Wisconsin Student Immunization Law: What schools need to know for Fall 2021

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If you have questions:
<table>
<thead>
<tr>
<th>Background</th>
<th>Instructions</th>
<th>Compliance</th>
<th>Action</th>
<th>Example</th>
<th>Report</th>
<th>Results</th>
</tr>
</thead>
</table>

![Image of a doctor giving a vaccine to a child.](image)
All states have student immunization laws
Wisconsin Law
Materials on DHS website

https://www.dhs.wisconsin.gov/immunization/reqs.htm

Complete booklet

Each file individually
### STUDENT IMMUNIZATION RECORD

**INSTRUCTIONS TO PARENT:** COMPLETE AND RETURN TO SCHOOL WITHIN 30 DAYS AFTER ADMISSION. State law requires all public and private school students to present written evidence of immunization against certain diseases **within 30 school days of admission.** The current age/grade specific requirements are available from schools and local health departments. These requirements can only be waived if a properly signed health, religious or personal conviction waiver is filed with the school. The purpose of this form is to measure compliance with the law and will be used for that purpose only. If you have questions regarding immunizations, or how to complete this form, contact your child’s school or local health department.

#### Step 1  PERSONAL DATA

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Birthdate (MM/DD/YYYY)</th>
<th>Gender</th>
<th>School</th>
<th>Grade</th>
<th>School Year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Parent/Guardian/Legal Custodian</th>
<th>Address (Street, City, State, Zip)</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

#### Step 2  IMMUNIZATION HISTORY

List the MONTH, DAY, AND YEAR your child received each of the following immunizations. DO NOT USE A (✓) OR (X) except to answer the question about chickenpox, Tdap, or Td. If you do not have an immunization record for this student at home, contact your doctor or public health department to obtain it.

<table>
<thead>
<tr>
<th>TYPE OF VACCINE*</th>
<th>FIRST DOSE MM/DD/YYYY</th>
<th>SECOND DOSE MM/DD/YYYY</th>
<th>THIRD DOSE MM/DD/YYYY</th>
<th>FOURTH DOSE MM/DD/YYYY</th>
<th>FIFTH DOSE MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTaP/DTP/DTd (Diphtheria, Tetanus, Pertussis)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adolescent booster (Check appropriate box)</td>
<td>□ Tdap</td>
<td>□ Td</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Polio | | | | | |
| Hepatitis B | | | | | |

| MMR (Measles, Mumps, Rubella) | | | | | |

<table>
<thead>
<tr>
<th>Varicella (Chickenpox) Vaccine</th>
<th>Has your child had Varicella (chickenpox) disease? Check the appropriate box and provide the year if known:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccine is required only if your child has not had chickenpox disease. See below:</td>
<td>□ YES Year (Vaccine not required) □ NO or Unsure (Vaccine required)</td>
</tr>
</tbody>
</table>

| Requirements | | |
| Refer to the age/grade level requirements for the current school year to determine if this student meets the requirements. |

[https://www.dhs.wisconsin.gov/library/F-04020L.htm](https://www.dhs.wisconsin.gov/library/F-04020L.htm)
Compliance categories

Compliant
- Meets minimum immunization requirements (received all required shots)
- In process
- Waiver
  ♦ Health
  ♦ Religious
  ♦ Personal conviction

Not Compliant
- No record
- Behind schedule
Meets minimum immunization requirements

### Student Immunization Law

**Age/Grade Requirements**

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

<table>
<thead>
<tr>
<th>Grade/Age</th>
<th>Number of Doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K (ages 2 through 4 yrs)¹</td>
<td>4 DTaP/DTP/DT², 3 Polio, 3 Hepatitis B⁶, 1 MMR⁷, 1 Varicella⁸</td>
</tr>
<tr>
<td>Kindergarten through Grade 5</td>
<td>4 DTaP/DTP/DT/Td², 3 Polio⁵, 3 Hepatitis B⁶, 2 MMR⁷, 2 Varicella⁸</td>
</tr>
<tr>
<td>Grades 6 through 12</td>
<td>4 DTaP/DTP/DT/Td², 1 Tdap⁴, 4 Polio⁵, 3 Hepatitis B⁶, 2 MMR⁷, 2 Varicella⁸</td>
</tr>
</tbody>
</table>

