



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

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Governor

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Secretary DHHS

Penelope Slade-Sawyer  
Division Director

August 15, 2014

**MEMORANDUM**

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

**FROM:** Wendy Holmes, RN, Head Immunization Branch *WK*  
Carol Tant, Head Children & Youth Branch *[Signature]*

**SUBJECT:** Health and Immunization Status of Kindergarten Children

Every year, all public and charter schools are required to report on the immunization status and kindergarten health assessment information, according to G.S. 130A-155(c) and 440. 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 only one option to complete and submit the annual summary report for Kindergarten (DHHS 2054) 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 forms, 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 Annual Kindergarten Immunization/Health Assessment Status School Summary Report (DHHS 2054) can be found at the N.C. Immunization Branch website: [www.immunize.nc.gov/schools/air\\_publicschools.htm](http://www.immunize.nc.gov/schools/air_publicschools.htm)
- Download the Kindergarten Class Report form (DHHS 2051) found under Kindergarten Reporting Tools, and complete all the information for each school that has kindergarten students. Save a copy for your records.
- Complete the online report using the information from your Kindergarten Class Report; follow the link on the website to enter your information (Online reporting form for kindergarten).
- 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 kindergarten summary report (DHHS 2054) if you have **no children** enrolled in kindergarten. 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) and 130A-440). Please remember that the law allows parents/guardians of unimmunized or under-immunized children, as well as children without the required health

[www.ncdhhs.gov](http://www.ncdhhs.gov) • [www.publichealth.nc.gov](http://www.publichealth.nc.gov) • [www.immunize.nc.gov](http://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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assessment, 30 calendar days after the child's first day of school to obtain the health exam and/or immunizations and/or present proof of such.

- The immunization requirements for children entering kindergarten can be found on the N.C. Immunization Branch website: [www.immunize.nc.gov/schools/kindergarten.htm](http://www.immunize.nc.gov/schools/kindergarten.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 but 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.

If you would like to discuss this process please send us an email at [immunization.reports@dhhs.nc.gov](mailto: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 NC Immunization Branch at 919-707-5550 or [immunization.reports@dhhs.nc.gov](mailto:immunization.reports@dhhs.nc.gov) If you have questions about the Kindergarten Health Assessment Status Report, please contact your Regional School Health Nurse Consultant.

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

cc: SMT  
Regional Immunization Consultants  
Ann Nichols  
Christina K. Minard