

## IMMUNIZATION OF STUDENTS

### I. Statement of Policy

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combatting the spread of disease, the Board of Education (the Board) requires that all students be immunized against certain diseases in accordance with New York State Education Law §903 and Public Health Law §2164.

### II. Immunization Requirements

A. The parent/guardian of each student must present a certificate of immunization specifying the dates of administration and signed by a health practitioner upon registration. Such certificate must meet the New York State requirements for immunization against poliomyelitis, pertussis, tetanus, hepatitis B, varicella, mumps, measles, diphtheria, rubella, meningococcal disease and, where applicable due to enrollment in a Pre-Kindergarten program, haemophilus influenza type b (Hib) and pneumococcal conjugate (PCV). Acceptable documents and proof of immunity also include:

1. An original signed certificate of immunization signed by a health practitioner licensed to practice in New York State that shows the products administered and the dates of administration;
2. An immunization record issued by New York State Immunization Information System (NYSIIS) or Citywide Immunization Registry (CIR).
3. An electronic health record;
4. An official out-of-state immunization registry specifying the dates and products administered;
5. An official record from a foreign nation may be accepted without a health practitioner's signature;
6. Immunization records from a previous school which contain all of the information specified in a certificate of immunization;
7. A statement verifying history of varicella, diagnosed by a physician, nurse practitioner, or physician assistant; or
8. Serological proof of immunity for measles, mumps, rubella, varicella, or hepatitis B, and/or laboratory confirmation of disease for measles, mumps, rubella and/or varicella.

B. No child may be admitted to school or allowed to attend school in excess of fourteen (14) calendar days without appropriate certification of immunization or documentation that the child is in the process of being immunized.

IMMUNIZATION OF STUDENTS

- C. The fourteen (14) calendar day period may be extended by the Superintendent or designee to thirty (30) days for a student transferring from another state or from another country and who is able to show a good faith effort to obtain the necessary evidence, or where a parent/guardian can demonstrate the child has received the first age-appropriate dose in each immunization series, and that they have set up age appropriate scheduled appointments for follow-up doses to complete the needed immunization series in accordance with competent and worthy of belief. Their testimony is assumed to be more than likely true due to their experience, knowledge, training, and sense of honesty.

## III. In-Process

- A. If a student has had the first dose of all required immunization series and has age-appropriate appointments to complete the series in accordance with the ACIP catch-up schedule as published by the Center for Disease Control and Prevention (CDC) the student is considered in-process and cannot be refused admittance or excluded from school.
- B. If a child is obtaining serologic tests for specific diseases, the child may attend school but must present positive serological test results for measles, mumps, rubella, varicella, or hepatitis B, or laboratory confirmation of disease (for measles, mumps, rubella, or varicella) within fourteen (14) days.

If the results are negative (or equivocal), the child may only continue to attend school and remains in “in-process” status if they have age-appropriate appointments to be immunized within thirty (30) days of receiving the negative (or equivocal) test results.

- C. If a child does not receive doses of vaccine in an immunization series according to the ACIP schedule, including at appropriate intervals, the child is no longer in process and may be excluded from school within fourteen (14) days after the minimum interval identified by the ACIP catch-up schedule.

## IV. Medical Exemption

The only exception which may excuse a student from the above immunization or in-process requirements and permit them to attend school are:

- A. If a signed, completed medical exemption form, approved by the NYS Department of Health (NYSDOH), is received from a physician licensed to practice medicine in New York State certifying that administering the vaccine may be detrimental to the specific child’s health. A medical exemption must be re-issued annually.

IMMUNIZATION OF STUDENTS

1. The medical exemption form must include:
  - a. the immunization being exempted;
  - b. sufficient information to identify a medical contraindication to the specific immunization; and
  - c. the length of time the immunization is medically contraindicated.
2. The Superintendent or designee may request additional information supporting the exemption, if necessary.