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1. DEPARTMENT OF HEALTH SERVICES
   Division of Public Health
   P-44021 (07/2018)

2. STATE OF WISCONSIN
   Wis. Stat. § 252.04

3. [https://www.dhs.wisconsin.gov/library/P-44021.htm](https://www.dhs.wisconsin.gov/library/P-44021.htm)
In process

A student is in process if all of the following are true:

- The student has an immunization record on file.
- The student has *not* received all the required immunizations (i.e., does *not* meet the minimum immunization requirements).
- The student has provided documentation of receiving the first dose of each vaccine by the 30th school day.
- The student is in their first year at a Wisconsin school.

**Note:** 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."
Waivers: Health, Religious, Personal

- A student is considered to have a waiver if both of the following are true:
  - The student has not received all the required immunizations (i.e., does not meet the minimum immunization requirements).
  - The student has a waiver on file.
- The type of waiver is indicated on the Student Immunization Record.
- A waiver should be removed if the student provides documentation of vaccination.
Behind schedule

A student is behind schedule if all of the following are true:

- The student has *not* received all the required immunizations (i.e., does *not* meet the minimum immunization requirements).
- The student is *not* in process.
- The student does *not* have a waiver.
No record

A student is considered to have “no record” if one of the following is true:

- The student does not have an immunization record on file.
- The student is a transfer student and the record has not yet been received from the previous school.
- 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."
Waiver review

- Review all students with waivers annually.
- If student has received the vaccine, change compliance status.
### Timeline


- Describes the actions required of schools.
- Provides links to important forms/resources.

#### Wisconsin Student Immunization Law Timeline: Actions Required of Schools

<table>
<thead>
<tr>
<th>School Day</th>
<th>School Actions</th>
<th>Forms and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Admission to School</td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; - 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td><strong>Assess Compliance</strong>&lt;br&gt;Schools assess compliance for all students, paying particular attention to students who:&lt;br&gt;• Are new to the school.&lt;br&gt;• Are entering grades with new requirements (Kindergarten, 6&lt;sup&gt;th&lt;/sup&gt; grade)&lt;br&gt;• Were ‘In Process’ last school year.&lt;br&gt;• Were noncompliant last school year.</td>
<td>Schools can look up student immunization histories in the <a href="https://www.dhs.wisconsin.gov/publications/p4/p44545.pdf">Wisconsin Immunization Registry</a>.&lt;br&gt;Use the Flow Chart and compliance definitions on page 2 of form F-04002 to determine a student’s compliance category.</td>
</tr>
<tr>
<td>15&lt;sup&gt;th&lt;/sup&gt;</td>
<td><strong>First Legal Notice</strong>&lt;br&gt;Schools send the First Legal Notice and the Student Immunization Record, F-04020L to parents of students who are behind schedule or have no record.</td>
<td>Legal Notice (F-44001)&lt;br&gt;<a href="https://www.dhs.wisconsin.gov/publications/p4/p44545.pdf">English</a></td>
</tr>
<tr>
<td>25&lt;sup&gt;th&lt;/sup&gt;</td>
<td><strong>Second Legal Notice</strong>&lt;br&gt;Schools send the Second Legal Notice and the Student Immunization Record, F-04020L to parents of students who are behind schedule or have no record.&lt;br&gt;Schools also send the <strong>Notice of Exclusion</strong>&lt;br&gt;if the school is required to or chooses to exclude noncompliant students.</td>
<td>Legal Notice (F-44001)&lt;br&gt;<a href="https://www.dhs.wisconsin.gov/publications/p4/p44545.pdf">English</a></td>
</tr>
<tr>
<td>30&lt;sup&gt;th&lt;/sup&gt;</td>
<td><strong>First Deadline: Exclusion</strong>&lt;br&gt;Compliance results from previous school year&lt;br&gt;Public school districts</td>
<td></td>
</tr>
</tbody>
</table>
Flowchart


