

IMPORTANT IMMUNIZATION DATES SCHOOL YEAR 2018-2019

- September **Jump Start Suggestion to prepare for Parent Notification in November.**
Run your own Student Immunization List in Synergy (HLT414) and filter by insufficient, incomplete, and no record to identify missing immunization information. Check ALERT for updates and send in any new information by pony to MESD SHS Immunization Program. Allow 2 weeks for processing.
- October 26 All PPS and East County CIS Forms Due. No more data entry allowed** until you receive an email that the process of running reports & letters has been completed.
- November 9 **SHS RNs/SHAs pick up Student Immunization List** with current Insufficient, Incomplete, or No Record information. These students will receive Parent Notification letters.
New SHS staff will receive training on parent notification process. (Day & Time TBA)
- November 12 **Parent Notification letters are mailed from East County & PPS School District Administration Buildings this week.**
- December 21 **Last day to pony CIS forms.** Faxes are OK through January 15.
- January 15 All CIS forms due. No more data entry allowed** until you receive an email that the process of running reports & letters has been completed.
- January 16 Immunization Program runs East County and PPS Exclusion reports and letters.
Resume ponying CIS forms. (Data will be entered after reports are run.)
- January 28 **SHS RNs /SHAs pick up Exclusion packets.**
New SHS staff will receive training on exclusion process. (Day & Time TBA)
- February 6 **Immunization exclusion orders mailed to parents.**
- February 20 IMMUNIZATION EXCLUSION DAY**
- February 21 **Call SHS Immunization Program** (503-257-1760) with the number of students excluded BEFORE THE FIRST BELL ON EXCLUSION DAY.
- February 27 **Call SHS Immunization Program** with the number of students who are still excluded.
- February 28 **Fax or hand carry Primary Review Summary form to the Immunization office.**
CIS forms with updated shot information for cleared students are due.
- March 4 Immunization Program runs PRS due to Multnomah County Health Department.
- REMINDER: New info. for kindergarten & new enterers for the fall should be sent to SHS Immunization Program.**