MEMORANDUM

DATE: July 23, 2018

TO: County Health Department Directors/Administrators

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

SUBJECT: Compulsory School Immunizations
          Annual Report and Survey, 2018–2019 School Year

ACTION REQUIRED: Review and comply with standards  DUE DATE: October 31, 2018

Each public and private school with a kindergarten or seventh grade is required to submit an annual report of compliance with section 1003.22, Florida Statutes, and Florida Administrative Code Rule 64D-3.046, indicating the compulsory immunization status of all children attending kindergarten and seventh grades.

Public schools will electronically submit student immunization data to the Department of Education (DOE) during Survey 2 “Survey Week” October 8–12, 2018. The DOE will review the data, and submit a final report, known as the Annual Report of Compliance Compulsory Immunization, District Report, to the Department of Health (DOH) Immunization Section by December 28, 2018, which is two weeks after the DOE’s amendment deadline.

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, 2018. Each CHD will submit a Kindergarten and Seventh Grade Annual Report of Compliance County Summary (DH Form 685), to the DOH Immunization Section by October 31, 2018.

Proper categorization of student immunization status is essential for obtaining accurate vaccination 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 a DH Form 684 (enclosed). This includes students who were issued a Temporary Medical Exemption (TME), but also received all required immunizations for their grade. Schools should then follow up with the parent/guardian of those students, ensuring proper immunization documentation is on file at the school.

Schools should categorize students who were given 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/guardian of those students, ensuring immunizations are received and current documentation is on file at the school.

Florida Department of Health
Division of Disease Control and Health Protection
Bureau of Epidemiology
4052 Bald Cypress Way, Bin A-11 • Tallahassee, FL 32399
PHONE: 850-245-4342 • FAX: 850-922-4195
FloridaHealth.gov
CHD/Private School-specific:

CHDs will visit the DOE website at www.fldoe.org/schools/school-choice/private-schools/ for the Directory of Private Schools, and download the Private School Contact List for their county (district), selecting only those schools with a kindergarten or seventh grade. CHDs should then combine this list of private schools with the list of private schools that submitted a DH Form 684 last school year. Additionally, CHDs will:

Prior to distribution to private schools, edit the enclosed DH Form 684 to be county specific. This includes adding contact information in the “Attention CHD” field, such as the CHD name, address, telephone number, fax number, and contact person’s name. 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. Do NOT include a copy of this memorandum, as doing so often adds confusion for school personnel.

Ensure private schools submit a completed DH Form 684 by October 1, 2018.

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. If the data is incorrect, contact the school to request a revision.

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.

Email the completed DH Form 685 to Central Office, attention Amy.Wilson@flhealth.gov, by October 31, 2018. This includes those CHDs without private schools in their county.

To streamline private school reporting, DH Form 684 was revised to exclude the year due. The updated form now states “Submit to the local county health department by October 1.” This change allows schools to use the same form the following year, without waiting for the CHD to email or mail the form. The DH Form 684 is also now available on the Department’s website at www.floridahealth.gov/programs-and-services/immunization/resources/surveys/documents/dh-684-with-instructions.docx. If you have questions concerning this assessment, please contact your Immunization Section field staff representative (see enclosure) or our survey and assessment consultant, Ms. Amy Wilson, at 850-901-6806.

CB/RG/aw
Enclosures

cc: Florida Department of Education
    Monica Verra-Tirado, EdD, Chief
    Bureau of Exceptional Student Education and Student Services
    Shawna Reid, Chief
    The Education Data Warehouse
    Beth Moore, EdD, Senior Educational Program Director
    Bureau of Exceptional Student Education and Student Services
Florida Department of Health
    Paul D. Myers, MS, Deputy Secretary
    County Health Systems
    Russell W. Eggert, MD, MPH, FACP, FAAFP, Chief
    Bureau of Epidemiology
    Robert M. Griffin, Administrator
    Immunization Section
County Health Department Nursing Directors
Immunization Section Field Staff Representatives
# Kindergarten and Seventh Grade Annual Report of Compliance—County Summary