- Describes the actions required of schools.
- Helps categorize students into compliance categories.
- Clarifies “in process” based on whether it is the first or second year at a Wisconsin school.
Days 1-14: Assess compliance

**Wisconsin Student Immunization Law Timeline: Actions Required of Schools**

<table>
<thead>
<tr>
<th>School Day</th>
<th>School Actions</th>
<th>Forms and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Admission to School</td>
<td></td>
</tr>
<tr>
<td>1st - 14th</td>
<td><strong>Assess Compliance</strong>&lt;br&gt;Schools assess compliance for all students, paying particular attention to students who:&lt;br&gt;• Are new to the school.&lt;br&gt;• Are entering grades with new requirements (Kindergarten, 6th grade).&lt;br&gt;• Were 'In Process' last school year.&lt;br&gt;• Were noncompliant last school year.</td>
<td>Schools can look up student immunization histories in the <a href="#">Wisconsin Immunization Registry</a>.&lt;br&gt;Use the Flow Chart and compliance definitions on page 2 of form <a href="#">F-04002</a> to determine a student’s compliance category.</td>
</tr>
</tbody>
</table>
Clarification

- **Do** assess compliance for students enrolled in a brick and mortar school (*even if starting the school year virtually*), including students enrolled in:
  - Public schools
  - Private schools
  - Charter schools
  - Pre-K classes, such as 3K or early childhood, and 4K

- **Do not** assess compliance for students who are enrolled only in:
  - Homeschool
  - Virtual school

*Note*: Homeschool or virtual school students enrolled in coursework or extracurricular activities at a brick and mortar school should be assessed.
Day 15: Send first legal notice

First Legal Notice
Schools send the First Legal Notice and the Student Immunization Record, F-04020L to parents of students who are behind schedule or have no record.

Legal Notice (F-44001)
English | Spanish | Hmong | Somali

Student Immunization Record (F-04020L)
English | Spanish | Hmong | Somali

<table>
<thead>
<tr>
<th>Background</th>
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<th>Compliance</th>
<th>Action</th>
<th>Example</th>
<th>Report</th>
<th>Results</th>
</tr>
</thead>
</table>
## Day 25: Send second legal notice

<table>
<thead>
<tr>
<th>25th</th>
<th><strong>Second Legal Notice</strong>&lt;sup&gt;b&lt;/sup&gt;</th>
<th>Legal Notice (F-44001)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schools send the Second Legal Notice and the Student Immunization Record form F-04010L to parents of students who are behind schedule or have no record.</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>Schools also send the <strong>Notice of Exclusion</strong>&lt;sup&gt;c&lt;/sup&gt; if the school is required to or chooses to exclude noncompliant students.</td>
<td>Student Immunization Record (F-04020L)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notice of Exclusion</td>
</tr>
</tbody>
</table>
# Day 30: Exclude noncompliant students

## 30th

**First Deadline: Exclusion**

Schools determine which students are noncompliant and exclude noncompliant students in 5K through Grade 5, starting on the 31st school day, if one of the following is true:

- The school is a public school and the school district’s compliance level from the previous school year was less than 99%.
- The school is a private school and the school’s compliance level from the previous school year was less than 99%.

Exclusion is optional for grades 6-12 and for schools that met the 99% compliance level in the previous year.

## Compliance results from previous school year

- Public school districts
- Private schools
Day 40: School Report to the Local Health Department (LHD)

Complete the 2021-2022 version of the School Report to the Local Health Department found at this link: [https://www.dhs.wisconsin.gov/forms/f0/f04002.pdf](https://www.dhs.wisconsin.gov/forms/f0/f04002.pdf).

Do not use older versions of the report.

