

**PROCEDURE FOR PROVIDING NOTICE OF  
IMMUNIZATION REQUIREMENTS**

(Developed to correspond with section V of Policy 530)

**I. Purpose**

This is a procedure for the notification of parents/guardians regarding immunization requirements and consequences for failure to provide the required documentation, per White Bear Lake Area School District School Board Policy #530.

**II. Kindergarten**

- A. A *Kindergarten Registration Parent Information Packet* is mailed home to parents, which includes immunizations needed for entering kindergarten and information describing the exemptions from immunization as permitted by law.
- B. During information and registration nights a *Health Information Packet* is distributed to parents/guardians which includes immunizations needed for entering kindergarten and also includes information describing the exemptions from immunization as permitted by law. All information is also available in Spanish and Hmong.
- C. In August, prior to school starting each year, a *Parent Newsletter* is mailed to families that include information on immunizations needed to enter kindergarten along with, notification describing exemptions from immunizations as permitted by law.

**III. Middle School**

- A. A *Parent Newsletter* is mailed home four times per year which includes information on immunizations needed for entering 7<sup>th</sup> grade along with information describing the exemptions from immunizations as permitted by law.
- B. An *Individual Letter* is mailed with the end of year report card to all parents/guardians of 6<sup>th</sup> grade students, who do not have the required immunizations for entering 7<sup>th</sup> grade in the fall. The letter includes the child's *specific immunizations needed*. The notification includes information describing the exemptions from immunization as permitted by law. The same information is mailed home in Hmong or Spanish for students who speak Hmong or Spanish at home.
- C. In August, prior to the school starting, a *Parent Newsletter* is mailed home which includes information on immunizations needed for entering 7<sup>th</sup> grade along with information describing exemptions from immunizations as permitted by law

**IV. Procedure for Students Arriving on the First Day of School Who Do Not Have Complete Immunization Records:**

- A. A parent/guardian is notified by phone.
- B. A MIIC (Minnesota Immunization Information Connection) check is made by school health personnel regarding student immunization status.
- C. A call is made to the family physicians office to secure dates regarding student's current immunization status.
- D. When needed, a cultural liaison is contacted to assist with student and family communication.
- E. A referral is made to the health care provider or the local public health immunization clinics for those that do not have insurance; this information is also included in all notices sent home to parents/guardians.

**V. Review of Student Health Records to Determine Whether the Required Information Has Been Provided.**

- A. Immunization information on all students shall be reviewed every year, as part of the AISR (Annual Immunization Status Report) required by the Minnesota Department of Health, by November 1<sup>st</sup> of each school year. The school nurse assigned to the school is responsible for completing and submitting the AISR.
- B. Immunization information on enrolling students transferring into the school district is reviewed at the time of enrollment by the school nurse or health assistant. If the enrolling student does not have the information, the school contacts the previous school to get immunization information using phone, fax or written request for immunization records.

**VI. Maintenance of Student Immunization Records.**

- A. All information is entered into Skyward and updated as information is received from parents. District Center personnel maintain data on Skyward.
- B. All immunization information is entered on the front of the Student Health Record and updated as information is received from parents. The Student Health Record follows the student from school to school in the district. Upon graduation, the District Center stores the Student Health Record.
- C. Health Office staff at the current school assists a student and/or the student's parents/guardians to transfer the student's immunization record to a new school within 30 days of the student's transfer.
- D. Upon request from a public or private post-secondary educational institution, designated district center staff assist in the transfer of the student's immunization record to the post-secondary educational institution.

**V. Students Transferring Into the District:**

- A. A student transferring into the district is given a maximum of 30 days to provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization(s). Students who do not provide the appropriate proof of immunizations or exemption documentation within 30 days will be excluded from school until such time as appropriate proof of immunizations or exemption documentation has been provided.