

2017/2018

## REGISTRATION CHECKLIST FOR IMMUNIZATION ENROLLMENT PROCESS

**Oregon law requires student's immunization record to be documented on a signed and dated Certificate of Immunization Status form (CIS). The CIS must have:**

1. Both month, day and year of each dose of each vaccine received and/or a
2. Medical exemption (letter signed by a licensed physician) and/or a
3. Nonmedical exemption\* (on the CIS form, indicate which vaccines you are exempting your child from by checking the boxes). Sign and date the CIS form along with submitting the Vaccine Education Certificate.

**Students enrolling are either: New Enter or Transfer**

### NEW ENTER is:

- Student enters school at the entry level (Pre-K, K or 1<sup>st</sup> Grade)
- Student enters from home-school (Pre-K-12<sup>th</sup> grade)
- Student enters an Oregon school directly from a foreign country (Pre-K-12<sup>th</sup> Grade)

### Minimum Requirements for New Enter are:

One dose of each vaccine required (age appropriate) at initial attendance **or** an appropriately signed medical or nonmedical exemption:

- Diphtheria-tetanus containing vaccine
- **Tetanus-diphtheria-pertussis (Tdap) (Grades 7-12)**
- Polio
- Measles, mumps, rubella
- *Haemophilus influenzae* type b (Hib) (Hib is required only for students younger than 5 years)
- **Hepatitis A (Grades PK-9)**
- Hepatitis B
- Varicella **or chickenpox disease**

### TRANSFER STUDENT is:

- Student transfers from another school in the US has 30 days for records to transfer from previous school
- Includes children transferring to another school in the same district, but does not include a change due to a normal progression of grade levels (e.g. elementary school to middle school)

### Transferring Student needs:

- A signed and dated CIS with month, day and year of dose of each vaccine received or an appropriately signed and dated nonmedical\* or medical exemption.

### IF Parents **HAVE** Medical Records:

Parents can transfer information to the CIS, then sign and date the form. **Do not** keep the parents' original record.

### IF Parents **DO NOT** Have Medical Records:

Refer them to their own Health Care Practitioner or a Multnomah County Health Department (MCHD) Clinic.

**Students who are 15 years old may sign their own CIS form, including nonmedical exemption\*.**

**FINAL STEP:** Send a copy of the CIS form to the DSHS Immunization Program **OR** complete data entry on site.

**Pre-signed CIS forms without vaccine dates are not allowed**

### HOMELESS STUDENTS:

- When a student is determined by the school or district to be homeless and does not have a CIS on file with the school, the student will be allowed to enroll conditionally.

### NONMEDICAL EXEMPTION\* (effective 03/01/2014)

- There are two ways to claim this exemption. A health care practitioner's signature verifying that risks and benefits of immunization have been discussed **or** watch an online educational module and print the certificate.