## B. Susceptible Students

1. The School Nurse shall maintain a complete and current list of susceptible students who are at risk in the event of an outbreak of a vaccine preventable disease listed in Public Health Law §2164. The list of susceptible students must include all students who:
  - a. have a current medical exemption to immunization(s);
  - b. students who are in process; or
  - c. who are awaiting the results of serologic testing.
2. The list must be updated each time a new student enrolls or a student's immunization status changes.
3. The District will develop a plan to notify parents/guardians of susceptible students during an outbreak of vaccine preventable disease.

## III. Procedures

- A. The Building Principal in consultation with the School Nurse will develop procedures for documenting all communication, along with efforts undertaken by school personnel to assist parent(s)/guardian(s) in meeting the immunization requirements.
- B. Students who do not meet the immunization requirements, are not considered "in process", or do not have an acceptable medical exemption are not permitted to attend school.
- C. In the event a student will be excluded from the District for failure to meet the immunization requirements:
  1. The School Nurse shall provide the parent(s)/guardian(s) of the student with:

IMMUNIZATION OF STUDENTS

- i. Notification of the parent's/guardian's responsibility to have the child immunized and of the public resources available to do so;
    - ii. A verbal explanation that includes the immunization the student is missing and written copy of the District Policy; and
    - iii. Provide a written letter informing the parent(s)/guardian(s) of the immunization(s) the student is missing and the exclusion date if the missing immunization(s) are not received. This letter must be written in the parent/guardian(s) primary language.
  2. The School Nurse shall:
    - i. Notify the local health department of the name and address of the excluded student and of the immunization(s) the student is missing;
    - ii. Work with the local department of health to provide a time and place when the required immunization(s) may be administered within two (2) weeks of exclusion.
    - iii. Notify Child Protective Services (CPS) after more than fourteen (14) days of the student's exclusion from school if the parent/guardian refuses to allow the local department of health or another appropriate health practitioner to immunize the child, and no action steps are reported by the parent/guardian for pursuing another education option, such as home schooling.
    - iv. The fourteen (14) day calendar period may be extended to thirty (30) days for students transferring from another state or country who show a good faith effort to comply with the law.
  - D. Pursuant to the McKinney-Vento Act, the District's McKinney-Vento Liaison (the Liaison) will work with homeless children and youth and their families who are enrolled in the District. The Liaison will make eligibility determinations pursuant to the law and assist students in obtaining either their immunization records or their immunizations.
  - E. Students in foster care who move to the District and who do not have the records normally required for enrollment, including immunization records, will be enrolled in the District and the District shall make a written request for a copy of the student's immunization records from their previous school. The previous school must forward the student's records to the District within five (5) days of receipt of the request.
- IV. Right to Appeal

IMMUNIZATION OF STUDENTS

A student denied entrance or attendance due to failure to meet health immunization standards may appeal to the Commissioner of Education.

## V. Immunization Surveys and Audits

A. The District shall annually provide an immunization survey to the New York State Commissioner of Health on the Health Commerce System website.

B. Schools should retain copies of all immunization records, and evidence of medical exemptions, for six (6) years, or three (3) years after the individual attains the age of eighteen (18), whichever is longer.

## VI. Implementation and Responsibilities of the Health Office

The School Nurse and other school health professionals shall stay informed on the latest guidance from the New York State Education Department (NYSED) and NYSDOH regarding immunizations, and revise District protocols and procedures to align with the guidance. The School Nurse shall advise their supervisor if a change to this Policy is needed.

---

New York Mills Union Free School District

Legal Ref: NYS Education Law §§914(1), 310(6-a); NYS Public Health Law §§613, 2164, 2805-h; 10 N.Y.C.R.R. Part 66; Immunization Guidelines for Schools, 2024.

Cross Ref: Education of Homeless Children Policy  
Foster Care Policy  
Student Health and Dental Exams

Adopted: 04/22/14

Revised: 06/02/15, 01/08/19, 01/07/25