

Mission:

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



Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

Vision: To be the Healthiest State in the Nation

MEMORANDUM

DATE: August 26, 2019

TO: County Health Department Health Officers

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

SUBJECT: Compulsory School Immunizations Annual Report and Survey,
2019–2020 School Year

ACTION

REQUIRED: Review and comply with standards

DUE DATE: October 31, 2019

Florida public and private schools with a kindergarten (KG) or seventh grade are required to submit an annual report of compliance with section 1003.22(8), Florida Statutes, and Florida Administrative Code Rule 64D-3.046, indicating the compulsory immunization status of all children attending KG and seventh grade.

Public schools will electronically report child-specific vaccination coverage and exemption data to their respective school districts during Survey 2 “Survey Week,” October 7–11, 2019. Those districts will verify the data, and electronically report it to the Florida Department of Education (FDOE). The FDOE will review the data and submit an aggregate district/county-specific report, known as the *Annual Report of Compliance Compulsory Immunization, District Report*, to the Florida Department of Health (FDOH) Immunization Section by December 27, 2019.

Private schools will manually report aggregate school-specific immunization status and exemption data, as well as child-specific immunization status and exemption data, for all students not categorized as “Fully Immunized/DH 680 (Part A),” onto an *Immunization Annual Report of Compliance for Kindergarten and Seventh Grade* (DH Form 684) to the local county health department (CHD) by October 1, 2019. Each CHD will review the data and submit an aggregate, county-specific report, known as the *Kindergarten and Seventh Grade Annual Report of Compliance County Summary* (DH Form 685), to FDOH’s Immunization Section by October 31, 2019.

Proper categorization and documentation of student immunization status is essential for obtaining accurate immunization coverage and exemption rates. These categories are:

- **Florida Certification of Immunization (DH Form 680), Part A**
(FDOE Code 1 or 8) Referred to as “Total Certificates of Immunization” by public schools and as “Fully Immunized/DH Form 680” by private schools. These are issued to children who are up to date for their age and meet the age-appropriate school immunization requirements for grades KG–12. An immunization status of FDOE Code 1 is selected for grades KG–12, excluding the seventh-grade requirement. FDOE Code 8 is selected for the seventh-grade requirement only.

It is common with students entering a Florida school for the first time into grades seven through twelve to have FDOE Code 1 and 8 selected (by their immunization provider), to show not only that the seventh-grade requirement was met, but the general immunization requirements were met as well. Because FDOE's Automated Student Information System allows for one immunization status code per student only, FDOE Code 8 should be entered into the system.

- **Florida Certification of Immunization (DH Form 680), Part B Temporary Medical Exemption** (FDOE Code 2) These are issued to children who have not received all vaccines required for school entry/attendance for their grade (KG–12). These (provisional) exemptions expire, typically by the next recommended interval for the vaccination(s) due plus 15 days.

The school is responsible for follow-up, ensuring either another exemption or a Part A (with the appropriate code) is received before it expires. Students with an expired Part B (dated before October 1) on file should be categorized as "out of compliance."

- **Florida Certification of Immunization (DH Form 680), Part C Permanent Medical Exemption** (FDOE Code 3) These are issued by a licensed physician to children who cannot receive one or more vaccines required for school entry/attendance for their grade, based upon valid clinical reasoning or evidence. The contraindicated vaccine(s) must be indicated on the DH Form 680 to be valid. Part Cs may be issued in conjunction with a Part A or Part B, as children rarely have a medical exemption for all vaccines. Part Cs do not expire. Because FDOE's system allows for one immunization status code per student only, schools should categorize students with a Part C and a Part A or B as a Part C.
- **Religious Exemption From Immunization (DH Form 681)** (FDOE Code 4) These are issued by a CHD to children whose parent or guardian states immunizations conflict with their religious tenets or practices. A DH Form 681 does not expire.
- **30-Day Transfer Exemption** (FDOE Codes W, X, and Y) These may be issued (by an authorized school official) to 1) students transferring from another school district (FDOE Code W); 2) children entering a juvenile justice program (DOE Code X); children experiencing homelessness, and "children known to the Department" (as defined in section 39.0016) (FDOE Code Y). No form is associated with this exemption.

The school is responsible for follow-up, ensuring proper documentation or immunizations are received within the initial 30 days of school enrollment. Students enrolled **more than 30 days** (who have not provided proper documentation or received the required immunizations) should be categorized as "out of compliance." Students without a valid DH Form 680, DH Form 681, or 30-Day Exemption are out of compliance, as Florida law does not provide a grace period for school-entry/attendance immunization requirements.

