

IMPORTANT IMMUNIZATION DATES SCHOOL YEAR 2021-2022

- Aug-Sept** Run your own Student Immunization List in Synergy (*HLT414*) to identify missing immunization information. Check ALERT for updates and if data entry trained, enter dates into Synergy. If not trained, pony or scan the CIS forms to the Immunization Program.
- September 30** All PPS and East County CIS Forms Are Due. **No more data entry is allowed** until you receive an email that the process of running reports & letters has been completed.
- October 20** Immunization Program staff will send the Student Information List to SHAs and nurses of those students with Insufficient, Incomplete, or No Record information. A notification letter will be sent to parents of those students who are on this list. **SHS staff will receive training re: the parent notification process.**
- October 20** Parent Notification letters are mailed from East County & PPS School District Administration Buildings this week.
- December 16** Last Day to Pony (if not data entry trained) CIS Forms. Faxes are OK January 3-10. (Fax to 503.257.1768)
- January 11** All CIS forms due. **No more data entry is allowed** until you receive an email that the process of running reports & letters has been completed.
- January 12** SHS Immunization Program Runs East County and PPS Exclusion Reports and letters. Resume ponying CIS forms if you are not data entry trained.
- January 24/25** SHS RNs /SHAs Pick up Exclusion Packets. **SHS staff will receive training re: the exclusion process.**
- February 2** Immunization exclusion orders are mailed to parent/guardian.
- February 16** **IMMUNIZATION EXCLUSION DAY**
- February 17** Call SHS Immunization Program (503.257.1760) with the number of students excluded **BEFORE THE FIRST BELL ON EXCLUSION DAY.**
- February 23** Call or email SHS Immunization Program (tramirez@mesd.k12.or.us or skorst@mesd.k12.or.us) with the number of students who are still excluded.
- February 24** Fax to 503.257.1768, scan, or bring the Primary Review Summary (PRS) to the SHS Immunization Program. CIS forms with updated information for cleared students are due if you are not data entry trained.
- February 28** The Immunization Program runs Follow-Up PRS (due to MCHD) & sends data to schools.
- March 4** Call or email SHS Immunization Program with the number of students still excluded.
- April-June** Alert research/data entry of incoming kindergarten students and Tdap research of 6th grade students in preparation of the 7th Grade requirement. If data entry trained, enter dates into Synergy and file CIS in student's record. If not trained, pony or scan a copy of the CIS forms to the Immunization Program.