



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6355

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CATEGORY: **Students, Welfare**

EFFECTIVE: **1-29-62**

SUBJECT: **Immunization Verification**

REVISED: **5-05-03**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing verification of immunization of students under 18 years of age against poliomyelitis, measles, diphtheria, pertussis (whooping cough), tetanus, rubella (German measles), mumps, *Haemophilus influenzae* type b, hepatitis B, and varicella (chickenpox). Exclusion for failure to meet immunization requirements is covered in C.4. and D.2.

2. **Related Procedures:**

Enrollment of children and youth in transition (aka homeless) .....	6129
Preregistration and registration, K-6 .....	6120
Preregistration and registration, 7-12 .....	6123

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-3000, H-4000, H-7600; Health and Safety Code Sections 120325 *et seq*; California Code of Regulations, Title 5, Sections 202, 420 *et seq*.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Health Services Department, Student Services Division, Institute for Learning.

2. **Students in the following categories may *not* be enrolled in school** unless they present a provider-documented record showing that *all required immunizations* have been received.

- a. **Children** in a day care center, preschool, child development center, Headstart, and/or nursery school.
- b. **Entering kindergartners** (or entering first grade students who did not attend kindergarten *or attended kindergarten outside of California*).
- c. **Seventh grade** students with documentation of hepatitis B and second dose of MMR.
- d. **All K-12 students** transferring into a California school *from outside the United States*.

3. Homeless students who apply for admission and who lack the required documents must be admitted immediately to their school of origin or the school whose attendance area includes their temporary residence. School staff must assist homeless students in obtaining the required documents (Procedure 6129).
4. **For students admitted to the district for the first time** from other school districts in the United States and/or transferring within the district, a parent/guardian has a 30-day grade period to submit one of the following:
  - a. **Verification of completed immunization** against poliomyelitis (oral trivalent or Salk vaccine); measles (live virus); diphtheria; tetanus; pertussis; rubella (German measles); mumps; *Haemophilus influenzae* type b (preschool only); and hepatitis B (kindergarten and 7th grade). Varicella vaccine or documentation of disease is required of **all** students (grades 1 to 12) entering California schools for the **first time**.
    - (1) Mumps immunization is required of students under the age of seven years.
    - (2) *Haemophilus influenzae* type b immunization is required of children under the age of four years and six months.
    - (3) Pertussis immunization is required of students under the age of seven years.
  - b. **A physician's signed statement** indicating that a student has had measles or varicella exempts the student from that specific immunization requirement. In reporting previous cases of rubella and/or mumps, a laboratory confirmation of an infection must be verified in the physician's statement.
  - c. **Verification** that a student currently is in the process of being immunized against the aforementioned diseases.
  - d. **A signed affidavit** (reverse of "California School Immunization Record" [E.1]) that immunization against any one or all diseases is contrary to personal beliefs.
  - e. **A signed "Immunization Consent Form"** (E.6) granting permission for a school nurse to give required immunization(s) at school. (Exceptions are noted in C.2.)
  - f. **A physician's signed statement** indicating medical contraindication to any or all immunizations (pertains to *each disease singly*), including specific contraindication and duration of exemption.

5. **Former conditional students** reenrolling must present documentation of up-to-date immunization status.
6. **Exclusion for Noncompliance.** Any student failing to obtain required immunizations within the time period specified shall be excluded from school until appropriate verification has been received. Exceptions to such exclusion are students exempt under C.3, and C.4.b.–e. (See D.2. for detailed exclusion process.)
7. **Exclusion by Health Department.** The San Diego County Department of Health Services may require exclusion of students not immunized for measles, diphtheria, tetanus, pertussis, rubella, polio, mumps, hepatitis B, varicella, and/or *Haemophilus influenzae* type b, whenever there is a good cause to believe that the student has been exposed to one of the communicable diseases. The student will be excluded until the San Diego County Department of Health Services is satisfied that the student is no longer at risk of developing the disease.

#### **D. IMPLEMENTATION**

1. **Students Admitted to the District for the First Time and Former Students Reenrolling and/or Transferring Within the District**
  - a. **Principal** or designee enrolling students shall ensure that:
    - (1) Immunization verifications are entered on signed “California School Immunization Record” (CSIR).
    - (2) Provider-documented records are presented for those students listed in C.2.
  - b. **Nurse** or designee determines whether admission status regarding immunizations is conditional or unconditional, and enters immunization and CSIR status (“complete,” “incomplete,” “none,” or “exempt”) on student data for transmission to the Information Technology Department, Business Operations Branch.
  - c. **Secretary or clerk** enters *initial* immunization dates and status on computer. If immunization requirements have been completed or student is exempt, files CSIR with permanent record or cumulative folder.

