

Instructions for Page 1 - Section A, Initial Statistical Report

First, fill out the demographic information for the school or children's facility. Please be sure to include the phone number and the name of the person completing the report. If the county health department has questions, they will call you. Then, move on to the next section.

Total enrollment: This is the total number of children in your school or children's facility. Please include everyone, even children you are not required to report on.

Children not to be counted: Children who attend both a school and a childcare facility are not counted by the childcare. Include children who attend another school or facility and spend more time at the other site in the "children not to be counted" number.

Adjusted enrollment: This is the total enrollment number minus the children not to be counted. On this page, do not subtract children 18 months and younger.

The next section asks that you place all of the children in your adjusted enrollment into one of six categories. If you add up all six categories, they should equal the adjusted enrollment number.

Number complete: Children in this category have all of their shots, including those shots required for kindergarten.

Number up-to-date: Children in this category are not done with their shots, but they don't need any right now. For example, a 3 year old won't need the 5th D/T until kindergarten.

Number religious exemptions: Any child that has a religious exemption, whether for one or all vaccines, should be counted in this category.

Number medical exemptions: Any child that has a medical exemption (other than because they have had the disease, like chickenpox) should be counted in this category, including temporary and permanent medical exemptions.

Number incomplete/insufficient: Children who are missing vaccines or whose records need correction should be counted in this category. This category also includes children whose CIS forms have not been signed.

Number no record: Children who have no immunization records on file with the school or children's facility should be counted in this category.

If your school/facility **has one or more** children who are incomplete/insufficient, no record or have a medical exemption needing review, you need to complete page 2.

If your school/facility **does not have any** children who are incomplete/insufficient, no record or have a medical exemption needing review, you do not need to complete page 2.

Tear off the back page (yellow) of the report. This copy is for your records. The remaining copy (white) needs to be sent in to the health department with the other pieces of the report by the due date.