DISTRICT OF COLUMBIA SCHOOL IMMUNIZATION POLICY

Sample Immunization Communication Log and Timeline

DC law and regulation stipulate immunization notification requirements for schools. With respect to any student for whom a school does not have certification of immunization, the school shall notify the parent, guardian, or adult student immediately in writing that the student shall obtain and present certification of immunization. Schools are recommended to keep a record of all communications with parents, guardians and adult students regarding immunization certification non-compliance.

The School Health Team should begin communicating the school immunization policy in the spring of each school year during enrollment in order to give parents, guardians and adult students enough time to make an appointment to receive any missing immunizations prior to the next school year. The Office of the State Superintendent of Education (OSSE) has provided sample letters for communicating with all families and with non-compliant families. The sample letters and translated versions of the sample letters are available on the OSSE website.

Example Immunization Non-Compliance Communications Record (Dates referenced below are examples only, please refer to the yearly Key Dates Calendar for specific dates.)

STUDENT: John Smith (Grade: Kindergarten)

PARENT/GUARDIAN(S): Rodney Smith, Johanna Smith

HEALTH TEAM MEMBERS: Principal Jones (school leader), Susan Baker, RN (primary Immunization Point of Contact, [IPOC]), Annette Miller (attendance counselor and secondary IPOC) and Daniel Brown (registrar)

- **Monday, Aug. 11**
  - Immunization reminder included in back-to-school packet provided to all families
- **Tuesday, Sept. 2** (first day of school after Labor Day holiday)
  - Initial notification from Principal Jones sent home with student John Smith, informing the family of noncompliance
  - IPOC called and confirmed with father Rodney Smith that the letter was received
  - IPOC provided father Rodney Smith list of where family can access immunizations
- **Thursday, Oct. 23**
  - Warning notification of temporary exclusion from Principal Jones sent home with student John Smith
  - IPOC called and left voicemail with father Rodney Smith regarding the letter
- **Monday, Oct. 27**
  - IPOC called and confirmed with mother Johanna Smith that the warning notification of temporary exclusion was received
  - IPOC provided mother Johanna Smith list of locations where family can access immunizations

- **Monday, Nov. 3**
  - IPOC calls and follows up with mother Johanna Smith and reminds of immunization requirements for student John Smith
- **Thursday, Nov. 6**
  - Robocall sent to all families of non-compliant students in grades pre-K 3 and kindergarten, including student John Smith's parents
- **Tuesday, Nov. 11**
  - Written letter from Principal Jones sent home with student John Smith AND written letter sent via certified mail re-emphasizing that student John Smith will not be allowed to attend school beginning Dec. 8 (the exclusion date specified by OSSE) and will be coded as "unexcused absence – immunization" until the school receives required confirmation of compliance
  - IPOC calls and leaves a voicemail on father Rodney Smith's phone
  - IPOC sends email to mother Johanna Smith
- **Friday, Dec. 5** (last school day before the exclusion date specified by OSSE)
  - Written letter from Principal Jones sent home with student John Smith stating that he is prohibited from attending school the next school day, and his attendance will be coded as "unexcused absence – immunization." Principal Jones provides information about the immunization requirements and resources
  - IPOC called and confirmed with father Rodney Smith that student John Smith is not permitted to attend school beginning Monday, Dec. 8 until the school receives immunization certification
- **Monday, Dec. 8**
  - John Smith no longer allowed to attend school. Attendance for all missed school days will be coded as "unexcused absence – immunization"
- **Thursday, Dec. 11**
  - Father Rodney Smith presents immunization certification to registrar's office via a completed Universal Health Certificate
  - IPOC reviews and verbally confirms to father Rodney Smith that the immunization certification is received via the Universal Health Certificate. IPOC coordinates with DC Health to update the information in DOCIIS and confirms the record with full School Health Team (including Principal Jones)
  - Principal Jones provides a written notification to father Rodney Smith confirming the student is able to return to school
  - Student John Smith is permitted to attend school again
  - Attendance for John Smith's missed school days is reclassified to "excused absence – immunization"