**Background** | **Instructions** | **Compliance** | **Action** | **Example** | **Report** | **Results**
Day 40: Generate the Noncompliance Roster

https://www.dhs.wisconsin.gov/forms/f01580.pdf

- List the students who are Behind Schedule, No Record, In Process, or have a Waiver.
- In the event of an outbreak, this information will help identify which students need to be protected from the vaccine preventable disease.

| Name | Date of Birth | Date of Admission To WI School | Grade | Mark (X) | DTP / DTaP / DT / Td | Polio | Hep B | MMR | Varicella | Tdap | Total Doses | Last Dose Date | Total Doses | Last Dose Date | Total Doses | Total Doses | Total Doses | D=Disease | Dose Date |
|------|---------------|--------------------------------|-------|----------|-----------------------|-------|-------|-----|-----------|------|-------------|----------------|------------|---------------|-------------|------------|-------------|------------|------------|----------|
|      |               |                                |       |          |                       |       |       |     |           |      |             |                |            |               |             |            |             |           |           |
|      |               |                                |       |          |                       |       |       |     |           |      |             |                |            |               |             |            |             |           |           |

Background | Instructions | Compliance | Action | Example | Report | Results

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## Day 90: Follow up with noncompliant students

<table>
<thead>
<tr>
<th>90th</th>
<th><strong>Second Deadline</strong></th>
<th>90th day letter-In Process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Schools add noncompliant(^d) students to the Noncompliance Roster. Optional: Schools may send reminder letters to parents of students who are ‘In Process’ and parents of students who are noncompliant(^d).</td>
<td><strong>English</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>At any time</th>
<th><strong>Educational materials</strong></th>
<th>Tdap Fact Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Optional: Schools may send educational materials to students’ families.</td>
<td><strong>English</strong></td>
</tr>
</tbody>
</table>

### Action

<table>
<thead>
<tr>
<th>Example</th>
<th>Report</th>
<th>Results</th>
</tr>
</thead>
</table>

### Background

### Instructions

### Compliance
Optional: 90th day letters

Schools may choose to send letters to students who are in process or not compliant after the 90th school day.

- This gives parents time to get their child vaccinated before the beginning of the next school year.
- *This is optional* but is recommended.

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**90th Day Letter-In Process**

Date:

Dear Parent:

According to our records, you are required to attend school vaccination appointments that your child booked.

Vaccinations are one of the most important methods of protecting our children from diseases and the complications that can occur from these diseases. Vaccination is extremely important for school-aged children because children in school are close contact with others who may or may not be protected from these diseases.

In order to remain in school, your child’s health care provider or a health insurance plan may require a vaccine record of your child. Please be aware that your health insurance plan requires you to provide documentation of appropriate vaccination and did not have a vaccination record you need to receive. If you need assistance, please contact the health department at this website: [https://www.cdc.gov/vaccines](https://www.cdc.gov/vaccines)

For additional information, please visit [http://www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)

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**90th Day Letter-Not Compliant (Behind Schedule or No Record)**

Date:

Dear Parent:

According to our records, this school year your child was not in compliance with the Wisconsin Student Immunization Law. This means that your child did not have documentation of appropriate vaccination and did not have a vaccination record you need to receive. If your child has a health care provider, please contact your local health department to determine which vaccines your child needs. If your child does not have a health care provider, please contact the health department at this website: [https://www.dhs.wisconsin.gov/h-depts/counties.htm](https://www.dhs.wisconsin.gov/h-depts/counties.htm)

Please be aware that in the fall of the next school year, your child’s vaccination will be reassessed to ensure that he/she is sufficiently vaccinated for his/her age or has a waiver on file. If sufficient documentation is not supplied for your child's vaccination history, your child will be required to be vaccinated or have a waiver on file.
Day 1-14: Record on file?

Does the student have an immunization record on file?  
- No: Attempt to obtain record from parents, Wisconsin Immunization Registry (WIR), previous school.
- Yes: Does the student have an immunization record on file?
  - Yes: Compliant (Meets Min Req. - Row 1)
  - No: Does the student meet the minimum requirements?
    - Yes: Compliant (Waiver - Row 5, 6, or 7)
    - No: Does the student have a waiver on file?
      - Yes: Compliant (Waiver - Row 5, 6, or 7)
      - No: Day 15
        - Send First Legal Notice.

