



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

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August 15, 2014

MEMORANDUM

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

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

SUBJECT: Immunization Status of 6th Grade Students

Every year, all public and charter schools are required to report on the immunization status of 6th grade students, according to G.S. 130A-155(c). The purpose of the report 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 only one option to complete and submit the annual immunization summary report for 6th grade (DHHS 4088) for the 2014-2015 school year. The reports will not be mailed to schools, but can be found on the Immunization Branch website.

- **All Reports Must be Submitted Online**
 - Print the summary report from the N.C. Immunization Branch website, complete the form, and enter the data online (no reports are mailed to the Immunization Branch).

Full instructions are available below and on our website.

Submitting Online

- The School Summary Report of the Immunization Status of 6th grade Students (DHHS 4088) can be found at the N.C. Immunization Branch website: www.immunize.nc.gov/schools/air_publicschools.htm
- Download the 6th Grade Class Report form (DHHS 4087) found under 6th Grade Reporting Tools and complete all information for each school that has 6th grade students. Save a copy for your records.
- Complete the online report using the information from your 6th Grade Class Report form; follow the link on the website to enter your information (Online reporting form for 6th Grade).
- Submit data for each school; do not combine schools and do not submit one report for the entire LEA.
- **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, 2014.

POINTS TO KEEP IN MIND:

- You are still required to submit the 6th grade summary report (DHHS 4088) if you have **no students** enrolled in 6th grade. Enter "0" for enrollment.
- School personnel must notify, as soon as possible, the parents/guardians of those children who do not meet the minimum health 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.

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

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Location: 5601 Six Forks Road • Raleigh, NC 27609

Mailing Address: 1917 Mail Service Center • Raleigh, NC 27699-1917

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- The immunization requirements for children entering 6th grade can be found on the N.C. Immunization Branch website: www.immunize.nc.gov/schools/6thgrade.htm

FREQUENTLY ASKED QUESTIONS ABOUT ONLINE REPORTING:

Q: What do we do if we cannot access the webpage to enter our immunization report?

A: We have provided a test link to see if your computer system is set up to view the online report. Please click the link here (Do not type it in): <http://www.zoomerang.com/Survey/WEB22G78RSFQK4>

If you see the test report then your system will access the online immunization report. If you are not directed to the test report, then you could 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: 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.

If you would like to discuss this process please send us an email at immunization.reports@dhhs.nc.gov.

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

cc: SMT
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