



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

ROY COOPER • Governor
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MARK T. BENTON • Assistant Secretary for Public Health
Division of Public Health

November 5, 2019

TO: College/University Health Administrators

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

SUBJECT: 2019-2020 Annual Immunization Report for College Students

The purpose of this memo is to notify college and university health administrators of the 2019 annual immunization reporting requirements. North Carolina immunization law (G.S. 130A-155.1) requires all public, private and religious colleges and universities located in North Carolina to submit an annual immunization report on new undergraduate and graduate students who reside on campus or who have registered for four (4) or more traditional day credit hours per quarter or semester.

The purpose of these reports is to ensure that all students attending your institution are protected against vaccine preventable diseases, and to determine the number of students who meet state immunization requirements.

All reports must be submitted electronically to the Immunization Branch at <http://bit.ly/2019CollegeReport> by **December 1, 2019**. Instructions are available online, including a copy of the report and a report worksheet to assist with compiling data. Once your report has been submitted, you will receive a copy of your report via email. If you do not receive a copy, please contact Colleen Ehatt at (919) 707-5628 or email at Colleen.Ehatt@dhhs.nc.gov.

Vaccination requirements for individuals entering college can be found on the Immunization Branch's 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: Google Chrome and Firefox are the preferred browsers for Survey Gizmo. If you are not directed to the website to access the 2019-2020 annual college immunization report, then you should check with your IT support to see if the webpage is blocked and if they can allow you access. You may also want to clear your web browser and delete cookies. If it continues to be a problem, and you cannot access the reporting link, please contact us at immunization.reports@dhhs.nc.gov.

Q: What if my school does not have any new graduate or undergraduate students?

A: Even if your school does not have any new undergraduate or graduate students, you must complete the immunization report. You will fill out contact information as well as general school information. You would then answer no to question 13. After answering no to question 13, you will be automatically redirected to the end of the report, as you do not have to complete the additional questions on new students.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH. IMMUNIZATION BRANCH

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Q: I made an error on my report. What do I do?

A: Please do not resubmit your annual college immunization report. Contact either Colleen Ehatt at (919) 707-5628 or email at Colleen.Ehatt@dhhs.nc.gov or Nikki Barbour at (919)-707-5595 or email at nikki.barbour@dhhs.nc.gov for assistance in correcting the report.

cc: IMT
Regional Immunization Consultants
Ann Nichols