



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

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS
Penelope Slade-Sawyer
Division Director

August 15, 2014

MEMORANDUM

TO: Principals/Headmasters of Private and Religious Schools
FROM: Wendy Holmes, RN, Head *WH*
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 (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.

- Option 1: Submit Online
 - Print the summary reports from the N.C. Immunization Branch website, complete the forms, and enter the data online (no reports are mailed to the Immunization Branch).
- Option 2: Submit hard copy by U.S. Mail
 - Print the summary reports from the N.C. Immunization Branch website, complete the forms, and mail the completed forms to the NC Immunization Branch.

Full instructions are available below and on our website.

Option 1: Submitting Online

- The Annual Kindergarten Immunization/Health Assessment Status School Summary Report (DHHS 2054) and the School Summary Report of the Immunization Status of Sixth Grade Students (DHHS 4088) can be found at the N.C. Immunization Branch website: www.immunize.nc.gov/schools/air_privateschools.htm
- Download the Kindergarten Class Report form (DHHS 2051) and 6th Grade Class Report form (DHHS 4087) found under Reporting Tools and complete all the information on both the kindergarten and 6th grade reports. Save a copy for your records.
- Complete the online report using the information from your Kindergarten and 6th Grade Class Reports; follow the link on the website to enter your information (Online reporting from for kindergarten and 6th grade).
- 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, 2014.

Option 2: Submitting by U.S. Mail

- The Annual Kindergarten Immunization/Health Assessment Status School Summary Report (DHHS 2054) and the School Summary Report of the Immunization Status of Sixth Grade Students (DHHS 4088) can be found at the N.C. Immunization Branch website: www.immunize.nc.gov/schools/air_privateschools.htm

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

Tel 919-707-5550 • Fax 919-870-4824

Location: 5601 Six Forks Road • Raleigh, NC 27609

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

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- Download the report forms listed above and complete all the 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, 2014.

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 the summary report for enrollment, 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 N.C. Immunization Branch website: www.immunize.nc.gov/schools/schools.htm

If you have any questions please contact the N.C. Immunization Branch at 919-707-5550.

Thank you for your support of child health and childhood immunizations.

cc: SMT

Regional Immunization Consultants
Ann Nichols
David Mills