

IMPORTANT IMMUNIZATION DATES SCHOOL YEAR 2019-2020

- 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 16 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 1 **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 11 **Parent Notification letters are mailed from East County & PPS School District Administration Buildings this week.**
- December 20 **Last day to pony CIS forms.** Faxes are OK January 2-13. (Fax to 503.257.1768)
- January 13 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 15 SHS Immunization Program runs East County and PPS Exclusion reports and letters.
Resume ponying CIS forms. (Data will be entered after reports are run.)
- January 27/28 **SHS RNs /SHAs pick up Exclusion packets.**
New SHS staff will receive training on exclusion process. RNs 1/27; SHAs 1/28
- February 5 **Immunization exclusion orders mailed to parents.**
- February 19 IMMUNIZATION EXCLUSION DAY**
- February 20 **Call SHS Immunization Program** (503.257.1760) with the number of students excluded BEFORE THE FIRST BELL ON EXCLUSION DAY.
- February 26 **Call SHS Immunization Program** with the number of students who are still excluded.
- February 27 **Fax to 503.257.1768 or hand carry Primary Review Summary form to the Immunization office. CIS forms with updated shot information for cleared students are due.**
- March 2 SHS Immunization Program runs Follow-Up PRS due to MCHD & sends out to schools.
- March 11 **Call SHS Immunization Program** with # of students still excluded.
- REMINDER: New info. for kindergarten & new enterers for the fall should be sent to SHS Immunization Program.**