**Change in Immunization Recordkeeping Announcement**

Dear Health Clinic,

Our school district values the health of our students. We follow state laws to ensure students are up-to-date with school-required vaccines, so they are protected from diseases and come ready to learn. We are updating the way we keep track of vaccination records. We are now using the Washington State Immunization Information System (WAIIS) School Module. This system allows us to view students’ immunization records quickly and efficiently and determine if students have all the vaccines required for school.

Students born and vaccinated in Washington are frequently already in the state system, which is one of the reasons for our recordkeeping change. Additionally, this new system will save staff time entering data and finding missing immunizations, which will free up more time to work with students instead of time spent on record keeping. It will also lead to more complete and accurate records in the WAIIS.

As partners in ensuring the health of our students, we are asking for your help to make this transition as smooth as possible. You can help us by having your clinic and staff do the following:

* Enter all relevant patient immunization information into the WAIIS including:
	+ Missing historical immunization dates
	+ Adverse reaction information
	+ Contraindications
	+ Disease history
	+ Exemptions
* Visit the School Module webpage at [www.doh.wa.gov/schoolmodule](http://www.doh.wa.gov/SchoolModule) for useful information about:
	+ Adding Adverse Reactions and Contraindications Quick Reference Guide
	+ Adding Administered and Historical Vaccines Quick Entry Guide
* Encourage your families to register for MyIR, at <https://wa.myir.net/register>.

If you have any questions or comments, please feel free to contact me, at (email) or (phone)

Thank you for your time.

(signature/school block, etc.)