



North Carolina Department of Health and Human Services
Division of Public Health – Women’s & Children’s Health Section

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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

August 10, 2009

MEMORANDUM

TO: Principals/Headmasters of Private and Religious Schools

FROM: Beth Rowe-West, RN, BSN, Head *BRW*
Immunization Branch

SUBJECT: Immunization Status Reporting for Sixth Grade Students

The purpose of this memo is to outline immunization reporting requirements for tetanus, diphtheria and pertussis (Tdap) vaccine for sixth grade students enrolling for the 2009-2010 school year. For private and religious schools, sixth grade is defined, for the purpose of this report, as individuals who are attending school and are 12 years of age on or after August 1, 2008. Please distribute this memorandum and enclosed report forms as appropriate.

North Carolina Immunization Law (G.S. 130A-155(c)) requires all public, charter and federal schools to submit an annual immunization report. The enclosed envelopes contain forms for each of your 6th grade classrooms. **Please note that these forms are for reporting the Tdap immunization status for 6th grade students only.**

IMPORTANT:

- Schools should report their immunization data as of day 30 after the first day of attendance.
- Schools should no longer submit medical or religious exemptions to the Immunization Branch, although documentation of exemptions should be maintained in students' records.

Please submit the enclosed School Summary Report of the Immunization Status of 6th grade Students as soon as possible. It must be postmarked no later than November 1, 2009.

Mail Reports To:

N.C. Department of Health and Human Services
Division of Public Health
Immunization Branch
1917 Mail Service Center
Raleigh, NC 27699-1917

In completing the forms, you may find it helpful to follow these steps:

1. Distribute copies of the enclosed Class Worksheet of the Immunization Status of 6th grade Students (DHHS 4087) to each 6th grade teacher. You may reproduce this form if you need additional copies.
2. After teachers have submitted the Class Worksheet of Immunization Status of 6th grade Students (DHHS 4087) to you for each 6th grade class, summarize the school's immunization status by completing the School Summary Report of the Immunization Status of 6th grade Students (DHHS 4088).
3. Enter "0" on Line A of the School Summary report (DHHS 4088) if your school has no children in 6th grade. If your school is closed, please write "CLOSED" across the form. You are still required to submit the School Summary report if you have no children enrolled or if the school is closed.
4. Submit the report to the Immunization Branch by November 1, 2009.



POINTS TO KEEP IN MIND:

1. School personnel must notify, as soon as possible, the parents/guardians whose children do not meet the minimum immunization requirements (G.S. 130A-155 (a)). Please remember that the law allows parents/guardians of unimmunized or under-immunized children 30 calendar days after the child's first day of school to obtain immunizations and/or present proof of immunizations.
2. To assure timely follow-up, maintain the list of students who either lack an immunization (shot) record or who need more immunizations to meet the state legal requirements.
3. Keep a list of children with Medical/Religious Exemptions in an easily accessible location.
4. An occasional immunization (shot) record may be difficult to read or interpret. Do not hesitate to call your local health department for assistance.

Enclosed for your reference is a Summary of the Required Immunizations

Thank you for your support of child health and childhood immunizations. If you have questions, please contact your Regional Immunization Consultant.

Enclosures

cc: SMT
Regional Immunization Consultants
WCH School Health Nurse Consultants
Jessica Gerdes