Compulsory Immunization—Section 1003.22, Florida Statutes

DOH-County: __________________________

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Total Number of:</th>
<th>Number of Students in Each Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Private Schools</td>
<td>Students Enrolled</td>
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<tr>
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<tr>
<td>Kindergarten</td>
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<tr>
<td>Seventh</td>
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</tr>
</tbody>
</table>

Report completed by: __________________________

Telephone: __________________________

Date Submitted: __________________________

Must submit by October 31

Submit to:

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

DH Form 685, Rev 07/17
Immunization Annual Report of Compliance  
for Kindergarten and Seventh Grade  
Compulsory Immunization—Section 1003.22, Florida Statutes

(A) Private School Information:  
Name of School:  
Address:  
City Zip County  
Name of Principal:  
Information on the person completing this form:  
Name:  
Position/Agency:  
Phone Number:  
Date: __________

(B) Student Information:  
List only those students not fully immunized for grade. Indicate exemption type or if out of compliance.  
Exemptions expiring before October 1 of the current year are out of compliance.

<table>
<thead>
<tr>
<th>Student Name (Last, First)</th>
<th>Grade</th>
<th>Medical Exemptions Temporary (Part B) List Expiration Date</th>
<th>Permanent (Part C) Religious Exemption (DH 681) 30-Day Transfer Exemptions List Enrollment Date</th>
<th>Out of Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>K or 7th</td>
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</table>

(C) Summary Information:  
Provide the total number of students in each category.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Students Enrolled</th>
<th>Fully Immunized DH 680 (Part A)</th>
<th>Medical Exemptions Temporary DH 680 (Part B)</th>
<th>Permanent DH 680 (Part C)</th>
<th>Religious Exemption (DH 681)</th>
<th>30-Day Transfer Exemptions</th>
<th>Out of Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
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<tr>
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</tbody>
</table>

Submit to the following local county health department by October 1:  
DH Form 684, 07/17

Attention CHD:  Add CHD contact information PRIOR to copying and distributing. Be sure to include a telephone number.
INSTRUCTIONS FOR COMPLETING DH FORM 684

Section 1003.22, Florida Statutes, requires private schools with a kindergarten or seventh grade to submit a completed Immunization Annual Report of Compliance for Kindergarten and Seventh Grade (DH Form 684) to the local county health department (CHD) by October 1 each year. The following explains how to complete this form:

(A) **Private School Information:** Clearly print all identifying information for the private school, including mailing address, telephone number, name of school principal, and contact person.

(B) **Student Information:** List only those students who are **not** fully immunized for grade. Indicate grade, exemption type, or if Out of Compliance with section 1003.22. See below for guidance.

- **Temporary Medical Exemption***: For students presenting a valid DH Form 680, Part B, signed by a licensed physician or authorized designee. The expiration date must be current (not expired). If expired, change category to Out of Compliance.

- **Permanent Medical Exemption:** For students presenting a valid DH Form 680, Part C, signed by a licensed physician. This category is only for students who cannot receive one or more vaccines required for school entry, based upon valid clinical reasoning or evidence. The contraindicated vaccine(s) must be indicated on the form for the exemption to be valid.

- **Religious Exemption:** For students with an exemption from immunization due to religious tenets or practices. This is documented on a DH Form 681, available only from CHDs.

- **30-Day Transfer Exemption***: An authorized school official may issue this [temporary] exemption, for up to 30 school days, to permit students who are transferring from another Florida county; are experiencing homelessness; entering a juvenile justice program, or known to the Department, as defined in section 39.0016, Florida Statutes, to attend school until their immunization record is obtained or until they receive the necessary immunizations and provides proof thereof.

- **Out of Compliance***: For students not meeting school entry and attendance immunization requirements and lacking proper documentation of an exemption. This category includes students without a valid DH Form 680, DH Form 681, or 30-Day Transfer Exemption (if applicable); or with an expired Temporary Medical Exemption or 30-Day Transfer Exemption.

(C) **Summary Information:** Provide the total number of students in each category, for both kindergarten and seventh grade, ensuring the totals equal to the number of Students Enrolled.

*The school nurse or authorized school official is responsible for follow up of these students, ensuring completion of immunizations and proper documentation.

Rev 07/17
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**Survey & Assessment Consultant:** Amy Wilson – (850) 901-6808