Day 25
Send Second Legal Notice to students who remain noncompliant.
Send Notice of Exclusion, if school is required to or chooses to exclude.
Day 1-14: Attempt to obtain record

Day 1 Admittance – Day 14

Does the student have an immunization record on file?

Yes

Does the student meet the minimum requirements?

Yes

Compliant (Meets Min Req. - Row 1)

No

Does the student have a waiver on file?

Yes

Compliant (Waiver - Row 5, 6, or 7)

No

Send First Legal Notice.

Day 15

Day 25

Send Second Legal Notice to students who remain noncompliant.

Send Notice of Exclusion, if school is required to or chooses to exclude.

Attempt to obtain record from parents, Wisconsin Immunization Registry (WIR), previous school.

Does the student have an immunization record on file?

No

Background   Instructions   Compliance   Action   Example   Report   Results

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Day 1-14: Record on file?

Day 1 Admittance – Day 14

1. Does the student have an immunization record on file?
   - Yes: Does the student meet the minimum requirements?
     - Yes: Compliant (Meets Min Req. - Row 1)
     - No: Does the student have a waiver on file?
       - Yes: Compliant (Waiver - Row 5, 6, or 7)
       - No: Send First Legal Notice.
   - No: Attempt to obtain record from parents, Wisconsin Immunization Registry (WIR), previous school.
      - Yes: Does the student have an immunization record on file?

Day 15

- Send First Legal Notice.

Day 25

- Send Second Legal Notice to students who remain noncompliant.
- Send Notice of Exclusion, if school is required to or chooses to exclude.

Background Instructions Compliance Action Example Report Results
Day 15: Send first legal notice

*Flowchart*:
- **Day 1 Admittance – Day 14**
  - **Does the student have an immunization record on file?**
    - Yes
      - **Does the student meet the minimum requirements?**
        - Yes
          - Compliant (Meets Min Req. - Row 1)
        - No
          - **Does the student have a waiver on file?**
            - Yes
              - Compliant (Waiver - Row 5, 6, or 7)
            - No
              - **Day 15**
                - **Send First\(^a\) Legal Notice.**
  - No
    - Attempt to obtain record from parents, Wisconsin Immunization Registry (WIR), previous school.
    - **Does the student have an immunization record on file?**
      - Yes
        - **Day 15**
          - **Send First\(^a\) Legal Notice.**
      - No
        - **Day 15**
          - **Send Second\(^b\) Legal Notice to students who remain noncompliant.**
          - **Send Notice of Exclusion\(^c\), if school is required to or chooses to exclude.**
Day 25: Send second legal notice, notice of exclusion

Day 1 Admittance – Day 14

Does the student have an immunization record on file?

- Yes
  - Does the student meet the minimum requirements?
    - Yes
      - Compliant (Meets Min Req. - Row 1)
    - No
      - Does the student have a waiver on file?
        - Yes
          - Compliant (Waiver - Row 5, 6, or 7)
        - No
          - Attempt to obtain record from parents, Wisconsin Immunization Registry (WIR), previous school.

- No
  - Attempt to obtain record from parents, Wisconsin Immunization Registry (WIR), previous school.

Day 15

Send First Legal Notice.

Day 25

Send Second Legal Notice to students who remain noncompliant.

Send Notice of Exclusion, if school is required to or chooses to exclude.

Background | Instructions | Compliance | Action | Example | Report | Results
Update

Before Day 30, the parents submit records that indicate the student has received:

- 1 dose of polio vaccine.
- 1 dose of DTaP vaccine.
- 1 dose of MMR vaccine.
- 1 dose of hepatitis B vaccine.
- 1 dose of varicella vaccine.
Day 30: Reassess and prepare to exclude

Day 30: Determine which students are noncompliant and prepare to exclude, if required or choose to exclude.

