

Mission:

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



Ron DeSantis
Governor


Joseph A. Ladapo, MD, PhD
State Surgeon General

Vision: To be the Healthiest State in the Nation

MEMORANDUM

DATE: October 29, 2021

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, 2021–2022 School Year

ACTION

REQUIRED: Review, complete and submit by deadline **DUE DATE:** October 31, 2021

Florida Administrative Code Rule 64D-3.046(2)(a–b) and section 1003.22(4)(a), Florida Statutes, require that prior to admission or attendance in a public or private school, grades kindergarten (KG) through 12 or any other initial entrance into a Florida public or private school, each child must have a *Florida Certification of Immunization* (DH Form 680) Part A **on file with the state immunization registry**, the Florida State Health Online Tracking System (SHOTS), indicating they have met the vaccine requirement for their grade.

Those children not meeting the vaccine requirement must have one of the following exemptions from vaccination: DH Form 680, Part B (Florida Department of Education [FDOE] Code 2); DH Form 680, Part C (FDOE Code 3); DH Form 681, *Religious Exemption From Immunization* (FDOE Code 4); or a 30-Day Exemption (FDOE Codes W, X and Y).

Section 1003.22(10)(a–b) requires each public district school board and each private school to refuse admittance to any child otherwise entitled to admittance to KG or any other initial entrance into a Florida public or private school, as well as temporarily exclude from attendance, any student who is not in compliance with subsection (4).

Section 1003.22(8) and Rule 64D-3.046(3)(c)(1.) require each public and private school with a KG or seventh grade to **submit an annual report of compliance to the Florida Department of Health** that includes the immunization status of their KG and seventh-grade students by October 1. Schools with no active enrollment in those grades must comply and may simply indicate “0” children enrolled on the DH Form 684.

Public schools input student vaccination and exemption data into FDOE’s Florida Automated System for Transferring Educational Records (the FASTER system), including assigning a code (1–8 or X–Z) for Data Element 132025, Immunization Status. Public schools then electronically transmit the data to their respective school districts during Survey 2’s “survey week” (October 11–15, 2021). School districts review the schools’ data then electronically transmit the district’s data to FDOE. FDOE validates the

data and sends an aggregate report, by school district, of the number of students enrolled by immunization status to the Florida Department of Health's (FDOH) Immunization Section by December 31, 2021.

Private schools must send aggregated school-specific immunization status and exemption data and student-specific exemption information for those without a DH Form 680 Part A on an *Immunization Annual Report of Compliance for Kindergarten and Seventh Grade* (DH Form 684, attached) to the local county health department (CHD) by October 1, 2021. **CHDs must review the DH Form 684s and send** an aggregated county-specific report, the *Kindergarten and Seventh Grade Annual Report of Compliance County Summary (DH Form 685 attached)*, **to FDOH's Immunization Section by October 31, 2021.**

As CHDs are responsible for collecting and reporting student immunization data from private schools, **the following are the specific tasks CHDs should take to complete this assignment:**

1. From FDOE's Florida School Choice, Office of Independent Education & Parental Choice Web page, at www.floridaschoolchoice.org/information/privateschooldirectory/DownloadExcelFile.aspx:
 - a. Click the check box for your county's school district from the list provided.
 - b. Select "Grade Levels Served" under "Additional Information," then click "Download."
 - c. The list of private schools in the district selected will be displayed, along with their contact information. Understand we do not know if all the information provided is correct; however, school names, addresses and telephone numbers should be correct.
2. Column O of that downloaded list indicates the grade levels served. Remove the schools (rows) that do not serve KG or seventh grade.
3. Add the names and addresses of the remaining schools from your downloaded list onto a *Summary of DH Forms 684 Received* (attached), or use a copy of the *Summary of DH Forms 684 Received* submitted to the Immunization Section last school year, removing student data but keeping the school data.
4. Save the blank DH Form 684, editing the "Attention CHD" field to be county-specific, including contact person, telephone number and FAX number or email address of where to send the completed DH Form 684. No other formatting (such as adding a date of birth column or changing footer information to your CHDs information) may be changed.
5. Distribute the DH Form 684 and instruction sheet to the private schools on your list. The form must be delivered by U.S. mail unless you are sure you have their correct email address or FAX number.
6. Review each completed DH Form 684 you receive from private schools for accuracy and completeness, including:
 - a. If Student Information (section B) includes a student with an expired Part B or who is past the initial 30 calendar days from school enrollment, re-categorize that student as "out of compliance." Public schools may use FDOE Code 0 for these students, as no other codes apply. DH Form 680s with an expiration date prior to October 1, 2021, are out of compliance.
 - b. If Summary Information (section C) includes a student with an exemption, the student should be listed by name in section B.

