

# MESD DEPARTMENT OF SCHOOL HEALTH SERVICES IN PARTNERSHIP WITH SCHOOL PERSONNEL

SCHOOL ADMINISTRATOR or designee	MESD SCHOOL HEALTH SERVICES
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Obtain and computer enters registration information at enrollment\*

Nurse and Immunization Program staff provide consultation to school personnel regarding the state immunization laws#

Obtain immunization record at enrollment for all "New Enterers."\* Reference the Registration Checklist for criteria

Immunization Program staff enters immunization records #

Research ALERT IIS if record is not provided before enrolling and to obtain additional vaccine dates for students with incomplete or no record#

Nurse or Immunization Program staff support and facilitate ALERTIIS training for school staff#

Send a copy of the Certificate of Immunization Status (CIS) form to MESD for data entry whenever additional dates are obtained\*

Prepare Fall notification letter to parents to advise of risk of exclusion#

Keep student registration in the database current\*

Immunization Program staff prepare and distribute immunization printouts to school\*

Mail parent notifications of needed immunizations#

Immunization Program staff prepare state mandated exclusion reports during the mandatory exclusion cycle\*

Enforce exclusion orders issued by Multnomah County Health Department\*

Immunization Program staff prepare state mandated reports in the event of a school disease exposure\*

Return required state mandated reports to MESD by the legal deadline\*

Maintain website for immunization clinics and additional resources for school personnel#

\*Activities required by Oregon Revised Statutes (ORS 433.267-433.284) or Oregon Administrative Rules.  
#Activities that have been proven to substantially decrease the number of students receiving exclusion orders.