**2. Students with Incomplete Immunization Requirements**

- a. **Nurse** determines whether immunizations are complete or incomplete.
- (1) If incomplete, counsels parent/guardian regarding incomplete immunizations, community resources for obtaining immunizations, and school immunization program.
  - (2) Has “Immunization Consent Form” signed by parent/guardian if immunization is to be given at school and attaches form to student’s CSIR for immunization within 30 days. (Exceptions are those students listed in C.2.)
  - (3) Follows exclusion procedure unless parent/guardian:
    - (a) Signs personal belief waiver,
    - (b) Has proof of medical exemption, *or*
    - (c) Signs “Immunization Consent Form” when applicable.
  - (4) When documentary evidence of required immunization(s) is presented, or when student is immunized by school nurse:
    - (a) Records information on CSIR and health record.
    - (b) Inputs immunization data into the Information Technology system (student mainframe-health immunization screens).
    - (c) Forwards completed CSIR and/or “Immunization Consent Form” to secretary or records clerk for filing with student’s permanent record.
- b. **Secretary or clerk**
- (1) Forwards to school nurse all CSIR forms and all completed “Immunization Consent Forms” for review.
  - (2) Maintains sufficient supply of student data forms for updating immunization status.
  - (3) Assists nurse with immunization follow-ups as time allows.

- (4) Records initial immunization dates and status on student mainframe computer records; prepares status listings for school.

### 3. **Exclusion of Students for Failure to Complete Immunizations**

#### a. **Nurse**

- (1) If requirements are not met at start of school attendance following enrollment or a signed "Immunization Consent Form" is not on file, prepares "Notice of Exclusion from School Attendance" form (E.2.) (4 copies) for principal's signature.
- (2) Counsels student and/or parent on importance of completing immunization process.
- (3) Notifies principal and the Wellness Office, Student Services Division, when requirements are met.

- b. **Nurse** gives one copy of exclusion form to student to take home to parents/guardians; sends one copy to parents/guardians by U.S. mail; forwards one copy to the Wellness Unit, Health Services Department; and files one copy with student's CSIR.

#### c. **Wellness Unit, Health Services Department**

- (1) Prepares list of students to be excluded (including beginning effective dates) and places on agenda for action by the Board of Education.

**Note:** Agenda item should indicate beginning date of exclusion and state that exclusion will continue until immunization requirements are met.

- (2) Removes from list names of students who meet requirements prior to the Board of Education meeting.

### 4. **Readmittance of Students Following Exclusion and Subsequent Compliance**

- a. **Nurse** reviews documentation of compliance; retains original or copy thereof and readmits student; and makes appropriate entries on student's CSIR, health record, and health immunization screen.

**Note:** Students in the process of a series of immunizations may be excluded if the series is not completed at appropriate time intervals (see D.2.).

5. **Transferring Students.** All immunization records shall be transferred to receiving school with cumulative student record; receiving school nurse shall follow up on incomplete immunizations. Parents/guardians who request a copy of their child's immunization record should be given a copy of the CSIR and not a mainframe record.
6. **Exclusion of Susceptible Students.** Nurse obtains list of susceptible students (not immunized for measles, diphtheria, tetanus, pertussis, rubella, polio, mumps, *Haemophilus influenzae* type b), and varicella from the Information Technology Department for use should county health department report an outbreak.

#### **E. FORMS AND AUXILIARY REFERENCES**

1. California School Immunization Record, available from the Wellness Unit, Health Services Department
2. Notice of Exclusion from School Attendance, Immunization, Stock Item 22-I-3005; Spanish, Item 22-I-3007
3. Guide to Immunizations Required for School Entry K–12, HE 600, available in the nurse's forms notebook
4. Age-Appropriate Immunization Schedules, HE 605, available in the nurse's forms notebook
5. Public Health Department Immunization Clinic, (Spanish on reverse), HE 610, available in the nurse's forms notebook
6. Immunization Consent Form, HE 601, available from the Wellness Unit, Health Services Department, and nurse's forms notebook
7. Important Information About. . ., San Diego County Department of Health Services form, available from the Wellness Unit, Health Services Department

#### **F. REPORTS AND RECORDS**

1. Annual report verifying Child Development Program and kindergarten student immunizations, to state and local health departments, filed by the Wellness Office, Student Services Division.
2. Reimbursement applications to State Controller for new entrants to district.
3. "California School Immunization Record" (CSIR) shall be retained indefinitely as part of student's permanent cumulative record (see Procedure 6520).

SUBJECT: **Immunization Verification**

NO: **6355**

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EFFECTIVE: **1-29-62**

REVISED: **5-05-03**

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4. Incomplete "California School Immunization Records" shall remain filed in school site health office until evidence of completion is secured or until student transfers.

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education