- c. The combined total of all categories in section C equals the total number of students enrolled.
7. As you receive completed DH Form 684s from private schools, add the number of students enrolled with a DH Form 680 Part A, with a Part B, with a Part C, with a DH Form 681, with a 30-Day Exemption and out of compliance with Section 1003.22(4)(a) onto the *Summary of DH Forms 684 Received*.
8. Follow up with schools by phone or email to correct errors or omissions and to ensure report submission to the CHD by October 1, 2021.
9. Compile the data from all DH Form 684s received onto a DH Form 685 (attached), ensuring the total number of students enrolled is equivalent to the number of students listed in each category. The totals must match the totals on your *Summary of DH Forms 684 Received*. CHDs without private schools in their county must also submit a DH Form 685. The form may simply indicate “0” schools.
10. When you add the total number of private schools to your DH Form 685, do not include the private schools with no students actually enrolled or those that did not submit a DH Form 684.
11. By October 31, 2021, email the completed DH Form 685 and *Summary of DH Forms 684 Received* to the Immunization Section, attention Ms. Amy Wilson, at Amy.Wilson@FLHealth.gov.

CB/aw

cc: Victoria Gaitanis, Chief
Bureau of Exceptional Student Education and Student Services (BESE) FDOE
Andrew Weatherill, MS, Director, BESE FDOE
Dakeyan C. Graham, DMA, Executive Director,
Office of Independent Education & Parental Choice FDOE
Mark S. Lander, Interim Director, County Health Systems
Melissa Jordan, MS, MPH, Director, Division of Community Health Promotion
Clayton R. Weiss, MPH, Chief, Bureau of Epidemiology
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 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"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	K <input type="checkbox"/> or 7 th <input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<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(8), 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 annually by October 1.

- (A) **Private School Information:** Clearly print all identifying information for the private school, including mailing address, county, telephone number, name of principal, and contact person.
- (B) **Student Information:** List only those students without a *Florida Certification of Immunization* (DH Form 680) **Part A** on file with the state's immunization registry, Florida State Health Online Tracking System (SHOTS); that is, students not fully immunized for their grade. Indicate name, grade, exemption type (listed below), expiration date (if applicable), or if out of compliance with the provisions of subsection (4).
- **DH Form 680, Part B (Temporary Medical Exemption) (TME)*:** These are issued for children in the process of completing the vaccine requirement for school entry. The expiration date must be current. If expired, categorize the student as out of compliance.
 - **DH Form 680, Part C (Permanent Medical Exemption) (PME):** These are issued for children who cannot receive one or more vaccinations required for school entry, based upon valid clinical reasoning or evidence. The contraindicated vaccine(s) must be included on the form. These exemptions do not expire.
 - **Religious Exemption From Immunization (DH Form 681):** These are issued by CHDs for children whose parent or guardian states vaccinations conflict with their religious tenets or practices. These exemptions do not expire.
 - **30-Day Exemption*:** These provisional exemptions are issued by an authorized school official for up to 30 calendar days for children transferring from another Florida school district/county, enrolled in a juvenile justice program and children experiencing homelessness as defined in section 39.0016. No form is associated with this exemption. **Note:** Incoming children from outside of Florida are not transfer students, as their enrollment is an "initial entrance into a Florida public or private school" per subsection (4).
 - **Out of Compliance*:** Subsection (10) indicates each school board and private school should refuse admittance to any child who is not in compliance with the provisions of subsection (4). i.e. Those who do not have a DH Form 680, 681 or 30-Day Exemption on file in Florida SHOTS.
- (C) **Summary Information:** For both kindergarten and seventh grades, provide the total number of students 1) enrolled, 2) with a DH Form 680 Part A, 3) with a DH Form 680 Part B, 4) with a DH Form 680 Part C, 5) with a DH Form 681, 6) with a 30-Day Exemption, and 7) out of compliance with the provisions of subsection (4). The total sum from all categories should equal the total number of students enrolled.

*The school nurse or authorized school official shall follow up with these students, ensuring a DH Form 680 or 681 is on file in Florida SHOTS prior to expiration. Children excluded from Florida SHOTS participation pursuant to section 381.003(1)(e)(2) must have a DH Form 680 or 681 on file with the school.