

2019/2020

## 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 provider) and/or a
  3. Nonmedical exemption\* (on the CIS form, vaccines that are exempt are checked).
- CIS form is signed and dated and a Vaccine Education Certificate with the student's name is attached.

**Students enrolling are either a New Enterer or Transfer**

### NEW ENTERER is:

- Student enters school at the entry level (Pre-K, K or 1<sup>st</sup> Grade)
- Student enters from homeschool (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 Enterer 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-11**)
- Hepatitis B
- Varicella **or** history of 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 parent's original record.

### IF Parents DO NOT Have Medical Records:

Refer them to their own Health Care Provider 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 SHS Immunization Program **OR** complete data entry on site.

**Pre-signed CIS forms without vaccine dates entered are not accepted**

### 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

- There are two ways to claim this exemption. A health care provider's signature verifying that risks and benefits of immunization have been discussed **or** the online educational module(s) have been viewed and a printed certificate is provided