



North Carolina Department of Health and Human Services  
Division of Public Health – Women’s & Children’s Health Section

1917 Mail Service Center • Raleigh, North Carolina 27699-1917  
Tel 919-707-5550 • Fax 919-870-4824

Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

August 16, 2010

MEMORANDUM

TO: Superintendents, Principals, Nurses, and School Personnel of Public, Charter, and Federal schools

FROM: Beth Rowe-West, RN, BSN, Head *Beth Rowe-West*  
Immunization Branch

Carol Tant, Head *Carol Tant*  
Children & Youth Branch

SUBJECT: Health and Immunization Status of Kindergarten Children

Every year, all Public, Charter, and Federal schools are required to report the Immunization Status and Kindergarten Health Assessment information, according to G.S. 130A-155(c) and 440. The purpose of these reports is to ensure that all children enrolled in your schools are protected against vaccine-preventable diseases and to determine the number of children who meet state immunization requirements.

There are two different options to complete and submit the annual summary reports for Kindergarten (DHHS 2054) for the 2010-2011 school year. The reports will not be mailed to schools, but can be found on the Immunization Branch website.

- Option 1: Submit Online
  - Print the summary reports from the NC Immunization Branch website, complete the forms, and submit the information online (no reports are mailed to the Immunization Branch).
- Option 2: Submit hard copy by U.S. Mail
  - Print the summary reports from the NC Immunization Branch website, complete the forms, and mail the completed forms to the NC Immunization Branch.

Full instructions for both options are available below and on our website. **Please, only choose one option to submit data for your school.**

Option 1: Submit Online

- The Annual Immunization/Health Assessment Summary report (DHHS 2054) can be found at the NC Immunization Branch website: [www.immunizenc.com/publicschoolreports.htm](http://www.immunizenc.com/publicschoolreports.htm)
- Download the necessary form(s) and complete all information for each school that has kindergarten classrooms.
- Once the form is completed, follow the link on the website to submit the data online
  - We recommend clicking on the link on the website. Do not type in the address to the online survey.
- Please only submit data online once for each school.
- **If you submit data online, please do not mail in a hard copy version of the form.**
- Report all data as of day 30 after the first day of attendance
- Please submit the information no later than November 1, 2010.

Option 2: Submit by U.S. Mail

- The Annual Immunization/Health Assessment Summary report (DHHS 2054) can be found at the NC Immunization Branch website: [www.immunizenc.com/publicschoolreports.htm](http://www.immunizenc.com/publicschoolreports.htm)
- Download the necessary form(s) and complete all information for each school that has kindergarten classrooms.



- Once the forms are completed, mail the completed summary report(s) to:  
N.C. Department of Health and Human Services  
Division of Public Health  
Immunization Branch  
1917 Mail Service Center  
Raleigh, NC 27699-1917
- **If you mail in a completed report, please do not submit information online.**
- Report all data as of day 30 after the first day of attendance
- Please submit the information no later than November 1, 2010.

**POINTS TO KEEP IN MIND:**

- You are still required to submit the School Summary report (DHHS 2054) if you have no children enrolled. Enter "0" on Line A of the summary report, either paper form or online.
- School personnel must notify, as soon as possible, the parents/guardians whose children do not meet the minimum health requirements (G.S. 130A-155(a) and 130A-440). Please remember that the law allows parents/guardians of unimmunized or under-immunized children, as well as children without the required health assessment, 30 calendar days after the child's first day of school to obtain the health exam and/or immunizations and/or present proof of such.
- The requirements for children entering kindergarten can be found on the NC Immunization Branch website: [www.immunizenc.com/schools.htm](http://www.immunizenc.com/schools.htm)

Thank you for your support of child health and childhood immunizations. If you have questions about the process or immunizations, please contact the NC Immunization Branch at 919-707-5550. If you have questions about the Kindergarten Health Assessment Status Report, please contact your Regional School Health Nurse Consultant

Recent changes to the North Carolina Immunization Program (NCIP) mean that free, state-funded vaccines are no longer provided to insured children. Insured families may be able to take advantage of \$3 million in one-time funding approved by the N.C. General Assembly to provide a limited amount of free vaccine during the transition away from the state-funded program. The vaccine will be distributed to children entering kindergarten through 8<sup>th</sup> grade. Local health departments will determine where vaccine that is part of the transition plan will be available in their counties. Once the supply of free vaccine is depleted, patients with insurance will need to use their insurance plan to receive vaccine services. In some cases, this may require a co-pay or deductible. If you have any questions please contact the NC Immunization Branch at 919-707-5550.

Thank you for your support of child health and childhood immunizations.

Enclosures

cc: SMT  
Regional Immunization Consultants  
Jessica Gerdes  
WCH School Health Nurse Consultants

