



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

Oct. 3, 2022

Dear LEA Leaders,

This communication provides additional guidance on sending out immunization enforcement notices and to clarify the differences between the immunization data systems. Please review and forward this message to your school health personnel who are working on immunization compliance efforts.

Enforcement Notices

As a reminder, the citywide immunization noncompliance notification date for elementary school students (pre-K through grade 5), [as recommended by the Deputy Mayor for Education](#), was Sept. 7, 2022. **If you have not already, all charter LEAs should ensure that you notify non-compliant elementary students right away or on Oct. 3, the proposed citywide notification date for middle and high school students.**

Two-week Grace Period

As stated above, the exclusion date is approaching for any elementary school students who were notified of immunization noncompliance on Sept. 7, 2022, as [recommended by the Deputy Mayor for Education](#). For these students, the first day that they may be excluded from school due to a failure to comply with vaccination requirements is Oct. 11, 2022. This timeline already included the 20 school day period provided for by DC law during which students can attend without immunization certification. This letter will outline permissible accommodations for extenuating circumstances during which students may continue to attend school without immunization certification beyond the 20 school day period. These accommodations should be provided over the course of school year 2022-23.

Two-week Grace Period: Students with Upcoming Appointments

- The school should not exclude a student if the 20-school day period has passed, but a parent/guardian has proof of an immunization **appointment that will take place within two weeks of the date of exclusion**.
- The family must submit the student's updated immunization certification to the school either the day of the appointment or the first school day after the day of the appointment.
- The student should not be allowed to attend school until the information is submitted to the school if the family does not provide updated immunization certification on the day of the appointment or on the first school day after the day of the appointment.

Two-week Grace Period: Students with Claims that Documentation of Compliance Has Already Been Submitted

If a parent/guardian claims they have already submitted the information demonstrating that their student is in compliance with the District's immunization requirements, then the school should not exclude the student.

The school should double check its records to see if the information has been submitted. This includes:

- Electronic records in the District of Columbia Immunization Information System (DOCIIS) and School Health Management;
- Universal Health Certificates;

- Other paper records submitted to the school; and
- Records forwarded from the student’s previous school, if applicable.

If the student’s record is not found, then the school should give the family **two weeks of the date of exclusion to obtain a copy of the record**; if the immunization certification is not submitted by the deadline, the student will not be allowed to attend until the school receives the information.

Data Systems

OSSE and DC Health have developed a [new resource](#) to provide information about each of DC Health’s immunization data systems available to schools. Each system requires access, credentials and training and has a unique purpose in immunization compliance.

As a reminder, there are two primary systems for schools to utilize with immunization efforts this school year: the District of Columbia Immunization Information System (DOCIIS) and the Immunization Compliance Portal (Salesforce). **School officials should primarily utilize the Immunization Compliance Portal (Salesforce) for generating school-level and student-level compliance reports.**

The Salesforce read-only reports are refreshed in the portal daily and can be used by your school nurses and immunization points of contact (IPOCs) to generate and review lists of your school’s immunization compliance.

Separately, DOCIIS is the District’s primary immunization registry and contains protected health information that is used by health providers for determining when an individual is due for an immunization. Since DOCIIS is a health registry used by health providers, it is essential that the data are accurate and protected. **DOCIIS should primarily be utilized by school nurses and only essential school staff who are trained on accurately retrieving immunization records, inputting immunization records, and generating compliance letters.**

When a school receives an immunization record, the school nurse may input the record into **School Health Management (SHM)**. SHM serves as the school nurse’s version of an Electronic Health Record (EHR) for student health records. SHM is synced with DOCIIS, so when a record is updated in School Health Management it will update in DOCIIS. If a school IPOC does not have access to SHM, the record may be updated directly in DOCIIS. School nurses may also use School Health Management to input student immunization records (syncs with DOCIIS), email doh.immunization@dc.gov for access to One Login (Self-Service Portal).

If you have questions about who has access to Salesforce and/or DOCIIS for your school(s), please contact DC Health at DOCIIS.Helpdesk@dc.gov. If you have questions about attendance protocols and managing attendance data, please submit them to OSSE.HealthandSafety@dc.gov.

Contact DC Health at doh.immunization@dc.gov to submit medical exemptions and immunization records that require translation and for more information on pediatric immunization certification requirements, immunization data, pediatric immunization locations and resources for accessing immunizations.

Thank you for your continued efforts to support students' health and well-being. We recognize that you and your health teams have worked hard leading up to this moment, including through your prioritization of student health as a part of your back-to-school activities. Through the implementation of the Immunization Attendance Policy, collection of Universal Health Certificates and Oral Health Assessments, and by connecting families to local health providers and mass

vaccination sites, we are seeing more students complete their annual wellness visits and secure missing vaccinations. This will help keep our students healthier both in school and in life.

Best,

Christina Grant, Ed.D.
State Superintendent of Education