



**North Carolina Department of Health and Human Services  
Division of Public Health**

Pat McCrory  
Governor

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Secretary

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Acting Division Director

September 23, 2015

**MEMORANDUM**

**TO:** Principals/Headmasters of Private and Religious Schools

**FROM:** Wendy Holmes, RN, Head *WH*  
Immunization Branch

**SUBJECT:** Annual Immunization Report for Kindergarten and 7<sup>th</sup> 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 7<sup>th</sup> 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 is one method to complete and submit the annual summary reports for Kindergarten (DHHS 2054) and 7<sup>th</sup> grade students (DHHS 4088) for the 2015-2016 school year. **All reports must be submitted online.** The reports will not be mailed to schools, but can be found on the Immunization Branch website.

Full instructions are available below and on our website.

Online Submission Instructions:

- The Annual Kindergarten Immunization/Health Assessment Status School Summary Report (DHHS 2054) and the School Summary Report of the Immunization Status of Seventh Grade Students (DHHS 4088) can be found at the N.C. Immunization Branch website: [http://www.immunize.nc.gov/schools/air\\_k-12.htm](http://www.immunize.nc.gov/schools/air_k-12.htm)
- Download the Kindergarten Immunization/ Health Assessment Status Class Worksheet form (DHHS 2051) and 7<sup>th</sup> Grade Class Worksheet of Immunization Status form (DHHS 4087) found under Reporting Tools on the website. Complete all the information for each class in both Kindergarten and 7<sup>th</sup> grade. Compile the information on the class worksheets and use this information to complete the summary reports for each grade. Please save a copy for your records.
- Complete and submit your final **online summary reports** for Kindergarten and 7<sup>th</sup> grade students by clicking each individual summary report link found under Reporting Tools on the website. Use the information from your Kindergarten and 7<sup>th</sup> Grade Summary Reports to complete each final **online summary report**.
- Submit data for each school; do not combine schools and do not submit one report for the entire LEA (Local Education Agencies).
- **Please do not mail in a hard copy version of the forms.**
- Report all data as of calendar day 30 after the first day of attendance.
- Please submit the information by **November 1, 2015**.

POINTS TO KEEP IN MIND:

- You are still required to submit the Kindergarten and 7<sup>th</sup> grade summary reports (DHHS 2054 and DHHS 4088) if you have **no children** enrolled in those grades. Enter "0" on the summary report for enrollment.
- 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

www.ncdhhs.gov • www.publichealth.nc.gov • www.immunize.nc.gov

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under-immunized children 30 calendar days after the child's first day of school to obtain the immunizations and/or present proof of such.

- **Private schools are not required to complete a Kindergarten Health Assessment.** Please disregard this section of the online summary report.
- The immunization requirements for children entering Kindergarten and 7<sup>th</sup> grade are listed below and can be found on the N.C. Immunization Branch website: <http://immunize.nc.gov/schools/k-12.htm>

**Vaccination requirements for children entering Kindergarten are listed below:**

<b>Vaccine</b>	<b>Number Doses Required Before School Entry</b>
Diphtheria, tetanus and pertussis	5 doses*
Polio	4 doses*
Measles	2 doses
Mumps	2 doses
Rubella	1 dose
Haemophilus Influenzae type B (Hib)	4 doses*
Hepatitis B (Hep B)	3 doses
Varicella (chickenpox)	2 doses

\*These vaccines have age related conditions that may affect the required number of doses. Please see <http://immunize.nc.gov/schools/k-12.htm> for information.

**Vaccination requirements prior to entering the 7th grade include all the above listed required kindergarten vaccines (with the exception of the 2<sup>nd</sup> dose of varicella), in addition to new vaccines required as of July 1, 2015 which are listed below:**

<b>Vaccine</b>	<b>Number Doses Required Before School Entry</b>
Tetanus/diphtheria/pertussis	1 dose
Meningococcal conjugate	1 dose

**FREQUENTLY ASKED QUESTIONS ABOUT ONLINE REPORTING:**

**Q: What if I cannot access the webpage to enter the immunization report?**

A: If you are not directed to the website to access the immunization school summary report, then you should check with your IT support to see if the webpage is blocked and if they can allow you access. If it continues to be a problem, please contact us at [immunization.reports@dhhs.nc.gov](mailto:immunization.reports@dhhs.nc.gov).

**Q: How do we submit online reports when the central office wants to collect all reports and then mail them in together to account for all of the schools in our district?**

A: If the central or district office would like to ensure that all reports are submitted, below are a few suggestions to continue to meet that need:

- Have someone at the central/district office submit the reports online.
- Have each school print their electronic receipt after submitting their report and send that to the central/district office.
- Have each school send their working paper copy of the report to the central/district office but still submit their information online at each school.

Thank you for your support of child health and childhood immunizations. If you have questions about the immunization reporting process, please contact the N.C. Immunization Branch at 919-707-5550 or [immunization.reports@dhhs.nc.gov](mailto:immunization.reports@dhhs.nc.gov).

cc: SMT  
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