

NC DIVISION OF PUBLIC HEALTH ANNUAL CHILD CARE IMMUNIZATION REPORT – AGE WORKSHEETS



Before beginning the worksheets, please ensure you have the most updated copy of all immunization records.

Instructions:

1. Order the children in your center or home from youngest to oldest.
 - a. Include all children who attend your center or home on a regular basis*.
 - b. Do not include any children born after January 15, 2017.
 - c. Do not include any children who attend elementary school full time.
2. Split your children into two groups – children 0 to 24 months of age, and children 24 months of age and older who are not in elementary school full time. Follow the birth dates at the top of the worksheets.
 - a. Head Start and NC Pre-K Programs: Include all children you consider to be attending full time. Do not include students who were reported on the Annual Kindergarten Immunization Report.
3. On the age-appropriate worksheet, write the name of the child in one of the spaces in the “Name” column and their birth date in the “Birth Date” column.
4. Write the number of doses the child has received for each vaccine per their immunization record on file at your center or home.
5. Compare the number of doses the child has received to the number of doses the child is required to have for their age for each vaccine from the chart below.
 - a. If the child has received at least the correct number of doses for all vaccines for their age, mark 1 in the Up To Date column. A Medical or Religious Exemption does not mean the child is Up To Date.
 - b. If the child is missing required doses for their age group and does not have a Medical or Religious Exemption, mark 1 in the Not Up To Date column. If the child has a Medical or Religious Exemption, continue to the next instruction.
 - c. If you have any questions about a child’s immunization status, please call the North Carolina Immunization Branch at 919-707-5558.
6. Mark 1 if the child has a medical exemption* on file for any vaccine in the “Medical Exemption” column.
7. Mark 1 if the child has a religious exemption* on file for any vaccine in the “Religious Exemption” column.
8. Mark 1 if your center or home does not have any immunization record or exemption on file for the child in the “No Record or Exemption” column.
9. Continue for all children in your center or home who attend child care on a regular basis*.
10. Total the columns at the bottom of the table and transfer to the Annual Child Care Immunization Report (DHHS 2900A).

By This Age	Children Need These Shots						
3 months		1 Hep B					
5 months		2 Hep B			2 Polio		
7 months	3 DTaP**	2 Hep B	2 or 3 Hib^		2 Polio	3 PCV**	
12 months	3 DTaP**	2 Hep B	2 or 3 Hib^		2 Polio	3 PCV**	
16 months	3 DTaP**	2 Hep B	3 or 4 Hib^	1 MMR**	2 Polio	4 PCV**	
19 months	4 DTaP**	3 Hep B	3 or 4 Hib^	1 MMR**	3 Polio	4 PCV**	1 Varicella
4 years (in child care only)	4 DTaP**	3 Hep B	3 or 4 Hib^	1 MMR**	3 Polio	4 PCV**	1 Varicella
4 years and older (and in kindergarten)	5 DTaP**	3 Hep B	3 or 4 Hib^	2 MMR**	4 Polio	4 PCV**	2 Varicella

*See definitions on DHHS 2900A

**DTaP = diphtheria, tetanus, pertussis; MMR = measles, mumps, rubella; PCV = pneumococcal conjugate vaccine

^Number of doses depends on the vaccine product.

For additional worksheets, please visit http://immunize.nc.gov/schools/ccf_annualimmunization.htm

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Worksheet for Children 0-24 months
(Birth dates January 15, 2015 – January 15, 2017)

Name	Birth Date	DTaP**	Hep B	Hib^	MMR**	Polio	PCV**	Varicella	Up To Date*	Not Up To Date*	Medical Exemption*	Religious Exemption*	No Record Or Exemption*
TOTAL:													

*See definitions on DHHS 2900A
 **DTaP = diphtheria, tetanus, pertussis; MMR = measles, mumps, rubella; PCV = pneumococcal conjugate vaccine
 ^Number of doses depends on the vaccine product.
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Worksheet for Children 24 months up through Pre-Kindergarten (Birth dates January 14, 2015 and earlier)

Name	Birth Date	DTaP**	Hep B	Hib^	MMR**	Polio	PCV**	Varicella	Up To Date*	Not Up To Date*	Medical Exemption*	Religious Exemption*	No Record Or Exemption*
TOTAL:													

*See definitions on DHHS 2900A
 **DTaP = diphtheria, tetanus, pertussis; MMR = measles, mumps, rubella; PCV = pneumococcal conjugate vaccine
 ^Number of doses depends on the vaccine product.
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