

General Guidance

All required forms for state immunization requirements have extensive foreign language options. Additionally, supporting handouts and letters have some additional language options. Use the materials and language options that best fit your community.

Use grade-specific communication and materials for requirements that apply to your school setting. Examples include immunization requirements around:

- Tdap boosters for newly enrolled students in 7th to 12th grades.
- Tdap boosters for all 7th graders.
- Preschool or kindergarten students 4 years or older on September 1st.
- Required meningococcal and HPV information for 6th through 12th graders each school year.

Find all referenced materials listed in the resources section at the end of this checklist.

Prepare For Next Year's Student Enrollment

- Include immunization requirements in student enrollment communications.

Suggested language: Student enrollment is just around the corner. As part of enrollment, make sure your child meets immunization requirements. You can find parent charts and required forms at <https://doh.wa.gov/vaxtoschool>.

We encourage you to talk to your doctor or health provider if you are unsure of your child's immunizations.

- Include immunization requirements information in enrollment mailings or packets.
- Add student enrollment information, including immunization requirements, to your school web page.

Suggested language: Student enrollment for the 2024-2025 school year starts on XX-XX-XXXX. Students need to meet immunization requirements to attend the first day of school.

To make sure your child meets requirements, visit the Department of Health's family page for immunizations at <https://doh.wa.gov/vaxtoschool>. Families can view and print out official immunization records at <https://myirmobile.com>. Updated records can be turned in to staff on or before the first day of school.

If you have questions, reach out to our nurse/school staff at [school.email.com].

Spring/Summer Communications

- Include reminders about scheduling doctor visits for immunization requirements.
 - Highlight that scheduling appointments early reduces family stress during start of school, and lowers the need to find last-minute appointments.
- Include information about any planned school vaccination clinics.
- Remind families of school immunization requirements for the new school year.
 - If applicable, remind families of the preschool and kindergarten immunization requirements for students 4 years of age and older.
 - If applicable, remind families of 6th graders they have a year to meet the Tdap booster requirement before students become 7th graders.
- Remind families about approved records for immunization requirements.
 - Highlight myIRmobile.com, CIS and COE forms, and approved medical records.

Prepare For The Start of School

- Print the Registration Flowchart for Immunization Records and review the process.
 - Determine how immunization records review fits within school registration process.
 - Use the school and child care module or another records keeping process to identify students who need to provide additional records for immunization requirements.
 - Print additional copies of materials for families as needed.
 - Certificate of Immunization Status (CIS) and Certificate of Exemption (COE) forms
 - School Charts for Parents
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During/After Student Registration

- Update immunization records of students.
- Direct families to appropriate resources if their student doesn't meet immunization requirements. Refer to the registration flowchart for specifics.
 - If available, provide communication about current school vaccination clinics.
- Identify students who still need to show paperwork in order to start school.
 - Send out follow-up notifications with families who need to provide paperwork for immunization requirements. Remind them their student cannot start school until required paperwork is turned in.

Parent Notifications At The Start of The School Year

- At the beginning of the school year, provide information to parents of children in 6th through 12th grade about meningococcal and HPV diseases and vaccines. See resources section for more details.

Prepare For School Immunization Reporting (Select 1)

Via School and Child Care Module:

- If using the school and child care module of the Immunization Information System (IIS), make sure the student roster is up to date by December 1st.
- Fill in missing immunization dates and exemptions.
- Send questions to schoolmodule@doh.wa.gov.

Via Direct Reporting:

- Use the K-12 Annual Report Worksheet to identify information you need for the immunization report.
 - Use the emailed link from DOH to access the online survey and complete the report.
 - Complete by December 1, 2024.
 - Send questions to oischools@doh.wa.gov.
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Highlighted Resources

Family Friendly Immunization Requirements Page: <https://doh.wa.gov/vaxtoschool>

- School Immunization Requirement Charts for families (multiple languages)
- Certificates of Immunization Status (multiple languages)
- Certificates of Exemption (COE) (multiple languages)
- Quick Reference Guide for COE (multiple languages)

Family accessible immunization records: <https://myirmobile.com/>

- Printable Certificate of Immunization Status forms
- Medically verified from the Washington State Immunization Information System

Clinical/Staff Immunization Page: <https://doh.wa.gov/sci>

- **Registration Flowchart for Immunization Records**
<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/348-756-RegistrationFlowchartforImmunizationRecords.pdf>
- **Students 4 Years of Age Immunization Reminder Letter**
<https://doh.wa.gov/sites/default/files/2022-12/348-897-4YearOldImmunizationReminder-SampleLetter.docx>
- **7th Grade Student Tdap Reminder Letter**
<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/348-693-6thGradeComboInsert.pdf>
- **Incomplete Immunization at Enrollment Notice**
<https://doh.wa.gov/sites/default/files/2022-09/348-754-IncompleteImmunizationatEnrollmentNotice.doc>
- **Conditional Status Letter**
<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/348-277-ConditionalImmunizationStatus.doc>

Highlighted Resources *(continued)*

Parent Notifications Resources

- Schools can choose how they inform parents. Public and private schools have different requirements for this yearly notification. The Department of Health has sample letters available for schools if they do not post or share the information in a different format.
 - **Requirement listed in RCW 28A.210.080**
<https://apps.leg.wa.gov/RCW/default.aspx?cite=28A.210.080>
 - **Sample HPV and Meningococcal Vaccines Letter for Public Schools**
<https://doh.wa.gov/sites/default/files/2023-03/348-186-SampleMeningococcalHPVComboLetter.docx>
 - **Spanish Sample HPV and Meningococcal Vaccines Letter for Public Schools**
<https://doh.wa.gov/sites/default/files/2023-03/348-186-SampleMeningococcalHPVComboLetterES.docx>
 - **Sample HPV Letter for Private Schools**
<https://doh.wa.gov/sites/default/files/2023-03/348-188-HPVSampleLetterPrivate.docx>
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