



CHECKLIST FOR SUBMITTING CIS RECORDS FOR DATA ENTRY

- No out of state records, vaccine dates must be transcribed onto an Oregon Certificate of Immunization Form (CIS)
- ALL** vaccine doses are *legible*, along with the following information:
 - ✓ Record has Synergy ID#
 - ✓ Current school name on record
 - ✓ Student name/date of birth
 - ✓ Vaccine dates are in order received (if dates are out of order, check **ALERT** and print off CIS form)
 - ✓ **ALERT** CIS form (does not require a parent/guardian signature)

- Nonmedical exemption** requires the following:

Check boxes on CIS nonmedical exemption for each vaccine exempted

Parent signature and date required

Parent must provide required document from:

A health care practitioner or Certificate from online educational module

Submit **copies** of CIS nonmedical exemption **and** certificate or exemption will not be entered

- Medical exemption** requires the following:
 - Submit a letter signed by a licensed physician that contraindicates vaccine
- Copy the record; **Do not send original records**
 - If printing record from **ALERT**, print two copies, one for MESD and one to be filed in students' health folder
- Mark "CE"/the date/your initials on the top of the record before submitting for data entry. This will indicate that a copy of the record has been submitted to MESD for data entry.
- If submitting by pony or first class mail, record the number of records submitted on the pony envelope or a post it.
- If bringing forms in person, log the number of records and the date submitted into the appropriate school section of the sign-in notebook.
- Fax records (503-257-1768) **only** when close to a deadline; record number of forms submitting on cover sheet.