



Kalamazoo County

Health & Community Services

Protocol for Reporting School Immunizations

I. Introduction

State law mandates that by November 1, each school shall report to the local health department (LHD) the immunization status of each student in grades K through 12, who enrolled in the district or intermediate district for the first time between January 1 and September 30. If a school district does not have a completed, waived, or provisional immunization record for at least 90% of the district's new entering students (excluding 6th grade students) as reflected on the November IP-100 report, 5% of the funds due to the district will be withheld by the state of Michigan until they are at least 90% or above on immunization levels.

Vision screening for grade K students should be reported with the November IP-100 report. A vision report can be compiled in MCIR/SIRS.

By February 1, each school shall again report to the LHD the immunization status of new entering students in grades K through 12 who enrolled in the district or intermediate district for the first time between January 1 and December 31, and all 6th grade students. If a school district does not have a completed, waived, or provisional immunization record for at least 95% of the district's new entering students (excluding 6th graders) as reflected on the February IP-100 report, 5% of the funds due to the district will be withheld by the state of Michigan until the district shows they are at least 95% or above on immunization levels.

II. Which Schools Must Report

A. Programs that are affiliated with the Michigan Department of Education (MDOE) are required to submit records of immunizations on all students newly enrolled in the school district each year. The MCIR/SIRS computer program was developed for this purpose and is available free from the Immunization Program, Michigan Department of Community Health (MDCH). **For the 2005/2006 school year, MCIR/SIRS is the preferred system to report the immunization status of enrolled children. MCIR/SIRS is a web-based computer application designed for school staff. Information on this system can be obtained from the Communicable Disease Consultants at 373-5264 or 373-5239 or by visiting the MCIR website at www.mcir.org. Information regarding the system is also included in the information packet received by each school building in the fall.**

All students in Kindergarten, Young 5, and Developmental Kindergarten should be categorized as "K" for Kindergarten. Students who were assessed in Developmental Kindergarten or Young 5 Programs need not be reported on the IP-100 form the next year when they enter Kindergarten. Students in the 6th grade assessment should be recorded as grade 06. All other students new to the school district in grades 1-12 or special education

should be categorized as "O" for other grades. Pre-Primary Impaired (PPI) students who are five years or older should be assessed as school age students, and PPI students less than five years of age should be assessed as though they are child care.

- B. All charter schools (public school academies) are required to report the immunization status of all students enrolled the initial year of their charter. In succeeding years only the immunization status of new entrants and all 6th graders is required. Charter schools (public school academies) are not associated with a school district; therefore the funding is based on their school alone.
- C. Alternative Education schools are to report the immunization status of all new entrants. They are to be included with the district that they receive their funding from, whether it is the ISD or other school district.
- D. All privately owned and/or operated school programs are also required to collect and report the immunizations of all new entrants and all 6th graders, and are encouraged to meet or exceed 95% immunization levels for their new students.

III. School District Offices are Requested to

- A. Enforce an exclusion policy.
- B. Communicate with and support building principals' efforts to obtain immunization records without excessively using waivers to gain compliance.
- C. Ensure that all buildings report by the required dates and that, collectively, all buildings meet the required percent compliance levels without the use of excessive waivers.

IV. Time Table for School Buildings

A. First Day of School

1. A teacher or principal shall not permit a child to enter or attend school unless a certificate indicating that a minimum of one dose of an immunizing agent against each of the diseases specified by MDCH has been received.
2. School personnel, who enter data and report through MCIR/SIRS, need to be a registered user associated with that school building. Refer to the MCIR/SIRS manual or go to the MCIR website, www.mcir.org for instruction and/or registration forms. Be sure to include your email address and to reply to the email sent from MDCH. This is necessary to complete the registration process.

B. September

1. Create a roster of students in MCIR/SIRS. Collect the immunization data on all kindergartners, all 6th graders and all new students, who entered the district between January 1 and September 30. Enter the data in MCIR/SIRS. MCIR/SIRS will assess a child's record, print a list of incomplete students, and print both warning and exclusion letters for schools.
2. Reporting the vision screening of kindergarten students is also required. Vision screening reports are not included on the IP-100/101 Summary Report in MCIR/SIRS. Vision screening reports should be run separately.

3. The student's name (or an appropriate identifier such as student number) and birth date are required, but the address/phone is not needed for state purposes. This will save time in completing the report.
 - a. **Please submit a copy of each waiver to the local health department. Fax copies to 373-5060 or mail to Communicable Disease Consultants, KCHCS, PO BOX 42, Nazareth MI 49074-0042.**
 - b. Follow up with parents to achieve at least 90% immunization level at the time of the November report.

C. October

1. Preschool and childcare center immunization reports are due. Report ALL students every year.
2. By October 1, all students in kindergarten, sixth grade and all new entrants should be entered into your MCIR/SIRS roster. Helpful hint: compare your MCIR/SIRS roster to your enrollment. Are the students in the right grade? Are the numbers for kindergarten and sixth grade similar between your MCIR/SIRS roster and fourth Friday count?
3. Run incomplete and provisional reports to check which students need immunizations.
4. Send letters to parents of children needing immunizations. Allow enough time for parents to schedule an appointment for the immunization and return an updated record to you in time for you to complete your report.

D. No later than November 1

Report to the LHD the immunization data of all new enterers to the district and all 6th grade students.

1. The LHD will begin reviewing school reports entered into MCIR/SIRS. Delinquent schools will be contacted on a weekly basis until minimum standards are achieved (90% compliant*). Save a copy of your IP100 report, vision report & waiver report.

E. December/January

1. Continue to update IP100 report in MCIR/SIRS. Add any new entrants to roster and delete students, who are no longer enrolled in your school. The February report should include all kindergartners, all sixth graders and all new students, who entered the district between January 1 and December 31 of the year ending.
2. January new entrants: Start a new roster for the new year.

F. No later than February 1

Submit the updated IP-100 report to the LHD. (See Section C. above.)

1. The LHD will begin reviewing school reports entered into MCIR/SIRS. Delinquent schools will be contacted on a weekly basis until minimum standards are achieved (95% compliant*). Save a copy of your IP100 report & waiver report.

G. January – June

1. Enter new students to the district into the MCIR/SIRS roster for the current year (next November report).
2. Notify parents of fifth grade students of sixth grade immunization requirements. Encourage them to update immunization records with the school.

(NOTE: MCIR/SIRS will advance students one year during the summer recess.)

*Compliant means: complete, provisional or having a waiver for incomplete vaccines, or having a medical contraindication (signed by a licensed healthcare practitioner, MD, DO, PA or NP) for incomplete vaccines.