

August 1, 2016

TO: College/University Health Administrators

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

SUBJECT: Annual Immunization Report for College Students

North Carolina immunization law (G.S. 130A-155.1.c) requires all colleges and universities to submit an annual immunization report on new undergraduate and graduate students who reside on campus or are registered for four (4) or more traditional credit hours. The purpose of these reports is to ensure that all students enrolled in your institutions are protected against vaccine-preventable diseases and to determine the number of students who meet state immunization requirements. Please remember it is the health administrator's responsibility to ensure accurate and complete data is submitted to the Immunization Branch 60 calendar days after the commencement of the new school year and before the due date of November 1.

School personnel must notify, as soon as possible, the students who do not meet the minimum immunization requirements (G.S. 130A-155.1.a). Please remember that the law allows unimmunized or under-immunized students 30 calendar days after the commencement of the quarter or semester to obtain the immunizations and/or present proof of such. Upon termination of this time period, the college or university shall not permit the student to continue in attendance unless the required immunization has been obtained.

All reports must be submitted online. The reports will not be mailed to individual institutions, but can be found on the Immunization Branch website at http://www.immunize.nc.gov/schools/air_collegesuniversities.htm

There are two ways to compile the data for submission via online survey and either option can be used. The first is via an Excel workbook. The second is via paper worksheet. In both cases, the data collected will be submitted via online survey.

Full instructions are available below and on our website:

For the paper worksheet:

- Download the "College Immunization Report Instructions." Please reference these instructions before calling the Immunization Branch for assistance.
- Download the "Annual College Immunization Report."
- Fill in the required data on student immunizations for all sections of the report.



For the Excel workbook:

- Download the Excel workbook titled “College Immunization Report”
- Read the information in the “Instructions” tab of the Excel workbook.
- Go to the “Worksheet” tab and fill in the information for each student in the rows. You must enter something in the “Student Name, Initials, or ID Number” box for the row to activate. Remember, this tab is only for your purposes and is not sent to the Immunization Branch for any reason.
- Go to the “Summary” tab and fill in the official school start date, assessment date, and the total enrollment boxes. The assessment date is the date you filled out the worksheet, and should be no less than 30 calendar days after the official school start date. Total enrollment should equal the number of students surveyed.

Complete and submit the **online summary report** for college students by clicking each summary report link found under Reporting Tools on the website. The questions on the online summary report match the question numbers in the spreadsheet and worksheet. Please submit data for each campus. Do not combine institutions. Do not mail or fax in a hard copy version of the forms.

Report all data as of calendar day 30 after the date of the student’s first registration. Please submit the data by November 1, 2016

Vaccination requirements for individuals entering college can be found on the Immunization Branch website at <http://www.immunize.nc.gov/schools/collegesuniversities.htm>

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.

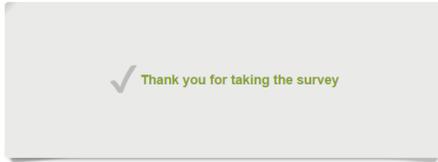
Q. What if I have no new undergraduate or graduate students enrolled at my school?

A: Fill out the online summary report form and enter “No” for question 13 to be in compliance for reporting.



Q. How do I know if my report has been submitted correctly?

A: After you have submitted your annual immunization report, a screen with this message will come up:



If that screen is not present at the end of your survey, you did not submit your report correctly. **Do not** attempt to resubmit your report. Please call 919-707-5558 for assistance.

Q. What if a student has not met the immunization requirements 30 days after school started?

A: Students have until the close of business on the 30th calendar day after school has started to submit immunization records to remain in compliance. On the 31st calendar day, students who do not meet the minimum immunization requirements, do not have an immunization record on file, or are not in-process to receive required immunizations must be excluded from school per public health law. The student may not return to school without those documents.

Q. I made an error on my report. What do I do?

A: Please **do not** attempt to resubmit your report! Call 919-707-5558 for assistance in correcting report.

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 919-707-5558 or immunization.reports@dhhs.nc.gov.

cc: SMT
Regional Immunization Consultants
Ann Nichols

