

STUDENTS

Student Immunization**Procedures for Verifying Immunizations**

Certificate of Immunization

1. Immediately upon enrollment in the District, a Certificate of Immunization Status form (CIS) provided by the Washington State Department of Health, will be completed by the student's parent or legal guardian.
2. The CIS form is reviewed by the secretary/data processor/registrar and is forwarded to the school nurse.
3. The nurse reviews the CIS form for immunization compliance.

If the nurse finds the student to be out of compliance, the principal or a designee is responsible to make personal contact with the student's parent or guardian to address the noncompliance and determine if the student may meet the criteria for conditional admittance as outlined in Policy 3413 and/or provide the parent information regarding exemptions from immunization. All contact attempts should be documented, and if the parent cannot be reached after three attempts by at least two means, the student will be determined to be out of compliance and may be excluded from attendance.

Conditional Admittance

Students may be conditionally admitted if:

1. They do not have the required immunization documentation, but the parent has provided evidence of having initiated an immunization schedule as required by the Washington State Board of Health.
2. They are in transition as per McKinney-Vento and do not have the required immunization documentation.
3. There has been telephonic or electronic confirmation of immunizations status from an official at the previously attended school, including the dates of immunization.

Once conditional admittance status has been granted, within thirty (30) calendar days of the student's first day of attendance, the parent/guardian must provide any missing immunization(s) and /or provide the documentation needed to complete the CIS. If a student needs additional doses to complete a vaccine series, he/she will remain in conditional admittance status for a maximum of thirty (30) calendar days after the next dose is due until the series is complete. Failure to submit documentation within these timelines will be sufficient cause to exclude the student from school.

Exemptions from Immunization

Any and all exemptions will be processed and recorded on a Washington state Certificate of Exemption (COE) as provided by the Department of Health (DOH).

A. Medical

Administrative Regulation No. 3413.1

Student Immunization

The District will grant exemptions for one or more vaccines for medical reasons upon certification by a Licensed Healthcare Provider (LHP) that there is a medical reason for not administering the vaccine.

B. Religious

The District will grant exemption upon the parent/guardian's submission of a COE, signed by an LHP, stating that the parent/guardian claims a religious reason, but does not state that the parent/guardian is a member in a religious body or church with beliefs or teachings that preclude a child from receiving medical treatment from an LHP, and the LHP provided the parent/guardian with information about the benefits and risks of immunization.

C. Religious Membership

The District will grant an exemption if a COE states the parent/guardian is a member in a religious body or church with beliefs or teachings that preclude a child from receiving medical treatment from an LHP. A religious membership exemption does not require the LHP signature on the COE.

D. Philosophical/Personal

With the exception of the measles, mumps, and rubella (MMR) vaccine, the District will grant exemptions for philosophical or personal reasons upon the parent/guardian's submission of a COE, signed by an LHP, stating that the parent/guardian has a philosophical or personal objection to the immunization of the child and the LHP provided the parent/guardian with information about the benefits and risks of immunization. The District will not grant an exemption for philosophical or personal reasons from measles, mumps, and rubella (MMR) vaccine. The LHP may sign the form any time prior to the District's enrollment of the child. The District will accept a photocopy of the signed form or a letter from the LHP in lieu of the original form provided the contents meet the requirements of the state COE.

The District will maintain a list of students who have been enrolled conditionally or have exemptions for easy identification should the local department of health order these students excluded from school temporarily during an outbreak or an epidemic.

Exclusion from School

If the District does not receive proof of immunization status on a CIS or a COE upon the student's enrollment, and the student does not meet the criteria for conditional enrollment, the principal or designee will provide written notice ([F-2 3413.1](#) "Notice of Exclusion Due to Incomplete Immunization") to the parents/guardians informing them of

1. The immunization requirements;
2. Denial of attendance by the student;
3. The procedural due process rights; and,
4. The immunization services that are available.

Administrative Regulation No. 3413.1
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Students who have been enrolled conditionally, or who have become out of compliance once enrolled shall be provided written notice ([F-1 3413.1](#) “**Notice of Incomplete Immunization**”) to the parents/guardians informing them of:

1. The immunization requirements;
2. The potential that the student will be denied attendance unless documentation needed to complete the CIS or COE is provided within thirty (30) calendar days of the student’s first day of attendance;
3. The procedural due process rights; and,
4. The immunization services that are available.

Should immunizations not be completed by the 30 days given in the written notice of Incomplete Immunization, the principal or designee will provide formal written notice of exclusion ([F-2 3413.1](#) “**Notice of Exclusion Due to Incomplete Immunization**”).

Following proper notification, the school will exclude the student for noncompliance with the immunization laws, subject to the appeal procedures for student expulsions (Policy 3413). Parents have a right to a hearing, provided they notify the school within (3) days after receiving the exclusion order. If the parent requests a hearing, the District will notify the parent/guardian and school principal in writing, of the time and place for the hearing, and will present the case to a hearing officer appointed by the superintendent.

By **October 1** of each school year, each school year, the principal and school nurse will meet to review the current status of student immunizations.

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 February 2020