

STUDENTS

Student Immunization and Life Threatening Health Conditions**Procedures for Verifying Immunizations**

Student Enrolls in School:

1. Upon enrollment nurse/secretary/data processor/registrar reviews Certificate of Immunization Status form (CIS) for compliance.
2. Every effort will be made to insure compliance with Washington State immunization requirements before the student is formally registered for school.
3. Immunization form is forwarded to the school nurse.
4. Nurse reviews the form for immunization compliance.

If the nurse finds the student to be out of compliance:

1. The nurse is responsible to make a personal contact with the student's parent(s) or guardian. A personal contact is defined as a conversation not message.
2. If the parent and guardian cannot be contacted the school and school principal will cooperatively develop a plan to notify the parents of the student's immunization status.
3. If the student is not in compliance and there is no reason for a conditional admittance, the school will provide formal written notice ([F-2 3413.1](#) "**Notice of Exclusion Due to Incomplete Immunization**") informing the parent or guardian the student is out of compliance with Washington State immunization requirements. The notice will be delivered in person or sent by certified mail.
4. Kids are in conditional status if they miss one or more required vaccines on their first day of attendance or, in some cases, after they've begun school and the school will provide formal written notice ([F-1 3413.1](#) "Notice of Incomplete Immunization") informing the parent or guardian. The notice will be delivered in person or sent by certified mail. From the time the parent or guardian is notified of the conditional status, they have 30 days to get the child vaccinated, show a record of past vaccination, or exempt their child for the missing vaccine.
5. Should immunizations not be completed by the 30 days given in the written notice of Conditional status, the school will provide formal written notice of exclusion ([F-2 3413.1](#) "**Notice of Exclusion Due to Incomplete Immunization**"). This notice will be delivered in person or by certified mail.
6. The parent may choose to complete a "Certificate of Exemption" for personal or religious reasons. The "Certificate of Exemption" must be signed by a parent or guardian and a licensed health care provider. The parent or guardian may also demonstrate membership in a church or religious body that does not allow medical treatment.
7. The student's physician may provide a medical reason for exclusion from the Washington State immunization requirements.

Conditional Admittance:

[WAC 170 295 7020](#) provides for conditional admittance under the following conditions:

Administrative Regulation No. 3413

Student Immunization and Life threatening Health Conditions – Continued

- i. Records are difficult to obtain, i.e. the child is in foster care or homeless
or
- ii. Required immunizations have been started
and
- iii. the immunizations are completed as rapidly as medically possible.

By **October first** of each school year each school year the principal and school nurse will meet to review current status of student immunizations.

Revised: August 2011