

**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

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**MEMORANDUM**

**DATE:** August 18, 2017

**TO:** County Health Department Directors/Administrators

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

**SUBJECT:** Compulsory School Immunizations  
Annual Report and Survey, 2017–2018 School Year

**ACTION**

**REQUIRED:** Review and comply with standards

**DUE DATE:** October 31, 2017

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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 their immunization data to the Department of Education (DOE). The DOE will review the data and submit a compiled report, known as the *Annual Report of Compliance Compulsory Immunization, District Report (Survey 2)*, to the Department of Health (DOH) Immunization Section by December 1, 2017.

**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, 2017. 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, 2017.

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.

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/guardian of those students, ensuring immunizations are received and current immunization documentation is on file at the school.



**CHD/Private School-specific:**

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

**Prior** to distribution to private schools, edit the enclosed DH Form 684, making it county specific. This includes adding contact information in the "Attention CHD" box, 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 the schools.

Ensure private schools submit a completed DH Form 684 by October 1, 2017.

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 are 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 a completed DH Form 685 to [Amy.Wilson@flhealth.gov](mailto:Amy.Wilson@flhealth.gov) by **October 31, 2017**. 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 having to wait for this packet. 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 Education and Student Services  
Teresa Sancho, Senior Program Director  
Bureau of Education Information Services  
Paul D. Myers, MS, Deputy Secretary  
County Health Systems  
Russell Eggert, MD, MPH, FACPM, FAAFP, Chief  
Bureau of Epidemiology  
Robert M. Griffin, Administrator  
Immunization Section  
County Health Department Nursing Directors  
Immunization Section Field Staff Representatives