



Managing the Immunization Exclusion Process

Exclusion orders are mailed to the parents/guardians of students who do not have complete immunization records on file at school two weeks prior to Immunization Exclusion Day. Parents/guardians will either receive a “No Record” exclusion order, which means there are no records on file at the school, or an “Incomplete” exclusion order, which means the school has immunization records on file, but the student is due to receive school required vaccines.

School Immunization Exclusion Packet

Two weeks prior to Immunization Exclusion Day, schools will receive an exclusion packet that contains:

- Instructions for managing the exclusion process
- “Where To Go For Immunizations” parent information document in six languages (English, Spanish, Vietnamese, Somali, Russian, and Chinese), that can be shared with parents as needed
- Student Immunization List (Synergy HLT414 report)
- Copies of individual exclusion orders
- Immunization Primary Review Summary report (PRS)
- Insert translated into six languages instructing parents/guardians to reach out their student’s school if they need help understanding the information they received

Primary Review Summary report (PRS)

The PRS report is run mid-January and identifies students who need exclusion orders for missing immunization information. Per state law, schools must use the PRS, and not a separate spreadsheet, to document which students were excluded from school, and the date the exclusion orders were canceled.

- Enter the date the parents/guardians provide immunization records to the school on the PRS in section D in the column labeled “Date Orders Canceled”
- If the immunization records were provided to the school prior to the first bell on Exclusion Day, enter “N” in section D in the column labeled “Excluded Y/N?”
- If the school received the student immunization records after the first bell on Exclusion Day, enter “Y” in section D in the column labeled “Excluded Y/N?”
- Follow this process until all exclusion orders are canceled

Student Immunization List (Synergy HLT414 report)

This report shows which immunizations the student is missing, and is run at the same time as the PRS. Do not run this report after the mid-January date since reports run at a later date may include the names of students who have become due for vaccines, but are not on the exclusion list. As parents/guardians turn in immunization records, check to make sure the student received all the required immunizations listed in this report. If the student has a “No Record” status, they must have at least one dose of each vaccine required for the particular grade level. The student must receive all required immunizations before the exclusion order can be canceled.

Collecting Immunization Records

Immunization records must be submitted to the school on a Certificate of Immunization Status (CIS) form. Parents/guardians may also turn in the exclusion order letter they received with vaccine dates documented on the form. Schools can assist parents/guardians to transcribe vaccine dates from a verified record, such as a clinic shot record, a parent email, or a printout from an Oregon approved school computer system, to a CIS form as needed. Enter immunization dates into Synergy, or send copies of the CIS forms to the MESD Immunization Program for data entry. File updated CIS forms in students’ cum files. If the student is excluded from school, attach the exclusion letter to the updated CIS form and place in student cum file.

After Exclusion Day

- Report the number of students who were excluded from school to the MESD Immunization Program by phone (503-257-1760) or by email the day following Exclusion Day. Report the number of remaining students who are still excluded from school a week later.
- Continue documenting canceled exclusion until the MESD Immunization Program directs you to submit the PRS. Deliver this in person or via fax (503-257-1768). Do not Pony.
- Keep a copy of the PRS and individual exclusion orders on file for one year.