# DISTRICT OF COLUMBIA SCHOOL IMMUNIZATION POLICY

## 1 SCHOOL LEADER

*(e.g., school principal or assistant principal)*

- Establishes the School Health Team and ensures the team meets before the start-of-school and periodically throughout the school year.
- Makes final decision on communications and actions that impact student attendance.
- Responsible for successful implementation of school immunization policy.

# SCHOOL HEALTH TEAM

The School Health Team coordinates immunization efforts at the school. At a minimum, the School Health Team consists of the members identified here.

## 2 IMMUNIZATION POINTS OF CONTACT (IPOCs)

*(e.g., school nurse, health suite personnel and other school staff assigned to role)*

- Serve as primary points of contact for students, parents, guardians, school leaders, LEA central office (if applicable) and DC Health on immunizations.
- Coordinate with DC Health Immunization Program.
- Access the Immunization Compliance Portal and paper records to review immunization certification compliance at school.
- Identify students out of compliance and bring 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.

## 3 SCHOOL REGISTRAR'S OFFICE

*(e.g., staff tasked with collecting enrollment documents and/or attendance records)*

- Collects enrollment documents and shares the health and immunization records with the IPOC (e.g., Universal Health Certificate, immunization certification records, immunization exemption forms, etc.).
- Confirms with IPOC all immunization certification records submitted to school.
- Coordinates with IPOC to record all immunization communications sent to families.
- Coordinates with Data Manager (if applicable) on attendance protocols.

OSSE
DC HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA
GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR