**Change in Immunization Recordkeeping Announcement**

Dear Office Staff,

Our School District is updating the way we keep track of immunization 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. To use the system we need to be gathering medical immunization records in addition to the CIS.

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 doing the following:

* For all newly registering students:
  + Ask for or make a copy of the student’s immunization record and attach it to the CIS. For example; a clinic printout, lifetime immunization record etc.
  + Ask parents to sign both signature areas of the CIS. This will allow us to enter missing immunization dates into the IIS.
  + If students are missing required immunizations let parents know that we will need updated immunization records after the vaccines have been given.
* Encourage all 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.)