



# Immunization Guidelines for Schools

The University of the State of New York  
The State Education Department  
Office of Student Support Services





## FOREWORD

This document provides **all schools** (public, charter, BOCES, and nonpublic) in New York State with a framework for developing policy and procedures that meet the immunization requirements for school entrance/attendance as defined in State law and regulation. The document explains the purpose of immunization policy, procedures in schools and provides guidelines for developing an effective program including planning, implementation, and follow-up. This document is intended for use by administrators and school health personnel. Schools should review these guidelines with their counsel as necessary to incorporate the guidance into school policy.

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## DEFINITION OF TERMS

**Acceptable Proof (a.k.a., proof of compliance)** - Documents indicating the required receipt of all vaccines [10 NYCRR §66-1.6]:

- An original signed certificate of immunization signed by a health practitioner licensed to practice in New York State that shows the products administered along with the dates of administration;
- A New York State Immunization Information System (NYSIIS); or New York Citywide Immunization Registry (CIR) immunization record;
- Positive Serologic tests for proof of immunity for specific diseases;
- Physician, nurse practitioner, or physician assistant verified history of varicella disease
- Laboratory confirmation of disease for measles, mumps, rubella, and varicella;
- An official immunization registry from another state;
- An electronic health record;
- An official record from a foreign nation; and/or
- Immunization records forwarded from a previous school – which contain all of the information specified in a certificate of immunization may be accepted by the principal or person in charge of the school in lieu of a certificate of immunization. [10 NYCRR §66-1.5]

list must be updated each time a new student enrolls in the school or a student's immunization status changes. [10 NYCRR §66-1.10]

subsequent doses of vaccine in an immunization series according to the age appropriate ACIP catch-up schedule, including at appropriate intervals, the child is no longer in process and must be excluded from school within 14 days after the minimum interval identified by the ACIP catch-





immunization requirements for school attendance unless they have an accepted medical exemption.

Development of school policy should be a collaboration between the board of education or governing body, school administrators, school health services personnel and school legal counsel. The policy should include, but is not limited to:

- Identification of key staff members' roles and responsibilities;
- Identification of professional development needs of staff; and
- Development of written immunization policy and procedures to guide staff and families, consistent with State and federal laws. Procedures should include sufficient detail to ensure consistency within all schools in the district. Such procedures should include:
  - Obtaining and reviewing immunization records of all entrants and completing and submitting the annual immunization survey to NYSDOH. For all schools, excluding public schools within New York City, the summary will be provided in the form of the yearly school survey conducted by NYSDOH. [10 NYCRR §66-1.7]
  - Identification and maintenance of a list of susceptible students and a plan to notify parents/guardians of susceptible students during an outbreak of vaccine preventable disease. [10 NYCRR §66-1.10(c)]
  - Procedures for reviewing request for medical exemption to immunizations.
  - Identification of students who lack required immunizations and do not qualify as in process.
  - Notification to parents/guardians of students not meeting immunization requirements along with exclusion procedures.
  - Refer parents/guardians of students lacking required immunizations and excluded from school to their healthcare provider or the local health department to obtain the required immunization(s). [10 NYCRR §66-1.8(a)].
  - Notification to the local health department of the name and address



be forwarded to the new school and the old school should retain copies. Best practice requires the original document should be at the same location as the student.

if the vaccines were not given on the same day) and have age-appropriate appointments that are met within 14 days of when the subsequent dose is due, confirmed with healthcare provider written documentation t

## Non- graded Classrooms

Students who attend non-graded classrooms should be assessed for meeting the immunization requirements based on their age and the grade for which they are age equivalent. Students with IEPs can be excluded for lack of immunizations, though the services outl ( )TJ oled

The request for medical exemption form, completed and signed by the physician, must contain sufficient information to identify a medical contraindication(s) for a specific immunization and specify the length of time the immunization is medically contraindicated pursuant to 10 NYCRR s §66-1.3(c). The principal or person in charge of a school may require additional information supporting the exemption request.<sup>3</sup> Schools are exbp (.6.62:[de.6 (/t)-6.6/[de.6 (JT5.9 (JT5.9 (JT5.9 (.Tw6 (s)-.Td









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