- Does the student have an immunization record on file?
  - Yes
  - No
    - Not Compliant\textsuperscript{d} (No Record - Row 4)
  - Does the student meet the minimum requirements?
    - Yes
      - Compliant (Meets Min Req. - Row 1)
    - No
      - Does the student have a waiver on file?
        - Yes
          - Compliant (Waiver - Row 5, 6, or 7)
        - No, First Year at Wisconsin School
          - Has student received a 1\textsuperscript{st} dose of each missing vaccine?
            - Yes
              - Compliant (In Process - Row 2)
            - No
              - Not Compliant\textsuperscript{d} (Behind schedule - Row 3)
          - No, Second Year at Wisconsin School
            - Not Compliant\textsuperscript{d} (Behind schedule - Row 3)
Day 30: Received first dose of each vaccine?

Day 30: Determine which students are noncompliant and prepare to exclude, if required or choose to exclude.

- Does the student have an immunization record on file?
  - Yes
  - No
    - Not Compliant
      - (No Record - Row 4)
  - No
    - Does the student meet the minimum requirements?
      - Yes
        - Compliant
          - (Meets Min Req. - Row 1)
      - No
        - Does the student have a waiver on file?
          - Yes
            - Compliant
              - (Waiver - Row 5, 6, or 7)
          - No
            - Has student received a 1st dose of each missing vaccine?
              - Yes
                - Compliant
                  - (In Process - Row 2)
              - No
                - Not Compliant
                  - (Behind schedule - Row 3)

- No, First Year at Wisconsin School
  - No, Second Year at Wisconsin School
    - Not Compliant
      - (Behind schedule - Row 3)
This student is classified as **In Process** because the student provided documentation that he/she had received the first dose of each required vaccine by the 30th school day and it is the student’s first year at this school.
Day 40: School Report to LHD, Noncompliance Roster

Count the student in Row 2 of the School Report to the LHD.
Add the student to the Noncompliance Roster.

**Background**

Instructions

Compliance

Action

Example

Report

Results

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### School Report to Local Health Department

**DEPARTMENT OF HEALTH SERVICES**
Division of Public Health
F-04002 (Rev. 06/2016)

**SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT**

<table>
<thead>
<tr>
<th>Section B</th>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the number of students in each category</td>
<td>5K Kindergarten* (leave this column blank if there are no 5K students at this school)</td>
<td>All students enrolled at this school (including 3K or early childhood, 4K, 5K through the highest grade)</td>
</tr>
<tr>
<td>1</td>
<td>Meets all minimum requirements</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>In process</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Behind schedule</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>No record</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Health waiver</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Religious waiver</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Personal conviction waiver</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>TOTAL (must equal enrollment for grade(s) included in the column)</td>
<td>0</td>
</tr>
</tbody>
</table>
Update

The student received no additional doses of vaccine by the 90th school day.
Day 90: Subsequent doses received?

Day 40: School Report to the Local Health Department, Start Noncompliance Roster

Day 90

Has student received a subsequent dose of each missing vaccine?

Yes

Compliant
(In Process)
Reassess next year

No

Not Compliant
(Behind schedule)
Reassess next year
Optional: 90th day letters

Optional: Because the student did not receive the second dose of the required vaccines by the 90th day, the school is recommended to send to the parents the 90th day letter for students who are not compliant.
Purpose of the School Report to LHD

Collects the number of students in each compliance category in order to:

- Assess and monitor compliance with the student immunization law.
- Determine which schools will be required to exclude noncompliant students in the next school year.
- Share waiver rates and rates of vaccinated children at each school.
DPI LEA (district) and DPI school codes

- Each school has a unique ID assigned by DPI.
- This ID is a combination of the DPI LEA (district) code and the DPI school code.
- These two codes can be found by asking your school administrator or by:

Using DPI search screen
Reporting by DPI school codes

- Each school, as designated by a unique combination of the DPI LEA (district) and DPI school code, should complete a separate School Report to LHD form.

- Compliance results from schools with different codes should **not** be combined.

