



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH

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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 this report 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). 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 period, the college or university shall not permit the student to continue in attendance until the required immunization(s) have 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 <https://www.surveygizmo.com/s3/3819606/2017-2018-Annual-College-Immunization-Report>

We have provided a worksheet to assist with compiling data for submission via the online survey. Full instructions are available below and on our website:

Excel worksheet:

- Download the Excel worksheet 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. Enter something in the "Student Name, Initials, or ID Number". Remember, this tab is only for your purposes and is not sent to the Immunization Branch for any reason.

Complete and submit the *College Online Summary Report* for students by clicking the report link found under *Reporting Tools* on the website. Please submit data for each campus. Do not combine institutions. Do not mail or fax in a hard copy version of the worksheet.

Report all data as of calendar day 30 after the date of the student's first registration and please submit the data by November 1, 2017

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 "0" for question 16 to be in compliance with the reporting requirement.

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 919-707-5595 for assistance in correcting report.

If you have questions about the immunization reporting process, please contact the N.C. Immunization Branch at immunization.reports@dhhs.nc.gov.

cc: IMT
Regional Immunization Consultants
Ann Nichols