



# DISTRICT OF COLUMBIA SCHOOL IMMUNIZATION POLICY

## What is the registrar and front office staff’s role in supporting immunization compliance?

- Collect enrollment documents and share the health and immunization records (e.g., Universal Health Certificate (UHC), immunization certification records, immunization exemption forms) with the school nurse and Immunization Point of Contact (IPOC).
- Confirm with IPOC all immunization certification records submitted to school.
- Coordinate with IPOC to record all immunization communications sent to families.
- Coordinate with Data Manager (if applicable) on attendance protocols.

[Click here](#) for more information on each role within the School Health Team.

## Registrar and Front Office Staff Monthly To-Do List to Support Immunization Compliance

### APRIL-MAY

- Include information on immunization requirements in enrollment packets.

### MAY-AUGUST

- Remind families about immunization requirements throughout enrollment process.

### SEPTEMBER

- Continue submitting all UHCs and other paper immunization records to the school nurse/IPOC.
- Support School Health Team with outreach reminders to all non-compliant students.

### OCTOBER

- Continue submitting all UHCs and other paper immunization records to the school nurse/IPOC.
- Warning Notification of Temporary Exclusion Day: Work with the School Health Team to coordinate sending notifications to all students in grades pre-K 3, kindergarten, 7 and 11 on the exclusion list.
- Continue supporting School Health Team with outreach reminders to all non-compliant students.

### NOVEMBER

- Continue submitting all UHCs and other paper immunization records to the school nurse/IPOC.
- Continue supporting School Health Team with outreach reminders to all non-compliant students.

### DECEMBER

- Continue submitting all UHCs and other paper immunization records to the school nurse/IPOC.
- Final Notification of Temporary Exclusion Day: Support School Health Team with sending notifications to remaining non-compliant students in grades pre-K 3, kindergarten, 7 and 11 from the exclusion list.
- After Final Notification of Temporary Exclusion Day: Support School Health Team with excluding students in grades pre-K 3, kindergarten, 7 and 11 who received the final notification of temporary exclusion.
- Continue supporting School Health Team with outreach reminders to all non-compliant students.

