

Instructions for Page 2 - Section B, Initial Statistical Report

This page is used to list children whose records need to be checked by the health department. This includes children in the following categories: incomplete/insufficient, medical exemption and no record. Children whose medical exemption has been classified by the health department as permanent or that has a future review date do not need to be included.

First, fill out the demographic information for the school or 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 section B, labeled "FOR SCHOOL AND CHILDREN'S FACILITY USE".

In section B, list children who are incomplete/insufficient, children with medical exemptions needing review and children with no record, preferably in that order and arranged alphabetically. Please include their grade level and birthdate, since that affects which shots they need. If a child is younger than kindergarten age use "P" for preschool.

In the next column list the name and address of the child's parent or guardian. Accuracy is extremely important since this is where the exclusion order will be mailed. If you prefer, you can stick a mailing label with the information in the designated space.

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

Photocopying Records

Next, for children who are incomplete/insufficient, make a photocopy of their CIS form and any other immunization documentation in their record. For children who have a medical exemption needing review, photocopy their CIS form and any documentation of the medical exemption. For children with no record there is no documentation to copy.

Arrange the photocopies so the records are in the same order that children appear on the list in section B. This makes the records easier for the health department to review.

Updating Records and Canceling Exclusion Orders Page 2 - Section D, Initial Statistical Report

As soon as exclusion orders are issued from the county health department, they will send the white and yellow copies of page 2 back to you. They will keep the pink copy of the forms. As parents come in and update their child's record, write in column D the date that they provided the needed information. If the child's record was not updated until exclusion day, write yes in the "excluded" box. The top (white) copy needs to be turned in to the health department by twelve (12) days after exclusion day.

Please keep your copies of the report for one year. As soon as you fill in this year's report, you can recycle last year's.