



DISTRICT OF COLUMBIA SCHOOL IMMUNIZATION POLICY

What is the Immunization Point of Contact’s (IPOC’s) role in supporting immunization compliance?

- Serve as primary point of contact for students, parents, guardians, school leaders, LEA central office (if applicable) and DC Health on immunizations.
- Coordinate with the DC Health Immunization Program.
- Access the District of Columbia Immunization Information System (DOCIIS) and paper records to review immunization certification compliance at school.
- Identify non-compliant students and bring them to the attention of the School Health Team.
- Coordinate resources, access to immunization health services and communications with students and families.
- Coordinate with registrar’s office to record all immunization communications to families.

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

IPOC Monthly To-Do List to Support Immunization Compliance

APRIL-MAY

- Contact non-compliant families to encourage them to get immunized before the start of the 2023-24 school year.

JUNE-AUGUST

- Enter Universal Health Certificates (UHCs) and other paper records submitted to the school into the District of Columbia Immunization Information System (DOCIIS).

SEPTEMBER

- Conduct outreach to families of non-compliant students using the information in the Immunization Compliance Portal (Salesforce).
- Continue entering UHCs and other paper records submitted to the school into DOCIIS.

OCTOBER

- Continue entering UHCs and other paper records submitted to the school into DOCIIS.
- After Count Day: Access your school’s exclusion list via the Immunization Compliance Portal and develop notifications to send on Warning Notification of Temporary Exclusion Day to non-compliant students in grades pre-K 3, kindergarten, 7 and 11.

- Warning Notification of Temporary Exclusion Day: Work with the School Health Team to coordinate sending notifications to non-compliant students in grades pre-K 3, kindergarten, 7 and 11 on the exclusion list.

NOVEMBER

- Continue entering UHCs and other paper records submitted to the school into DOCIIS.
- Continue outreach reminders to non-compliant students.

DECEMBER

- Continue entering UHCs and other paper records submitted to the school into DOCIIS.
- Final Notification of Temporary Exclusion Day: Work with the School Health Team to coordinate sending notifications to remaining non-compliant students in grades pre-K 3, kindergarten, 7 and 11 from the exclusion list.
- Continue outreach reminders to all non-compliant students.

