DISTRICT OF COLUMBIA SCHOOL IMMUNIZATION POLICY

SYSTEM	FUNCTION(S)	WHO IS ELIGIBLE TO HAVE ACCESS	HOW TO REQUEST ACCESS AND SUPPORT
IMMUNIZATION DATA RETRIEVAL			
Immunization Compliance Portal (Salesforce)	• Produce student- or school-level reports on immunization compliance. Generate non-compliance letters for individual students.	• School Nurses* • Immunization Points of Contact (IPOCs) • School Administrators • Local education agency (LEA) Leaders • Data Managers	Access: dociis.helpdesk@dc.gov Support: (202) 576-9301 or dociis.helpdesk@dc.gov
IMMUNIZATION DATA ENTRY			
School Health Management	• Record individual student immunization records	• Children's School Services (CSS) School Nurses (also referred to as Health Suite Staff) • IPOCs in public charter schools that do not participate in the DC Health School Health Services Program (SHSP) and have opted in to using this system and received training	Access (for schools that do not participate in the SHSP): shs.program@dc.gov Support: shs.program@dc.gov
District of Columbia Immunization Information System (DOCIIS)	• Record individual immunization records for students • Should only be used by schools without access to School Health Management	• School Nurses* • IPOCs	Access: dociis.helpdesk@dc.gov Support: (202) 576-9301 or dociis.helpdesk@dc.gov
LESS COMMON DATA SUBMISSION			
One Login (Self-Service Portal)	• Securely submit medical exemptions, HPV Opt-Out forms and foreign immunization records for DC Health to translate. DC Health will then update DOCIIS with these records.	• School Nurses* • IPOCs	Access: doh.immunization@dc.gov Support: (202) 576-9301 or doh.immunization@dc.gov

*School nurses include any school nurse, including CSS school nurses and school nurses that are directly hired by a school.

Note: If a family is requesting a religious exemption, please connect them directly to DC Health. Additional information on the process for requested a religious exemption is available on the DC Health website.