- This facilitates easier tracking of schools from year to year and the ability to assess rates separately for most elementary, middle, and high schools.
SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT, 2021-2022

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=8NWY7WYFJT

https://www.dhs.wisconsin.gov/library/f-04002.htm
**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:  

<table>
<thead>
<tr>
<th>Starting with Grade</th>
<th>To</th>
</tr>
</thead>
</table>

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)

| A1: Self-Reported Total School Enrollment: |
| A2: Self-Reported Kindergarten Enrollment: |
| A3: Self-Reported Enrollment Grade 6 and above: |
Report: Section B

**Section B:** list the number of students that fall into each category for each vaccine. *Section 1-5 rows a-g for each vaccine must equal the sum* must equal the total enrollment for all the grade(s) in that column. Section 6 rows a-g should total to your enrollment for students in Grade 6 or higher.

<table>
<thead>
<tr>
<th></th>
<th>Kindergarten Students(^1)</th>
<th>All students(^2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. DTaP/DTP/DT/Td</strong></td>
<td>4 doses required</td>
<td>4 doses required</td>
</tr>
<tr>
<td>1a. Meets minimum requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1b. In process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1c. Behind schedule</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1d. Health waiver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1e. Religious waiver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1f. Personal conviction waiver</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1g. No record</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Polio</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2a. Meets minimum requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2b. In process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2c. Behind schedule</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Section C

Section C: list the number of students that fall into each category. Definitions of each category 8-13 are found on the next page. **Row 13 must equal the sum of categories 7 through 12.**

<table>
<thead>
<tr>
<th>Kindergarten Students</th>
<th>All students[^1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Students meeting all minimum requirements:</td>
<td></td>
</tr>
<tr>
<td>8. Students who are in process[^2]:</td>
<td></td>
</tr>
<tr>
<td>9. Students who are behind schedule[^2]:</td>
<td></td>
</tr>
<tr>
<td>10. Students with no record:</td>
<td></td>
</tr>
<tr>
<td>11. Students with any waiver:</td>
<td></td>
</tr>
<tr>
<td>12. Students who have received no immunizations and have a waiver for all vaccines:</td>
<td></td>
</tr>
<tr>
<td>13. Students enrolled:</td>
<td></td>
</tr>
</tbody>
</table>

1. Including 3K or early childhood, 4K, and kindergarten through the highest grade
2. For at least one vaccine

[^1]: Including 3K or early childhood, 4K, and kindergarten through the highest grade
**Section D**: list the number of students that fall into each category. Students may fall into more than one category, for example, having a medical waiver for MMR and a personal conviction waiver for DTaP.

| 14. At least one **medical** waiver: |  |
| 15. At least one **religious** waiver: |  |
| 16. At least one **personal** conviction exemption: |  |

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

Instructions for locating a school’s unique DPI LEA (district) code and DPI school code.

Definitions of each compliance category are found on the back of the form.

### 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:


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

#### Row 1

A student is considered to "meet all minimum requirements" if the student has an immunization record with documentation of receiving the following vaccines for the student’s age/grade level:

- A child 4 years in a Pre-K class should be assessed by the K-Grade 5 requirements.

<table>
<thead>
<tr>
<th>Grade/Age</th>
<th>Number of Doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K (ages 2 through 4 yrs)</td>
<td>4 DTap/DPT/DT</td>
</tr>
<tr>
<td>Kindergarten through Grade 6</td>
<td>4 DTap/DPT/DT/dT</td>
</tr>
<tr>
<td>Grades 6 through 12</td>
<td>4 DTap/DPT/DT/dT</td>
</tr>
</tbody>
</table>

#### Row 2

- 1. Children 5 years of age or older, 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. Diphtheria, T + Tetanus, P + Pertussis vaccine. DTap/DPT/DT/dT 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/DPT/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 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.

#### Row 3

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 documenting 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.

### Background

- Instructions
- Compliance
- Action
- Example
- Report
- Results

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Online REDCap Survey

SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT, 2021-2022

This online survey replaces the paper School Report to Local Health Department (F-04002).

You may use form F-04002 found in the school handbook as a guide to fill out this survey. Fill out this online survey for each school (one per school). Results will be sent to your local city or county health department. It is not necessary to mail or fax a hard copy.

