

IMPORTANT IMMUNIZATION DATES SCHOOL YEAR 2024-2025

- Aug-Sept** Run your own HLT414 report, search Alert for updated vaccine dates, and enter dates into Synergy. If you are not trained to enter immunization information into Synergy, fax (503-257-1768), pony or scan the CIS forms to the MESD Immunization Program.
- October 4** Deadline to send updated CIS forms to MESD for data entry into Synergy prior to fall mailing.
- October 7** **Last day to enter updated immunization information into Synergy prior to report date.**
- October 9** MESD Immunization Program runs reports and letters for students with Incomplete and No Record status and prepares parent notification letters for the fall mailing. Do not enter immunization information into Synergy until you are notified by email that the MESD Immunization Program has finished running reports.
- October 11** If reports are complete, may resume entering immunization information into Synergy.
- October 25** Fall parent notification letters are mailed to parent/guardian.
- December 20** Last day to pony CIS forms prior to exclusion reports. May send by fax or scan January 2-11.
- January 10** Deadline to send updated CIS forms to MESD for data entry into Synergy.
- January 14** **Last day to enter updated immunization information into Synergy prior to report date.**
- January 15** MESD Immunization Program runs Exclusion reports and letters for school districts. Do not enter immunization information into Synergy until you are notified by email that the MESD Immunization Program has finished running reports.
- January 17** If reports are complete, may resume entering immunization information into Synergy.
- February 3/4** MESD Immunization Program emails school immunization packets to nurses.
- February 5** Immunization exclusion orders are mailed to parent/guardian.
- February 19** **IMMUNIZATION EXCLUSION DAY**
- February 20** Call 503-257-1760 or email immunizations@mesd.k12.or.us with the number of students who were excluded on Exclusion Day.
- February 26** Call 503-257-1760 or email immunizations@mesd.k12.or.us with the number of students who are still excluded.
- February 26** Fax (503-257-1768), scan, or bring the Primary Review Summary (PRS) to the MESD Immunization Program. Continue to enter updated immunizations into Synergy, or send updated CIS forms to the MESD Immunization Program.
- February 28** **Last day to enter updated immunization information into Synergy prior to report date.**
- March 3** MESD Immunization Program runs follow-up PRS section D-H reports for school districts.
- March 5** If reports are complete, may resume entering immunization information into Synergy.
- April-May** Run your own HLT414 report for the upcoming school year, search Alert for updated vaccine dates, and enter dates into Synergy, or send CIS forms to the MESD Immunization Program.
- May 14** MESD Immunization Program runs reports for missing Tdap vaccines for incoming 7th grade students and prepares parent notification letters for the spring mailing.