CHD and Private School-Specific:

As CHDs are responsible for the collection and reporting of private school immunization status and exemption data, the following are the specific tasks CHDs must take to complete this assignment:

- 1) From FDOE's Florida School Choice, *Office of Independent Education & Parental Choice* Web page, at floridaschoolchoice.org/information/privateschooldirectory/DownloadExcelFile.aspx, download the Private School List for the CHD's county, selecting "Grade Levels Served."
- 2) From that downloaded list, remove the schools that do not serve KG or seventh grade.
- 3) Add to this list all private schools that submitted a DH Form 684 last school year (if not already in the downloaded list).

- 4) Save the enclosed DH Form 684, editing the “Attention CHD” field to be county-specific, including CHD name, contact person, telephone number, and FAX number or email address where to send the completed DH Form 684. **No other formatting may be changed.**
- 5) Distribute (U.S. mail, email, or FAX) the enclosed DH Form 684 and instruction sheet to the private schools on your list.
- 6) Review each returned DH Form 684 for accuracy and completeness, including:
 - a. If (B) *Student Information* includes a student with an expired Part B, or who is past the initial 30 days of enrollment, re-categorize that student as “out of compliance.”
 - b. If (C) *Summary Information* categorizes a student as having an exemption, the student should be listed by name in (B) *Student Information*.
 - c. The combined total of the categories in (C) *Summary Information* is equivalent to the number of students enrolled.
- 7) Follow-up with schools, by phone or email:
 - a. To correct errors or omissions.
 - b. To ensure report submission to the CHD by October 1, 2019. All schools offering KG and seventh grade in the 2019–2020 school year are required to submit a DH Form 684, regardless of active enrollment. The form may simply state “0” for students enrolled.
- 8) Compile the data from all DH Form 684s received onto a DH Form 685, ensuring the total number of children enrolled is equivalent to the number of students enrolled in each category.
- 9) **Email** the completed DH Form 685 to Amy.Wilson@FLHealth.gov at the State Health Office, Immunization Section, **by October 31, 2019**. This includes those CHDs without private schools in their counties. The form may simply state “0” for the total number of schools.

DH Form 684 does not include the year due—it simply states “Submit to the local county health department by October 1.” This allows schools to use the same DH Form 684 the following year without waiting for the CHD to distribute. It is also available on FDOH’s public website at FloridaHealth.gov/statistics-and-data/immunization-coverage-surveys-reports/state-surveys.html.

If you have questions concerning this assignment, please contact our Immunization Section survey and assessment consultant, Ms. Amy Wilson, at 850-901-6806.

CB/AR/aw
Enclosures

cc: Florida Department of Education
Judy White, Senior Program Director, Bureau of Exceptional Education & Student Services
Monica Verra-Tirado, EdD, Chief, Bureau of Exceptional Education & Student Services
Shawna Reid, Chief, The Education Data Warehouse
Florida Department of Health
Beth A. Paterniti, MPA, Interim Deputy Secretary, County Health Systems
Jennifer S. Johnson, MPH, Interim Assistant Deputy Secretary for Health
Russell W. Eggert, MD, MPH, FACPM, FAAFP, Chief, Bureau of Epidemiology
Amy C. Rigger, BSN, RN, Administrator, Immunization Section
County Health Department Nursing Directors
Immunization Section Field Staff Representatives

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**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):

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								

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

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



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Immunization Annual Report of Compliance for Kindergarten and Seventh Grade Compulsory Immunization—Section 1003.22, Florida Statutes

(A) Private School Information:

Date: _____

Name of School: _____			Information on the person completing this form: Name: _____ Position/Agency: _____ Phone Number: _____		
Address: _____					
City	Zip	County			
Name of Principal: _____					

(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.

Student Name (Last, First)	Grade	Medical Exemptions		Religious Exemption (DH 681)	30-Day Transfer Exemptions List Enrollment Date	Out of Compliance
		Temporary (Part B) List Expiration Date	Permanent (Part C)			
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>					
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>					
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>					
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>					
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>					
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	K <input type="checkbox"/> or 7 th <input type="checkbox"/>					
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>					
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>					

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

Grade	Students Enrolled	Fully Immunized DH 680 (Part A)	Medical Exemptions		Religious Exemption (DH 681)	30-Day Transfer Exemptions	Out of Compliance
			Temporary DH 680 (Part B)	Permanent DH 680 (Part C)			
Kindergarten							
Seventh							

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.

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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 provide 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 08/19

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Updated 7/29/2019