Use your LEA (district) and school code as assigned by DPI. If codes are not known, you may locate them here:


Today's date

* must provide value
# Worksheet Tally

| Student Number | UTD | IP | BS | HW | RW | PW | UTD | IP | BS | HW | RW | PW | UTD | IP | BS | HW | RW | PW | UTD | IP | BS | HW | RW | PW | UTD | IP | BS | HW | RW | PW |
|----------------|-----|----|----|----|----|----|-----|----|----|----|----|----|----|-----|----|----|----|----|----|-----|----|----|----|----|----|-----|----|----|----|----|----|
| 1              |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 2              |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 3              |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 4              |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 5              |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 6              |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 7              |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 8              |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 9              |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 10             |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 11             |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 12             |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 13             |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 14             |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |
| 15             |     |    |    |    |    |    |     |    |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |     |    |    |    |    |    |    |

**Background**  **Instructions**  **Compliance**  **Action**  **Example**  **Report**  **Results**
Helpful Hints

Please select your school below. Instead of scrolling, you can also type in your school's name. Please ensure you select the correct school name and DPI code. If your school is not on the list, leave blank and type in your school's name below.

School and DPI district / school code

Note: School names may be abbreviated (ex. High as Hi, Elementary as El)

Select your school with correct DPI codes in order to ensure your report is received correctly. If you do not know your DPI codes, there are links at the top of the survey.

Local Health Department

* must provide value

See link at beginning of survey if you are not sure who your local health department is.

Please select the correct local health department so your report is sent to the right place.
The number of total kindergarteners and total students will automatically be calculated. Make sure this number matches your records.

Once the survey is finished, you will receive this message as well as a confirmation email.
<table>
<thead>
<tr>
<th>Background</th>
<th>Instructions</th>
<th>Compliance</th>
<th>Action</th>
<th>Example</th>
<th>Report</th>
<th>Results</th>
</tr>
</thead>
</table>

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**Report**

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**Results**
Submission of School Report to LHD

- How many schools submitted the School Report to the Local Health Department?
  - 2020-2021: In total, 2,522 schools reported information on 849,164 students
  - 2019-2020: In total, 2,850 schools reported information regarding 958,446 students.
Percent of students in each compliance category, 2011-2020

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of students who met minimum immunization requirements</td>
<td>91.9%</td>
<td>92.6%</td>
<td>92.3%</td>
<td>92.5%</td>
<td>92.4%</td>
<td>92.5%</td>
<td>92.3%</td>
<td>91.9%</td>
<td>91.7%</td>
<td>91.9%</td>
</tr>
</tbody>
</table>

*Not including met minimum immunization requirements*
View results on the interactive map
Special COVID-19 Considerations

- The immunization requirements have not changed.
- Expect more students who are under immunized, especially kindergarten or 6th graders.
- Guidelines for assessing students learning virtually.
- The school timeline start date is your first day of school.
COVID-19 is not a required vaccine.

Authorized users of WIR who have signed the Organization and Confidentiality Agreement outlines the uses of WIR data such as:
- Permitting schools to determine the individual immunization status of students

DPI (and DHS) legal counsel suggest schools and school districts consult with their own legal counsel regarding use of WIR to validate COVID-19 vaccination status.
Summary

- School nurses are the key (in partnership with public health) to protecting students from vaccine preventable diseases.

- The student immunization law and the immunization requirements have **not** changed.

- Materials for schools are online only. No booklet will be mailed to your school.

- Contact your student information system vendor if you have questions about using their immunization reports.

- Student data will be submitted online. You do not need to send a paper copy to the local health department.
Contacts

Local Health Departments
https://www.dhs.wisconsin.gov/lh-depts/counties.htm

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Louise Wilson MS BSN RN NCSN
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608-266-8857

State of Wisconsin Immunization Program
Stacey Moyer MSN RN
stacey.moyer@wi.gov
608-266-9316

Wisconsin Immunization Registry (WIR) Help Desk
608-266-9691
dhswirhelp@wi.gov