

Why do I need to enter exemptions?

The number of students with exemptions at your school is reflected in the annual report. For the report to be accurate, those exemptions must be entered into the School and Child Care Immunization Module. Exemptions also impact other areas of the School and Child Care Immunization Module like the rosters and reports.

How do exemptions affect other areas of the School and Child Care Immunization Module?

- **Student Roster** – Exemptions show on the roster and impact the student’s immunization compliance status.
- **At-Risk Report** – Students with exemption entered show on the At-Risk report. If a student with an exemption entered has actually completed the vaccine series they will still show on the At-Risk Report, in this situation the exemption should be removed.
- **Action Report** – The action report shows students who need “action” for individual vaccines. If a student is missing an immunization but they have an exemption entered for that specific immunization, they will not show up on the action report because no action is required for that immunization requirement.
- **Certificate of Immunization Status (CIS) form** – Exemptions entered in the School and Child Care Immunization Module will not impact the status displayed on the CIS form. If a vaccine series is incomplete the status will display as Not Complete or Conditional. A Certificate of Exemption must be on file with the CIS.

What is required for an exemption to be valid?

-Medical, Personal, and Religious exemptions require both parent/guardian and healthcare practitioner signatures on the Certificate of Exemption (COE) form.

-Religious Membership exemptions require only parent/guardian signature.

Grandfathered Exemptions: If a COE has already been submitted to the school prior to the law change in 2011 it can be used in the School and Child Care Immunization Module. The new form which includes the health care practitioner signature is only required for exemptions being

How do I add an exemption to a student’s record?

** You must have parent permission to enter immunization information, including exemptions into the School and Child Care Immunization Module. See the [School and Child Care Immunization Module Guidance and Expectations document](#) for more information.**

1. Login to the School and Child Care Immunization Module.
2. Search for and select the student.
3. Select **Demographics** under the *Patient* section of the left-hand menu.
4. Click **Edit**.



Enter Exemptions into the School and Child Care Immunization Module Quick Reference Guide

Patient Status	
Patient Status:	Inactive
Patient Detail	
First Name:	RAJ
Middle Name:	(K) COMP
Last Name:	CAT
Birth Date:	10/01/2012
Multi Birth Indicator:	N
Birth Order:	
Sex:	MALE
Student ID:	
Guardian Name:	
+ Patient Specific Reports	
School Reporting	
School:	VERY HEALTHY ELEMMENTARY
Grade Level:	
School Entry Date:	08/01/2018
Include on Reports:	<input checked="" type="checkbox"/>
<input type="button" value="Cancel"/> <input style="border: 2px solid red;" type="button" value="Edit"/> <input type="button" value="Update"/>	

5. In the Demographic Edit screen click the + in the *School Exemptions by Disease* section.
NOTE: There are four places to enter exemptions in the expanded section, one for each type of exemption – medical, personal, religious, and religious membership.

- School Exemptions by Disease			
Medical Exemptions:			
Disease:	--select--	Temporary Until:	
Date Requested:		Permanent:	<input type="checkbox"/>
<input type="button" value="Add"/>			
Disease:		Temporary Until:	
Disease:		Permanent:	
Personal Exemptions:			
Disease:	--select--	Date Requested:	
<input type="button" value="Add"/>			
Disease:		Date Requested:	
Religious Exemptions:			
Disease:	--select--	Date Requested:	
<input type="button" value="Add"/>			
Disease:		Date Requested:	
Religious Membership Exemptions:			
Disease:	--select--	Date Requested:	
<input type="button" value="Add"/>			

6. Select the desired **Disease** from the disease dropdown list in the section for the appropriate exemption.

- School Exemptions by Disease			
Medical Exemptions:			
Disease:	--select--	Temporary Until:	
Date Requested:		Permanent:	<input type="checkbox"/>
<input type="button" value="Add"/>			
Disease:		Temporary Until:	
Disease:		Permanent:	
Personal Exemptions:			
Disease:	--select--	Date Requested:	
<input type="button" value="Add"/>			
Disease:		Date Requested:	
Religious Exemptions:			
Disease:	--select--	Date Requested:	
<input type="button" value="Add"/>			
Disease:		Date Requested:	
Religious Membership Exemptions:			
Disease:	--select--	Date Requested:	
<input type="button" value="Add"/>			
Disease:		Date Requested:	
Vaccine:			
+ Evidence of Immunity			

--select--

--select--

Diphtheria

Haemophilus Influenzae Type B

Hepatitis B

Measles

Mumps

Pertussis

Pneumococcal

Polio

Rubella

Tetanus

Varicella



Enter Exemptions into the School and Child Care Immunization Module Quick Reference Guide

7. Type the date of the parent/guardian signature on the Certificate of Exemption in the **Date Requested** field.
8. For a medical exemption check the permanent box or if a temporary exemption, enter the expiration date.
9. Click the **Add** button.

Medical Exemptions:			
Disease:	Measles	Temporary Until:	
Date Requested:	01/04/2021	Permanent:	<input checked="" type="checkbox"/>
			Add

10. Click the **Save** button.

Medical Exemptions:				
Disease:	--select--	Temporary Until:		
Date Requested:		Permanent:	<input type="checkbox"/>	
				Add
Disease:	Measles	Date Requested:	01/04/2021	
		Temporary Until:		
		Permanent:	Y	
				Edit Remove
Personal Exemptions:				
Disease:	--select--	Date Requested:		
				Add
Disease:		Date Requested:		
Religious Exemptions:				
Disease:	--select--	Date Requested:		
				Add
Disease:		Date Requested:		
Religious Membership Exemptions:				
Disease:	--select--	Date Requested:		
				Add
Vaccine:		Date Requested:		
+ Evidence of Immunity				
			Cancel	Save

The system will return you to the Demographic page and display the new exemption.



Enter Exemptions into the School and Child Care Immunization Module Quick Reference Guide

Patient Status			
State Level:	Active	Organization Level:	Inactive
County Level:	Active (Chelan)		
Patient Detail			
First Name:	BONNIE	Street:	
Middle Name:	(5) COMP	City:	
Last Name:	CAT	County:	
Birth Date:	07/02/2010	State:	
Multi Birth Indicator	N	Zip Code:	
Birth Order		Home Phone:	
Sex:	FEMALE	Cell Phone:	
Student ID:			
Guardian Name:			
+ Patient Specific Reports			
School Reporting			
School:	VERY HEALTHY ELEMENTARY	Include on Reports:	<input checked="" type="checkbox"/>
Grade Level:	5		
School Entry Date:			
School Exemptions by Disease			
Medical Exemptions			
Vaccine	Date Requested:	Temporary Until:	Permanent
Measles	01/04/2021		Y
			Cancel Edit Update

How do I remove an exemption from a student's record?

1. Login to the School and Child Care Immunization Module.
2. Search for the student.
3. Select **Demographics** under the *Patient* section of the left-hand menu.
4. Click **Edit**.
5. In the Demographic Edit screen click the + in the *School Exemptions by Disease* section.
6. Click the **Remove** button of the desired exemption.

Disease:	Date Requested:	Temporary Until:	Permanent:	
Measles	01/04/2021		Y	Edit Remove

7. Click **Save**.

Questions? Contact the School and Child Care Immunization Module Team at

