

## **Questions About the Printable Certificate of Immunization Status (CIS) Form from ALERT**

### **What is the printable CIS form from ALERT?**

ALERT records may now be printed in the format of a Certificate of Immunization Status, the school/childcare immunization form. Click on the “CIS Form” link in the upper right hand corner of an ALERT record to access the printable CIS form.

### **How can schools and children’s facilities use the printable CIS form?**

A school or children’s facility may print the CIS form from ALERT. If the ALERT record shows that the child is complete or up-to-date on school/children’s facility required immunizations, the printed ALERT CIS form can be put in the child’s file in place of a handwritten CIS form. If the record is incomplete, the parent or guardian may update the printed ALERT CIS form with any missing vaccine doses and sign the form.

### **How can clinics use the printable CIS form?**

Clinics may print the CIS form for parents to turn in to their child’s school, preschool, Head Start, or childcare.

### **Do both pages of the CIS form need to be printed?**

Yes, print both sides of the CIS form. The front side contains the vaccines required for school and children’s facility attendance. The back side contains recommended vaccines and important information about claiming a medical or religious exemption.

### **How do I print the CIS form on two pages with optimal margins?**

In your internet browser (Internet Explorer, Netscape, etc.), go to the file>page setup menu, and set the margins as follows:

- Top margin—0.7 inches
- Right margin—0.5 inches
- Left margin—0.5 inches
- Bottom margin—0.5 inches

This should optimize the printing so that schools and children’s facilities can use transparent overlays for assessment of ALERT CIS forms.

**Do parents need to sign the ALERT printable CIS form?**

Parents do **not** need to sign the ALERT printable CIS form. Parents may write additional vaccine doses on the ALERT printable CIS form, and sign and date on the “update signature” line.

**Why don’t all of the doses appear on the CIS form sometimes?**

The CIS form only has space for 5 doses of each vaccine series. If a child has 6 or more doses for a vaccine series in ALERT, only the 5 most recent doses will print on the CIS form. Printing the 5 most recent doses is sufficient for a child to be compliant with school and childcare immunization requirements. If a record showing all doses is needed, please print the ALERT page listing all vaccine doses.

**Why does the ALERT record sometimes contain fewer immunizations than the child’s written record? Can I write the additional vaccines on the ALERT CIS form printout?**

ALERT is a voluntary registry, so some vaccinations are not captured in the registry. In addition, shots received outside of Oregon might not be in the registry. If the parent has provided a verified record (signed by the parent or medical provider, on clinic letterhead, or with a clinic name next to each dose), you may transfer the missing dates to the CIS form, staple the verified record, and sign the CIS form with your name and a reference to the attached record.

**Who do I call if I have questions?**

You can call ALERT Customer Service at 800-980-9431.