

Wisconsin Student Immunization Law Timeline: Actions Required of Schools

School Day	School Actions	Forms and Resources
1 st	Admission to School	Resources include links to materials in all available languages .
1 st –14 th	Assess Compliance Schools assess compliance for all students, paying particular attention to students who: <ul style="list-style-type: none"> • Are new to the school. • Are entering grades with new requirements (Kindergarten, 7th grade, 12th grade). • Were “In Process” last school year. • Were noncompliant last school year. 	Schools can look up student immunization histories in the Wisconsin Immunization Registry . Use the Flow Chart and compliance definitions on page 2 of F-04002 to determine a student’s compliance category.
15 th	First Notification Letter^a Schools send the first notification letter and the Student Immunization Record (Long) form F-04020L to parents of students who are behind schedule or have no record.	Notification letter template Student Immunization Record, Long (F-04020L)
25 th	Second Notification Letter^b Schools send the second notification letter and the Student Immunization Record (Long) form F-04020L to parents of students who are behind schedule or have no record. Schools also send the Notice of Exclusion^c if the school is required to or chooses to exclude noncompliant students.	Notification letter template Student Immunization Record, Long (F-04020L) Notice of Exclusion (P-44545A)
30 th	First Deadline: Exclusion Schools determine which students are noncompliant ^d and exclude noncompliant students in Kindergarten through Grade 5, starting on the 31 st school day, if one of the following is true: <ul style="list-style-type: none"> • The school is a public school and the school district’s compliance level from the previous school year was less than 99.00%. • The school is a private school and the school’s compliance level from the previous school year was less than 99.00%. Exclusion is optional for grades 6–12 and for schools that met the 99.00% compliance level in the previous year.	Compliance results from previous school year <ul style="list-style-type: none"> • Public school districts (P-02388A) • Private schools (P-02388)
40 th	School Report to Local Health Department Schools submit the School Report to the Local Health Department with the aggregate data using the online REDCap survey: https://redcap.wisconsin.gov/surveys/?s=XL989YDY8EHKH9KW Note: the information on the School Report to Local Health Department is used to determine a school’s compliance level and whether a school/district will need to exclude students on the 31 th day of the next school year.	School Report to Local Health Department (F-04002) (now online)
40 th	Start Noncompliance Roster Schools generate the Noncompliance Roster (F-01580) and keep it on file at school.	Noncompliance Roster (F-01580)
90 th	Second Deadline Schools add noncompliant ^d students to the Noncompliance Roster (F-01580) . <i>Optional:</i> Schools may send reminder letters to parents of students who are ‘In Process’ and parents of students who are noncompliant ^d	90th day letter-In Process (P-44545B) 90th day letter-Not Compliant (P-44545C)
At any time	Educational materials <i>Optional:</i> Schools may send educational materials to students’ families.	Grade K-6 Immunization Requirements (P-02395) Grade 7 Immunization Requirements (P-02395A) Grade 12 Immunization Requirements (P-03376)

Footnotes

- ^a Schools should send the first notification letter by the 15th school day to parents of students who are behind schedule or have no record on file. The first letter should include the 30th school day deadline date inserted in the first paragraph in the space provided. The signature line should be completed with the “date sent” filled in. A blank Student Immunization Record should be attached so the parent can return the required information.
- ^b The second notification letter should be sent to students who remain noncompliant after the first notice. The second letter should be sent by the 25th school day and should include the same information as the first notice with a new “date sent” filled in on the signature line.
- ^c The Notice of Exclusion should be sent if your school chooses to exclude the noncompliant student or if your school is required to exclude noncompliant students because the compliance level of your school/school district was less than 99% during the previous school year. The exclusion date would be the 31st school day from the beginning of admission to school, and that date should be inserted on the Notice of Exclusion.
- ^d Noncompliant students include students who are behind schedule or have no record and have no waiver on file. Noncompliant students should be recorded on the Noncompliance Roster and should be reassessed next year.