

## SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT, 2019-2020

Wisconsin Stat. § 252.04 requires that all students through grade 12 must present written evidence of being in compliance with the student immunization law by receiving the required number of vaccinations, being in the process of receiving the required number of vaccinations, or by having a signed waiver (see instructions and compliance definitions on the next page). Each year schools must report to the local health department the aggregate compliance total, by school, on or before the 40<sup>th</sup> school day.

### INSTRUCTIONS

Complete a separate F-04002 for each school. Report results for only one school (one DPI School Code) per form. Submit the data on this form (F-04002) to the online REDCap survey: <https://redcap.wisconsin.gov/surveys/?s=KJMKTL7XW>

**Section A:** Complete the contact information for this school including the DPI LEA (District) Code, DPI School Code, and the grades that are enrolled at this school. Click to search for DPI codes for [schools](#). See [instructions](#) on next page.

At this school, we have students enrolled in the following grades:	DPI LEA (District) Code (4-digit number)	DPI School Code (4-digit number)
<b>to</b>		
Name of School		
Address, City, Zip	Phone number	County
Print Name of Person completing form	Email address of person completing form	

**Section B:** List the number of students that fall into each category (rows 1 through 7) for the students enrolled in Kindergarten in Column A, and then for total number of all students (including 3K or early childhood, 4K, Kindergarten through the highest grade) enrolled in Column B. For rows 1-7, each student should be listed in only one category. Definitions of each category 1-7 are found on the next page. **Row 8 must equal the sum of categories 1 through 7.** Row 8 must also equal the total enrollment for all the grade(s) in that column.

List the number of students in each category (Put zero "0" if no students meet a category description.)		Column A	Column B
		Number of Kindergarten students enrolled at this school (put zeros if there are no kindergarten students at this school)	Total students enrolled at this school (including 3K or early childhood, 4K, and kindergarten through the highest grade)
1	Meets all minimum requirements		
2	In process		
3	Behind schedule		
4	No record		
5	Health waiver		
6	Religious waiver		
7	Personal conviction waiver		
8	<b>TOTAL</b> (must equal enrollment for grade(s) included in the column)		

**Section C:** In row 9, list the number of students who have received no immunizations and have a waiver for all vaccines. Please do this for all students enrolled in Kindergarten in Column A, and then for the total number of all students enrolled at this school (including 3K or early childhood, 4K, Kindergarten through the highest grade) in Column B. **This is separate from Section B.**

9	No immunizations and have a waiver for all vaccines. (Put zero if no students meet this category description.)		
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## Instructions and Compliance Definitions for School Report to Local Health Departments

<b>Section A: Identification of School</b>						
<p>Each School Report to Local Health Department should include the aggregate results for only one school. Each school has a unique identification number assigned by DPI. That unique identification number is represented by two codes: the LEA code (which is also the district code) and the DPI school code. Therefore, each School Report to Local Health Department should include results for only one LEA code-school code combination. In Section A, please report both the DPI LEA (district) code and the DPI school code for this school. Please note that both codes are each 4 digits long, including leading zeros. You can search for your school's codes using the following links.</p> <ul style="list-style-type: none"> <li>• Public schools: <a href="https://apps6.dpi.wi.gov/SchoolDirectory/Search/PublicSchoolsSearch">https://apps6.dpi.wi.gov/SchoolDirectory/Search/PublicSchoolsSearch</a></li> <li>• Private schools: <a href="https://apps6.dpi.wi.gov/SchoolDirectory/Search/PrivateSchoolsSearch">https://apps6.dpi.wi.gov/SchoolDirectory/Search/PrivateSchoolsSearch</a></li> </ul> <p>In the "search text" field, type all or part of the name of your school. Private school search results will immediately include the LEA (district) code and the school code. These are the codes that should be entered in Section A.</p> <p>When public schools search for their name, they will immediately see the school code. However, to view the LEA (district) code, public schools will need to click on the name of the school.</p>						
<b>Section B: Compliance Definitions</b>						
<b>Row 1: Meets all minimum requirements</b>	<p>A student is considered to "meet all minimum requirements" if the student has an immunization record with documentation of receiving <b>the following vaccines for the student's age/grade level:</b> (A child &gt; 4 years in a Pre-K class should be assessed by the K-Grade 5 requirements.)</p>					
<b>Grade/Age</b>	<b>Number of Doses</b>					
Pre-K (ages 2 through 4 yrs)	4 DTaP/DTP/DT <sup>2</sup>		3 Polio	3 Hepatitis B <sup>6</sup>	1 MMR <sup>7</sup>	1 Varicella <sup>8</sup>
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td <sup>2,3</sup>		4 Polio <sup>5</sup>	3 Hepatitis B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella <sup>8</sup>
Grades 6 through 12	4 DTaP/DTP/DT/Td <sup>2</sup>	1 Tdap <sup>4</sup>	4 Polio <sup>5</sup>	3 Hepatitis B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella <sup>8</sup>
<ol style="list-style-type: none"> <li>1. Children ≥5 years of age who are enrolled in a Pre-K class should be assessed using the immunization requirements for K through Grade 5 which would normally correspond to the individual's age.</li> <li>2. D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students <b>Pre-K through Grade 12:</b> Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).</li> <li>3. DTaP/DTP/DT vaccine for children <b>entering Kindergarten:</b> Each student must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).</li> <li>4. Tdap is an adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within 5 years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.</li> <li>5. Polio vaccine for students entering <b>Kindergarten through Grade 12:</b> Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).</li> <li>6. Laboratory evidence of immunity to hepatitis B is also acceptable.</li> <li>7. MMR is a measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable). Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable.</li> <li>8. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.</li> </ol>						
<b>Row 2: In process</b>	<p>A student is considered "in process" if the student does not meet the minimum requirements, but is working towards meeting the minimum requirements. To be considered "in process," the student must provide the immunization dates demonstrating receipt of the first doses of required vaccines within 30 school days of admission. A student cannot be considered "in process" if the missing vaccine is a single-dose vaccine requirement (i.e., Tdap); this student would be "behind schedule."</p>					
<b>Row 3: Behind schedule</b>	<p>A student is considered "behind schedule" if the student has an immunization record, but <u>all</u> of the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The student does <b>not</b> meet the minimum immunization requirements, AND</li> <li>• The student is <b>not</b> in process, AND</li> <li>• The student does <b>not</b> have a waiver.</li> </ul>					
<b>Row 4: No record</b>	<p>A student is considered to have "no record" if the student falls into <b>one</b> of the following categories:</p> <ul style="list-style-type: none"> <li>• The student does not have an immunization record on file, OR</li> <li>• The student is a transfer student and the record has not yet been received from the previous school, OR</li> <li>• The student has a record but the record has inappropriate information, such as "all vaccines received," "child up to date" or "record at doctor's office."</li> </ul>					
<b>Rows 5, 6, 7: Waivers—Health, Religious, or Personal Conviction</b>	<p>A student is considered to have a health, religious, or personal conviction waiver if the student meets <b>both</b> of the following:</p> <ul style="list-style-type: none"> <li>• Does not meet the minimum requirements for all vaccines, AND</li> <li>• Has a waiver on file</li> </ul>					
<b>Row 8: Total</b>	Please add columns and enter the total.					
<b>Section C: No Immunizations</b>						
<b>Row 9: No Immunizations</b>	A student is counted in this section if he/she received no doses of immunizations AND he/she has a waiver for all vaccines.					