDENTS whose disease immunization status is	Grade	Diphtheria	Tetanus	Pertussis	Polio	Measles	Mumps	Rubella	Hepatitis B	Varicella
Complete	7									
Out of Compliance	7									
Conditional	7									
Exempt – Personal/Philosophical Not allowed for Measles, Mumps and Rubella	7					NA	NA	NA		
Exempt - Medical	7									
Exempt - Religious	7									
Exempt – Religious Membership	7									
Total Must equal the total number of students in 7 th grade reported in the enrollment section A.	7									

Enter the total immunization status of each disease for all students in all grades *at the school*. Do not include students at other schools in the same district.

Each disease can only have one immunization status per student.

Number of all STUDENTS whose disease immunization status is	Grade	Diphtheria	Tetanus	Pertussis	Polio	Measles	Mumps	Rubella	Hepatitis B	Varicella
Complete	TK-12									
Out of Compliance	TK-12									
Conditional	TK-12									
Exempt – Personal/Philosophical Not allowed for Measles, Mumps and Rubella	TK-12					NA	NA	NA		
Exempt - Medical	TK-12									
Exempt - Religious	TK-12									
Exempt – Religious Membership	TK-12									
Total Must equal the total number of students in grades TK-12 reported in the enrollment section A.	TK-12									

Data Quality Check

Review each of the grade cohort tables above for the following data quality checks:

- The number of students Out of Compliance in Table B cannot be less than the number of students Out of Compliance for any one of the diseases in Table D. *For example, if 2 students are Out of Compliance for Polio in Table D, then at least 2 students must have an Overall Status of Out of Compliance in Table B.*
- The number of students Exempt in Table C cannot be less than the number of students with that type of exemption for any one of the diseases in Table D. *For example, if 2 students have a medical exemption for Polio in Table D, then at least 2 students must have a medical exemption in Table C.*

E: Student Exclusion

Does your school exclude students who are out of compliance with the State immunization requirements in accordance with RCW [28A.210.120](#)?

Yes No

Turn in the Report

You now have the information you need to complete the report.

Complete Online:

- Go to the RedCap survey link sent via email to the reporter of record or school administrator. This link is unique for each school. **Do not share this link with other schools.** If the link you have is for a different school email OICPSchools@doh.wa.gov and ask for the link to your school. **Only report information for the school listed on the survey.**
- Enter your contact information and edit the school information if needed. The school name and code cannot be changed.
- Use the information you wrote on this worksheet and enter it in the same fields on the online report. Do not leave any blanks, enter zero if applicable.
- Double check that the totals equal enrollment where required.
- Correct any error messages.
- Click the submit button to send.

Additional Reporting Resources

School Immunization Status Reporting web page:

<https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/SchoolStatusReporting>

Preschool and Child Care Immunization Status Reporting web page:

<https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/ChildCareStatusReporting>

School and Child Care Immunization webpage: www.doh.wa.gov/SCCI : [Immunization Requirements](#)

Email questions about reporting to OICPSchools@doh.wa.gov.