

## IMMUNIZATION OF STUDENTS

1. No application for admission will be complete without a certificate of immunization or a completed exemption form (JLCB-E-1, JLCB-E-6, and JLCB-E-7). A student who is not otherwise exempted needs to provide an immunization record or certificate of immunization to school personnel.

A parent or guardian who holds to a personal or religious belief opposed to immunizations must sign the exemption form (JLCB-E-6 or JLCB-E-7), as well as the Acknowledgement of Immunization Exemption Vulnerability form (JLCB-E-2). However, in lieu of Exhibits 6 and 7, a parent/guardian may submit a signed non-medical statement of exemption pursuant to C.R.S. 25-4-903(2)(b). Such a statement should include the following information: student's full name, age or date of birth, date the exemption was submitted, the vaccines declined, and which type of non-medical exemption is being taken (personal belief or religious). If the parent/guardian prepares his or her own statement, an Acknowledgment of Immunization Exemption Vulnerability form (JLCB-E-2) shall also be offered for notification and signature. If the parent/guardian refuses to sign the acknowledgement, the school's record keeper shall write on the form "refused to sign" or "refused to accept", and have a witness along with the record keeper also sign. The school's record keeper shall then place the form in the medical file.

If the parent/guardian opts to use the medical exemption form (JLCB-E-6), a licensed physician or advanced practice nurse may sign the medical exemption if one or more immunizations are medically contraindicated (JLCB-E-6). If the parent/guardian prepares his or her own medical statement of exemption, the statement shall include the student's full name, date of birth, date exemption was submitted, the vaccines declined, and statement indicating why a medical exemption is being claimed. The health care provider's name, phone number and signature shall be included. If the parent/guardian prepares his or her own statement, an Acknowledgment of Immunization Exemption Vulnerability form (JLCB-E-2) shall also be offered for notification and signature. If the parent/guardian refuses to sign the acknowledgement, the school's record keeper shall write on the form "refused to sign" or "refused to accept", and have a witness along with the record keeper also sign. The school's record keeper shall then place the form in the medical file.

### Scenarios:

- 1) JLCB-E-1 (parent/guardian/adult or emancipated student provides immunizations;
- 2) JLCB-E-6 or JLCB-E-7, plus JLCB-E-2 (parent/guardian/adult or emancipated student signs an exemption and vulnerability form);
- 3) Parent/guardian/adult or emancipated student provides his or her own statement of exemption, plus signs JLCB-E-2, vulnerability form;
- 4) Parent/guardian/adult or emancipated student provides his or her own statement of exemption, refuses to sign JLCB-E-2, which is documented by the school's record keeper and one witness.

2. The principal or designee will be responsible for seeing that required information is included on the Colorado Springs School District 11's (the District) electronic immunization record or

certificate of immunization. The paper copy of the certificate of immunization provided to the school from the student may be kept in the student's health file. (see JLCB-E-3/D-11 Immunization Procedure/flowchart for D-11 staff). If the immunization record is not available upon enrollment, the school may admit the student, and will give the student a reasonable amount of time to have proof of immunizations (or a signed exemption per section (1) above) provided to the school. The parent/guardian should be provided a Notice of Immunization Requirement & In-Process Form (JLCB-E-4).

3. If there has been a failure to comply, the principal or designee will again notify the parent/guardian or student of the requirement for immunization or a signed exemption.
  - a. If the record is incomplete, the school principal or designee will again be responsible for notifying the parent/guardian with the Notice of Immunization Requirement & In-Process Form (JLCB-E-4) that it is incomplete and within 14 days of notification, the student must receive the immunizations, have an adequate plan in place to get the immunizations, provide a signed exemption, or be excluded from school attendance. If more than one set of immunizations are needed to meet the requirement, the student must receive the first set of immunizations and the parent/guardian sign a plan form on the Notice of Exclusion (JLCB-E-5) for the remaining immunizations, or be excluded.
  - b. Students age 18 and over or otherwise emancipated must be contacted directly rather than through their parents.
4. A student who fails to comply will be excluded from school attendance by the principal and notice of the exclusion sent to local or state health department. When a student is excluded from school, the due process established in Regulation JKD/JKE-R will be used as a guideline for the school principal or designee. However, exclusions from school due to failure to comply with immunization requirements are not considered a disciplinary matter.
5. If no certificate of immunization or signed exemption is received during the period of exclusion, the Superintendent or designee may institute proceedings for expulsion. Again, the due process established in Regulation JKD/JKE-R will be used as a guideline for the school or designee. However, such an expulsion will not be considered a disciplinary matter.
6. If a student is excluded from school as a result of lack of immunization information, the student is eligible to apply for enrollment in the on-line school until such documentation is available.
7. Any exclusion under this policy will terminate automatically upon compliance.
8. Record of any such exclusion will be contained in the student's health file with an appropriate explanation, not in the student's disciplinary file.
9. On or before July 1<sup>st</sup>, 2011 and annually thereafter, in accordance with C.R.S. 22-32-140, the school principal or designee must send to parents/guardians the standardized immunization letter that is developed by the state health department. The letter can be provided to parents/guardians either as a paper copy via newsletter, handbook, etc. or as an electronic copy via email.

Approved August 1981  
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LEGAL REFS.: C.R.S. 22-32-140  
C.R.S. 22-33-106  
C.R.S. 25-4-901 through 909 (School Entry Immunization)

CROSS REFS.: JLCB, Immunization of Students  
JLCB-E-1, Certificate of Immunization  
JLCB-E-2, Acknowledgement of Immunization Exemption Vulnerability form  
JLCB-E-3, D-11 Immunization Procedure/flowchart for staff  
JLCB-E-4, Notice of Immunization Requirement & In-Process Form  
JLCB-E-5, Notice of Exclusion  
JLCB-E-6, Medical Exemption Form  
JLCB-E-7, Non-Medical Exemption Form  
JFABB-R, Regulation to Policy JFABB, Admission of Non-Immigrant  
Foreign Exchange Students  
JKD/JKE-R, Student Suspension/Expulsion/Denial of Admission