

2012/2013

## REGISTRATION CHECKLIST FOR IMMUNIZATION PROCESS

Oregon law requires student's immunization record to be documented on a signed and dated Certificate of Immunization Status form (CIS). The CIS must have:

1. Both month and year of each dose of each vaccine received and/or a
2. Medical exemption (letter signed by a licensed physician) and/or a
3. Religious exemption (on the CIS form, in addition to the parent/guardian signature, the parent is requested to check boxes for the vaccines they wish the exemption to apply)

**IT IS NEVER LEGAL to sign a blank CIS.**

Students enrolling are either: **New Enterers or Transferring Students**

### NEW ENTERERS ARE:

- Students entering school at the entry level (Pre-K, K or 1st Grade)
- Students entering from home-school (Pre-K-12th Grade)
- Students entering an Oregon school directly from a foreign country (Pre-K-12th Grade)

### Minimum Requirements for New Enterers are:

One dose of each vaccine required (age appropriate) at initial attendance or an appropriately signed medical or religious exemption:

- Diphtheria-tetanus containing vaccine
- **Tetanus-diphtheria-pertussis (Tdap) (Grades 7-11)**
- Polio
- Measles, mumps, rubella (Measles, mumps and rubella date must be at or after 12 months of age)
- *Haemophilus influenzae* type b (Hib) (Hib is required only for students younger than 5 years)
- **Hepatitis A (Grades PK, K, 1-4)**
- Hepatitis B
- Varicella or **chickenpox disease** (If vaccine is given at age 13 or older, 2 doses are required)

### TRANSFERRING STUDENTS ARE:

Students transferring from another school in the U.S.: This includes children transferring to another school in the same district, but does not include a change due to a normal progression of grade levels, e.g. elementary school to middle school.

### Transferring Students need:

A signed and dated CIS with month and year of dose of each vaccine received or an appropriately signed and dated religious or medical exemption. ***IT IS NEVER LEGAL to have parents sign a blank CIS.***

**OR**

### Exclusion Order for No Record is no longer mandatory:

An Exclusion Order for No Record can be issued giving the parent 30 days to supply a record or you may allow the student to attend conditionally until records are received. If by the time the Primary Review Summary is due in January, the records have not been received, the student will be reported to the health department as noncompliant.

### **IF Parents HAVE Medical Records:**

Parents can transfer information to the CIS, then sign and date the form. Attach a photocopy of the record to the CIS. **Do not** keep the parents' original record.

### **IF Parents DO NOT Have Medical Records:**

Refer them to their own Health Care Practitioner or a Multnomah County Health Department (MCHD) Clinic.

**STUDENTS FIFTEEN YEARS OLD MAY SIGN FOR THEMSELVES:** Students who are at least 15 years of age may now sign for vaccines given or a religious exemption.

Send copy of record to the Immunization Program staff at MESD immediately or computer enter data in the field.

For questions, contact Multnomah Education Service District, Department of Health and Social Services, Immunization Program staff at:

- (503) 257-1642 257-1612 257-1740 257-1760 **FAX: (503) 257-1768**