IMMUNIZATIONS:
ENROLLMENT & EXCLUSION PROCEDURES FFAB(R1)

Purpose

This Administrative Regulation establishes the procedures necessary to implement Board Policy FFAB Wellness and Health Services: Immunizations and ensure compliance with Texas Education Code (TEC) § 38.001, Texas Health and Safety Code (THSC) § 161.0041, and the Texas Administrative Code (TAC) Title 25, Part 1, Chapter 97. The goal is to protect the health of all students and staff by requiring appropriate proof of immunization status for enrollment and attendance.

Immunizations

Per Texas Administrative Code RULE §97.63, students enrolled in Texas elementary and secondary schools must meet the minimum immunization requirements for enrollment. Students must have the indicated vaccinations by the grade level indicated in the requirement schedule. Students enrolled in Early Childhood programs must adhere to the Childcare immunizations schedule and meet the minimum requirements based on their age. Students who do not meet the required standards shall not attend school.

The minimum immunization requirements may be found here: Requirements | Texas DSHS

Enrollment Procedure

Campus nurses and health Services team members will review all immunization records provided by the parent during the enrollment process. Immunization records must include the student's first and last name and date of birth and it must be validated with the physician or public health personnel's signature, initials or stamp.

If the student meets the immunization requirements for the grade level for which they are enrolling, the enrollment record will be updated to reflect immunizations approved and moved forward for additional processing.

If immunization requirements are not met, the campus nurse or health services team member will notify the parent in writing of records needed to process immunizations for enrollment.

The following resources related to immunization processes and parent communication are located in the Health Services KCloud tile:

- Missing shot record letters (translated in Spanish, Vietnamese, and Nepali)

30-Day Provisional Enrollment

Students that meet criteria for provisional enrollment according to Board Policy FFAB Wellness and Health Services: Immunizations, may be enrolled for 30 calendar days from the first day of school or the date of enrollment for those who enroll during the school year. This provides the school and parent time to procure the necessary documentation. If the school is unable to obtain the records or the records indicate the student does not meet the requirements, the student must

be unenrolled until proof of immunizations are provided to the school.

The following documents related to provisional enrollment are located in the Health Services KCloud tile:

- 30-Day Provisional Worksheet (includes dates of enrollment and when the provisional period expires)
- Provisional Enrollment Forms for parent notification (translated in Spanish, Vietnamese and Nepali)

Non-Compliance and Exclusion

Review: Campus nurses review immunization status for expiring immunizations and exemptions every 30 days during the school year. During the month of May, expiring immunizations and exemptions are reviewed for June – August.

Notification: Campus nurses or health services team members notify the parent in writing and by phone specifying the required immunization records, due date for submission, and final date of exclusion. If the necessary records are not received within two weeks of the expiration, a referral will be made to the campus principal who will be copied on a "Final Notice" to the parent in writing.

Exclusion: If the required documents are not provided by the exclusion date, the campus principal shall exclude the student from attending school until documentation proving compliance is submitted.

Readmission: An excluded student may be readmitted upon presentation of the required, verifiable documentation to the campus nurse or health services team member.