

## HOW TO COMPLETE THE SCHOOL SUMMARY SHEET ONLINE FOR THE IMMUNIZATION ASSESSMENT OF KINDERGARTEN STUDENTS ANNUAL REPORT

California law requires that all public and private schools with kindergarten students submit an annual immunization assessment (California Health & Safety Code §120375(c); California Code of Regulations §6075). You may use the Guide to Immunizations Required for School Entry and Work Sheets links to assist you in completing this portion of the Kindergarten Immunization Assessments Online. If you need further assistance, contact the Immunization Branch at 510.620.3737.

### **FIRST STEP:**

**Enter the total Number of Kindergarten Students Enrolled** in this school in the box provided.

Note: Schools are to report the admission status of ALL kindergarten students as of the date that the report is completed. Submit one report for each school campus per year. For ungraded classes, report on entering students from age 4 years, 9 months to age 5 years, 9 months. Do not report on pre-K students or on after-care enrollees.

### **SECOND STEP: DETERMINING IMMUNIZATION STATUS**

**Enter each child's name** or other identifier on the "WORK SHEET" provided. Then **determine the immunization status of each child** (see process below) by reviewing each student's blue California School Immunization Record (CSIR, PM-286), which must be included in the student's cumulative file. Be sure these forms are up-to-date before proceeding.

An "Unconditional Entrant" is a student who DOES meet all kindergarten immunization requirements by having:

1. FOUR doses of polio vaccine (three doses are acceptable if at least one dose was received on or after the fourth birthday); AND FIVE DTP/DT vaccine doses (four doses are acceptable if at least one dose was received on or after the fourth birthday); AND TWO doses of measles-containing vaccine, at least one of which must be measles, mumps, and rubella combined. Both doses must have been received on or after the first birthday; AND THREE doses of hepatitis B vaccine; AND ONE dose of varicella vaccine or physician-documented varicella (chickenpox) disease.

OR: 2. A physician's statement of PERMANENT Medical Exemption for any doses that have not been received

OR: 3. A parent or guardian's signed affidavit of Personal Beliefs Exemption (on the back of the CSIR).

For these students, **check** the correct box on the Work Sheet: *1. All Immuns. OR 2. PME OR 3. PBE*

A "Conditional Entrant" is a student who DOES NOT meet all requirements. This student must be followed up because he/she:

- lacks (i.e., is not yet due for) at least one dose and DOES NOT have a personal beliefs or permanent medical exemption; OR
- has a physician affidavit of TEMPORARY Medical Exemption for one or more doses; OR
- is a transfer student who has no record available yet (count this student as NOT meeting the requirements for ALL vaccines).

For these students, **check** the correct box on the Work Sheet: *4. Cond. AND each antigen (a. Polio, b. DTP, c. 1st dose MMR, d. 2nd dose MMR, e. Hepatitis B, f. Varicella)* for which the child is deficient.

\*\*\* **NOTE:** Each child must have 1 and only 1 check mark under the heading "Unconditional Entrants" OR 1 check mark in column 4. *Cond.* PLUS 1 or more check marks in columns a, b, c, d, e, and/or f \*\*\*

### **FINAL STEP: COMPLETING THE SCHOOL SUMMARY SHEET ONLINE**

**Count** the number of check marks in each column of the "WORK SHEET" and **enter** the totals in the Subtotal lines; then total all pages (If multiple pages were needed).

**Copy** the Totals from the "WORK SHEET" into the corresponding spaces on the School Summary Sheet Online.

**Double check that the numbers are correct:** Spaces 1, 2, 3, and 4 must TOTAL EXACTLY the "Number of K Students Enrolled" and space 4 must be accounted for by spaces a, b, c, d, e, and/or f.

\*\*\* THANK YOU for helping to protect California's children from vaccine-preventable diseases \*\*\*