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.

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.
   - Coordinates with Data Manager (if applicable) on attendance protocols.