

SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT, 2020-2021

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 40th 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

Fill out the contact information for this school, including lowest and highest grades, and LEA and school code. Click to search for DPI codes for [public schools](#) and [private schools](#). There is more information on page 3.

SECTION B

List the number of students that fall into each category 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 each vaccination, list students in one category only. Put zero "0" if no students meet a category description.) Definitions of each category are on pages 3 and 4.

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.

At this school, we have students enrolled in the following grades:	Starting with Grade _____ To _____	
DPI LEA (District) Code (4-digit number)	DPI School Code (4-digit number)	
Name of School		
Address, City, Zip		County
Name of Person completing form (Print)		
Email address of person completing form	Telephone number (include area code)	

Section B: list the number of students that fall into each category.	Kindergarten Students	All students¹
1. Number of students enrolled:		
2. Number of students with no record:		
3. DTaP/DTP/DT/Td	4 doses required	4 doses required
3a. Up-to-date		
3b. In process		
3c. Behind schedule		
3d. Health waiver		
3e. Religious waiver		
3f. Personal conviction waiver		
4. Tdap		1 dose ² required
4a. Up-to-date		
4b. In process		
4c. Behind schedule		
4d. Health waiver		
4e. Religious waiver		
4f. Personal conviction waiver		
5. Polio	4 doses required	4 doses required
5a. Up-to-date		
5b. In process		
5c. Behind schedule		
5d. Health waiver		
5e. Religious waiver		
5f. Personal conviction waiver		
6. Hepatitis B	3 doses required	3 doses required
6a. Up-to-date		
6b. In process		
6c. Behind schedule		
6d. Health waiver		
6e. Religious waiver		
6f. Personal conviction waiver		
7. MMR	2 doses required	2 doses required
7a. Up-to-date		
7b. In process		
7c. Behind schedule		
7d. Health waiver		
7e. Religious waiver		
7f. Personal conviction waiver		
8. Varicella	2 doses required	2 doses required
8a. Up-to-date		
8b. In process		
8c. Behind schedule		
8d. Health waiver		
8e. Religious waiver		
8f. Personal conviction waiver		
9. Number of students meeting all minimum requirements:		
10. Number of students who have received no immunizations and have a waiver for all vaccines:		

1. Including 3K or early childhood, 4K, and kindergarten through the highest grade)

2. All students below grade 6 are not assessed for Tdap and are considered to have met minimum requirements.

Instructions and Compliance Definitions for School Report to Local Health Departments

Section A: Identification of School

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.

Public schools: <https://apps6.dpi.wi.gov/SchoolDirectory/Search/PublicSchoolsSearch>

Private schools: <https://apps6.dpi.wi.gov/SchoolDirectory/Search/PrivateSchoolsSearch>

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.

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.

Section B: Compliance Definitions

Required vaccines and number of doses:

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs)	4 DTaP/DTP/DT ²		3 Polio	3 Hepatitis B ⁶	1 MMR ⁷	1 Varicella ⁸
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{2,3}		4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸
Grades 6 through 12	4 DTaP/DTP/DT/Td ²	1 Tdap ⁴	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸

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.
2. D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students **Pre-K through Grade 12**: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. DTaP/DTP/DT vaccine for children **entering Kindergarten**: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
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.
5. Polio vaccine for students entering Kindergarten **through Grade 12**: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
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 1st birthday is also acceptable). Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable.
8. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

Section B Cont'd: Compliance Definitions	
Up-to-date	A student is considered up-to-date with a vaccine if the students has the required number of doses, as listed above.
No record	A student is considered to have "no record" if the student falls into one of the following categories: <ul style="list-style-type: none"> • The student does not have an immunization record on file, OR • The student is a transfer student and the record has not yet been received from the previous school, OR • 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."
In process	A student is considered "in process" if the student does not have the required number of doses, but is working towards meeting the number of doses. 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."
Behind schedule	A student is considered "behind schedule" if the student has an immunization record, but all of the following conditions are met: <ul style="list-style-type: none"> • The student is not up-to-date with vaccine, AND • The student is not in process, AND • The student does not have a waiver for the vaccine.
Waivers—Health, Religious, or Personal Conviction	A student can have a waiver for one or more vaccines. There are three types of waivers: health, religious, and personal conviction.
No Immunizations	A student is counted in this section if he/she received no doses of immunizations AND he/she has a waiver for all vaccines.