

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Rick Scott
Governor

Celeste Philip, MD, MPH
Surgeon General and Secretary

Vision: To be the Healthiest State in the Nation

MEMORANDUM

DATE: August 22, 2016

TO: County Health Department Directors/Administrators

FROM: Carina Blackmore, DVM, PhD, Dipl ACVMP 
Acting Director, Division of Disease Control and Health Protection

SUBJECT: Compulsory School Immunizations
Annual Report and Survey, 2016–2017 School Year

ACTION

REQUIRED: Review and comply with standards

DUE DATE: October 31, 2016

Each year, all public and private schools are required to submit reports in compliance with section 1003.22, Florida Statutes, and Florida Administrative Code Rule 64D-3.046, indicating the compulsory immunization status of their kindergarten and seventh grade students.

Public schools will electronically submit their immunization data to the Florida Department of Education (DOE). The DOE will then review the data and submit a compiled report, known as the *Annual Report of Compliance Compulsory Immunization, District Report* (Survey 2), to the Florida Department of Health (DOH) Immunization Section by December 1, 2016.

Private schools will manually complete and submit an *Immunization Annual Report of Compliance for Kindergarten and Seventh Grade* (DH Form 684) to the **local county health department** (CHD) by October 1, 2016. Each CHD will then submit a *Kindergarten and Seventh Grade Annual Report of Compliance County Summary* (DH Form 685), to the DOH Immunization Section by October 31, 2016.

Proper categorization of student immunization status is essential for obtaining accurate school coverage rates. Follow the steps below to ensure data integrity:

- The DOE should categorize fully immunized kindergarten and seventh grade **public** school students as Total Certificates of Immunization for Survey 2. **Private** schools should categorize fully immunized students as Fully Immunized on the DH Form 684. This includes students who were issued a Temporary Medical Exemption (TME), but also received all school-required immunizations. Schools should then follow up with the parent/guardians of those students, ensuring proper immunization documentation is on file.
- Individual public and private schools should categorize students who were issued a 30-Day Transfer Exemption, but have been enrolled **more than 30 days**, as Out of Compliance. Schools should then follow up with the parent/guardians of those students, ensuring immunizations are received and current immunization documentation is on file.

CHD/Private School-specific:

CHDs will visit the DOE website at fldoe.org/schools/school-choice/private-schools/ for the private school directory in their county (district), selecting only those schools with a kindergarten and/or seventh grade. CHDs will then combine this list of private schools with the active list of private schools from the previous year's compulsory report. Additionally, CHDs will:

- Edit the enclosed document titled *DH Form 684*, to include the CHD name, address, telephone number, fax number, and contact person's name in the box indicated, prior to distribution to private schools. **All other formatting must remain.**
- Distribute a DH Form 684 and the instruction sheet to the private schools identified. Emailing these forms is cost efficient, and therefore encouraged.
- Ensure the private schools submit a completed DH Form 684 by October 1, 2016.
- Review each DH Form 684, ensuring the combined total of the categories in *(C) Summary Information* is equivalent to the number of *Students Enrolled in Grade*.
- Compile the data from all DH Form 684s onto a DH Form 685, ensuring the *Total Number of Children Enrolled* is equivalent to the *Number of Students Enrolled in Each Category*.
- Submit a completed DH Form 685 via email to Amy.Wilson@flhealth.gov by **October 31, 2016**. This includes those CHDs without private schools in their county.

If you have questions concerning this survey, please contact your Immunization Section field staff representative (see enclosure) or our survey and assessment consultant, Ms. Amy Wilson, at 850-245-4444, extension 2395.

CB/RG/aw
Enclosures

cc: Florida Department of Education
Monica Verra-Tirado, EdD, Chief
Bureau of Exceptional Education and Student Services
Todd Clark, Chief
Bureau of Education Information and Accountability Services
Paul D. Myers, MS, Delegated Deputy Secretary
County Health Systems
Patricia L. Ryder, MD, MPH, Chief
Bureau of Communicable Diseases
Robert M. Griffin, Administrator
Immunization Section
County Health Department Nursing Directors
Immunization Section Field Staff

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KINDERGARTEN AND SEVENTH GRADE
ANNUAL REPORT OF COMPLIANCE—COUNTY SUMMARY
COMPULSORY IMMUNIZATION—SECTION 1003.22, FLORIDA STATUTES

DOH-County: _____

Date Submitted: _____

County summary of private school manual reporting (from DH Form 684s):

Grade	Total Number of:			Number of Students in Each Category:				
	Private Schools	Students Enrolled	Fully Immunized DH 680 (Part A)	Medical Exemptions		Religious Exemption DH 681	30-Day Transfer Exemption	Out of Compliance
				Temporary DH 680 (Part B)	Permanent DH 680 (Part C)			
Kindergarten								
Seventh								

Must submit by October 31

Report completed by: _____

Telephone: _____

Submit to:

Florida Department of Health
Division of Disease Control and Health Protection
Immunization Section, Field Operations
4052 Bald Cypress Way, Bin A-11
Tallahassee, Florida 32399

DH Form 685