Washington State Department of Health

Enter Exemptions into the School Module
Quick Reference Guide

WASHINGTON STATE
IMMUNIZATION
INFORMATION SYSTEM

Why do I need to enter exemptions?

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

How do exemptions affect other areas of the School 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 into the School 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 Module. The new form which includes the health care practitioner signature is only required for exemptions being requested after July 22, 2011.
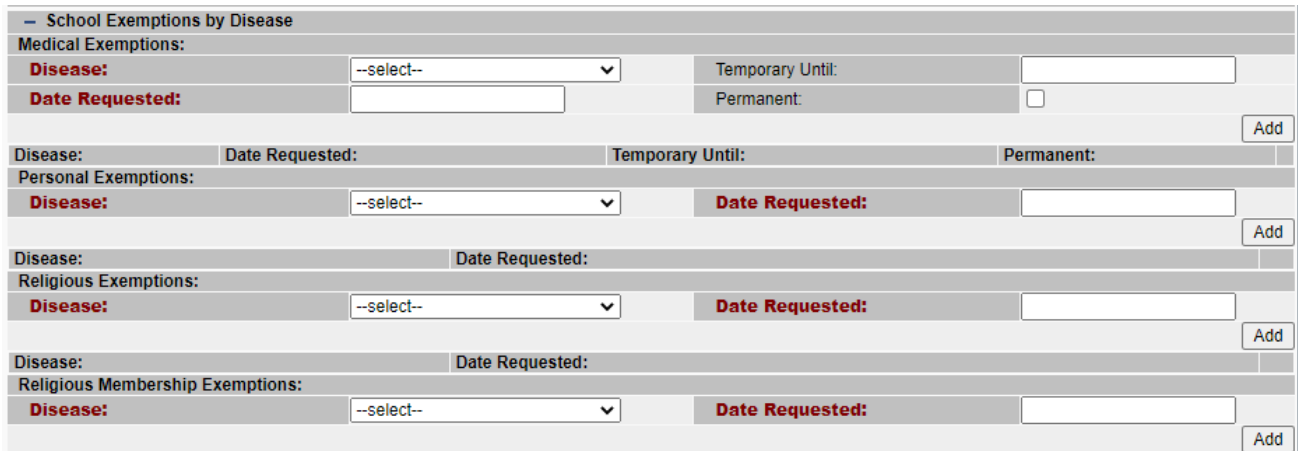
How do I add an exemption to a student's record?

** You must have parent permission to enter immunization information, including exemptions into the School Module. See the School Module Guidance and Expectations document for more information.**
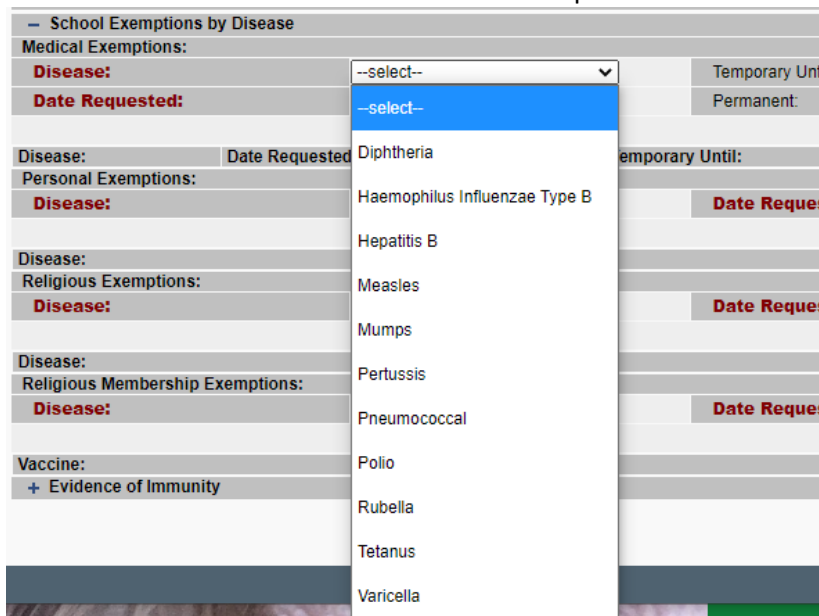
1. Login to the School Module.
2. Search for and select the student.
3. Select **Demographics** under the *Patient* section of the left-hand menu.
4. Click **Edit**.

Patient Status			
Patient Status:	Inactive		
Patient Detail			
First Name:	RAJ	Street:	
Middle Name:	(K) COMP	City:	
Last Name:	CAT	County:	
Birth Date:	10/01/2012	State:	
Multi Birth Indicator	N	Zip Code:	
Birth Order		Home Phone:	
Sex:	MALE	Cell Phone:	
Student ID:			
Guardian Name:			
+ Patient Specific Reports			
School Reporting			
School:	VERY HEALTHY ELELEMENTARY ∨	Include on Reports:	☑
Grade Level:	∨		
School Entry Date:	08/01/2018		

Cancel | Edit | Update

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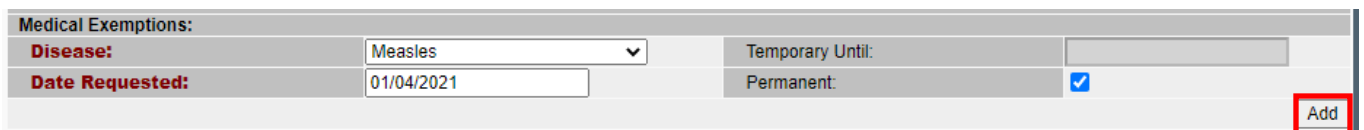
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5. In the Demographic Edit screen click the **+** in the *School Exemptions by Disease* section.
   **NOTE: There are four places to enter exemptions in the expanded section, one for each type of exemption –
   medical, personal, religious, and religious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

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

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.

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10. Click the **Save** button.

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

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

1. Login to the School 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.

7. Click **Save.**

Questions? Contact the School Module Team at SchoolModule@doh.wa.gov