DISTRICT OF COLUMBIA SCHOOL IMMUNIZATION POLICY

ENROLLMENT AND IMMUNIZATION DATA FLOW BETWEEN

Private, Parochial and Independent Schools, OSSE and DC Health

This resource outlines the process whereby private, parochial and independent schools submit enrollment data to the Office of the State Superintendent of Education (OSSE). The enrollment data are then sent by OSSE to DC Health in order to create each school's roster of students in the Immunization Compliance Portal (ICP).

School Data Liaison Inputs Enrollment Data in OSSE Quickbase Application By Oct. 5 → **OSSE Sends Enrollment Data to DC Health's Immunization Compliance Portal (ICP)** → **ICP Bumps Enrollment Data against Immunization Data from the District of Columbia Immunization Information System (DOCIIS)** → **School Immunization Point of Contact Accesses Student-Level Immunization Compliance via the ICP**

After private, parochial and independent schools submit their enrollment to OSSE via the Quickbase application, OSSE reviews the submission to ensure it is complete and there are no errors. If OSSE identifies errors, your school's data liaison will be contacted to review and correct the submission. When OSSE has determined the submission is correct and complete, the enrollment data will be fed from OSSE to DC Health's ICP and DOCIIS to identify student-level immunization compliance.

Note: If your school's enrollment data is not reflected correctly in DOCIIS or ICP, first connect with your school's data liaison to ensure your school has sent the enrollment data to OSSE via the Quickbase application and that your school does not have any outstanding corrections to make in its enrollment submission. If an individual student is added or removed from your school's enrollment, ensure your school's data liaison captures it in the enrollment data sent via OSSE's Quickbase application. More information on submitting enrollment to OSSE is available here: osse.dc.gov/page/private-schools

TOPIC	CONTACT
Contact OSSE Division of K-12 System and Supports for questions about enrollment data, including questions about enrollment data not displaying accurately in the ICP.	Cameron.Martin@dc.gov
Contact OSSE Division of Health and Wellness for questions about school immunization laws and policy.	OSSE.SchoolHealth@dc.gov
Contact the DC Health Immunization Program for questions about immunization requirements and immunization data.	DOH.Immunization@dc.gov
Contact the DOCIIS Help Desk for questions about using the ICP and DOCIIS, including questions about updating immunization records.	dociis.helpdesk@dc.gov

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
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MURIEL BOWSER, MAYOR