



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
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Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

August 17, 2011

MEMORANDUM

TO: Principals/Headmasters of Private and Religious Schools

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

SUBJECT: Immunization Status of Kindergarten and 6th grade Students

North Carolina Immunization Law (G.S. 130A-155(c)) requires all private and religious schools to submit an annual immunization report on kindergarten and 6th grade students. 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) and for 6th grade students (DHHS4088) for the 2011-2012 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 Kindergarten Immunization Summary Report (DHHS 2054) and the Annual 6th grade Immunization Summary Report (DHHS 4088) can be found at the NC Immunization Branch website: www.immunize.nc.gov/schools/air_privateschools.htm
- Download the necessary forms and complete all information on both the kindergarten and 6th grade reports.
- Once the forms are 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 report.
- If you submit data online, please do not mail in a hard copy version of the forms.
- Report all data as of day 30 after the first day of attendance
- Please submit the information no later than November 1, 2011.

Option 2: Submit by U.S. Mail

- The Annual Kindergarten Immunization Summary Report (DHHS 2054) and the Annual 6th grade Immunization Summary Report (DHHS 4088) can be found at the NC Immunization Branch website: www.immunize.nc.gov/schools/air_privateschools.htm
- Download the necessary forms and complete all information on both the kindergarten and 6th grade reports.

- Once the forms are completed, mail the completed summary reports 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 completed reports, 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, 2011.

POINTS TO KEEP IN MIND:

- You are still required to submit the Kindergarten and 6th grade Summary reports (DHHS 2054 and DHHS 4088) if you have no children enrolled in those grades. 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 of those children who do not meet the minimum immunization requirements (G.S. 130A-155(a)). Please remember that the law allows parents/guardians of unimmunized or under-immunized children 30 calendar days after the child's first day of school to obtain the immunizations and/or present proof of such.
- The requirements for children entering kindergarten can be found on the NC Immunization Branch website: www.immunize.nc.gov/schools/schools.htm

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
Chena Flood

