



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

2020-21 Start of School Immunization Policy Checklist for School Health Teams

LEA and school leaders, school health POCs, registrars, and data POCs can use this list for implementing the [Immunization Policy for In-Person Attendance](#) (also referred to as No Shots, No School) for school year 2020-21. Please contact OSSE.Schoolhealth@dc.gov with any questions on the Immunization Attendance Policy.

Action	Earliest LEA Can Begin	Final Deadline	Resources & Support
Review in full the Immunization Policy for In-Person Attendance and supportive resources for schools and families	Immediately	July 31	Immunization Policy Landing Page <ul style="list-style-type: none"> Immunization Policy for In-Person Attendance
View in full the pre-recorded Immunization Policy Training and reach out to LEA central office (if applicable) or OSSE.schoolhealth@dc.gov for any clarifications	Immediately	July 31	Immunization Policy Landing Page <ul style="list-style-type: none"> Immunization Policy for In-Person Attendance
Establish school-level responsibilities, identify an Immunization Point of Contact (IPOC), and form a School Health Team (Step 1 of the Immunization Policy for In-Person Attendance) <u>NOTE:</u> For schools that participate in DC Health School Health Services Program and rely on a Children’s School Services (CSS) school nurse or health technician for IPOC responsibilities, DC Health will be providing more information on when those personnel will be available to the schools again. Throughout the COVID-19 public health emergency, these personnel have	Immediately	July 31	Immunization Policy Landing Page <ul style="list-style-type: none"> Immunization Policy for In-Person Attendance School Health Team one-pager

been temporarily detailed for response and recovery. For more information contact DC Health at shs.program@dc.gov or 202-442-5925			
Disseminate immunization information to all families and establish school communication protocols (Step 2 of the Immunization Policy for In-Person Attendance)	Immediately	July 31	Immunization Policy Landing Page <ul style="list-style-type: none"> Documents recommended for distribution to all families include the One-Pager for Families, Immunization Requirements, and FAQ for Families
<p>Conduct a review of school-level immunization compliance via the District of Columbia Immunization Information System (DOCIIS) (Step 3 of the Immunization Policy for In-Person Attendance)</p> <p><i>Note: If your school does not have access to DOCIIS due to not having an Immunization Point of Contact (IPOC) or due to your DC Health Children’s School Services (CSS) school nurse or health technician being redeployed for COVID-19 response and recovery, please contact DC Health and ask for support in receiving your school’s immunization compliance list at: (202) 576-7130</i></p>	Immediately	July 31	Immunization Policy Landing Page
Identify non-compliant students and send written notification to parent(s)/guardian(s) warning that student may be removed from in-person instruction beginning in school year 2020-21 unless they present certification of immunization to the school (Step 4 of the Immunization Policy for In-Person Attendance)	Immediately	July 31	Immunization Policy Landing Page <ul style="list-style-type: none"> Sample immunization notification letters and packet for non-compliant students
After first day of school, conduct an initial review of school-level immunization compliance via DOCIIS and identify students	First official school day, also	Within 10 days of a student’s first	Immunization Policy Landing Page

that remain out of compliance. Send written notification to parent(s)/guardian(s) warning that student has 20 school days to present immunization certification to the school or risk being removed from in-person regular instruction (Step 4 of the Immunization Policy for In-Person Attendance)	known as stage 5 enrollment	official school day, also known as stage 5 enrollment	<ul style="list-style-type: none"> • Sample immunization notification letters and packet for non-compliant students
Conduct frequent review of immunization compliance via DOCIS and frequently follow-up with non-compliant parent(s)/guardians(s) until immunization certification is obtained by the school (Step 4 of the Immunization Policy for In-Person Attendance)	Within 30 days of a student's first official school day, also known as stage 5 enrollment	Within 30 days of a student's first official school day, also known as stage 5 enrollment	Immunization Policy Landing Page <ul style="list-style-type: none"> • Sample immunization notification letters and packet for non-compliant students
Remove non-compliant student from in-person regular instruction after 20-school day period has passed. Choose to either (1) continue offering educational services via distance learning, or (2) remove student from attendance using code "unexcused absence – immunization" (Step 5 of Immunization Policy for In-Person Attendance)	Within 30 days of a student's first official school day, also known as stage 5 enrollment	Within 30 days of a student's first official school day, also known as stage 5 enrollment	Immunization Policy Landing Page <ul style="list-style-type: none"> • Sample immunization notification letters and packet for non-compliant students
Allow student to return for in-person regular instruction once immunization certification is presented to school. If student was coded as "unexcused absence – immunization," reclassify those days to "excused absence – immunization" (Step 6 of the Immunization Policy for In-Person Attendance)	Varies	Varies	Immunization Policy Landing Page <ul style="list-style-type: none"> • Sample immunization notification letters and packet for non-compliant students