

STAY ON TRACK!



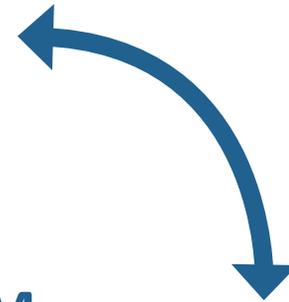
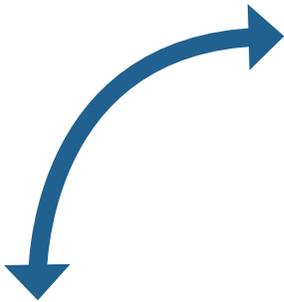
Now more than ever, it's important that your child receives their immunizations on time.

1

SCHOOL LEADER

(e.g., School Principal or Assistant Principal)

- Establishes the School Health Team and ensures the team meets before the start-of-school and periodically throughout the school year.
- Makes final decision on communications and actions that impact student attendance.
- Responsible for successful implementation of immunization attendance policy at school.



SCHOOL HEALTH TEAM

The School Health Team coordinates immunization efforts at the school. At a minimum, the School Health Team consists of the three members identified here.

2

IMMUNIZATION POINT OF CONTACT (IPOC)

(e.g., school nurse, health suite personnel, or other school staff assigned to role)

- Serves as primary point of contact for students, parents, guardians, school leaders, LEA central office (if applicable), and DC Health on immunizations.
- Coordinates with DC Health Immunization Program.
- Accesses DOCIS and paper records to review immunization certification compliance at school.
- Identifies students out of compliance and brings to attention of School Health Team.
- Coordinates resources, access to health, and communications with students and families.
- Coordinates with Registrar's Office to record all immunization communications to families.

3

SCHOOL REGISTRAR'S OFFICE

(e.g., staff tasked with collecting enrollment documents and/or attendance records)

- Collects enrollment documents and shares the health and immunization records with the IPOC (e.g., Universal Health Certificate, immunization certification records, immunization exemption forms, etc.).
- Confirms with IPOC all immunization certification records submitted to school.
- Coordinates with IPOC to record all immunization communications sent to families.
- Coordinate with Data Manager (if applicable) on attendance protocols.

