

Wisconsin Student Immunization Law Timeline: Actions Required of Schools

School Day	School Actions	Forms and Resources
1 st	Admission to School	
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, 6th 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 form F-04002 to determine a student's compliance category.
15 th	First Legal Notice^a Schools send the First Legal Notice and the Student Immunization Record form F-04010L 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
25 th	Second Legal Notice^b 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. Schools also send the Notice of Exclusion^c if the school is required to or chooses to exclude noncompliant students.	Legal Notice (F-44001) English Spanish Hmong Somali Student Immunization Record (F-04020L) English Spanish Hmong Somali Notice of Exclusion English Spanish Hmong Somali
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 Public school districts Private schools
40 th	School Report to Local Health Department Start Noncompliance Roster 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=LKPWP987CXJEECT4 Schools generate the Noncompliance Roster and keep it on file at school. 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 (now online) F-04002 Noncompliance Roster F-01580
90 th	Second Deadline Schools add noncompliant ^d students to the Noncompliance Roster . <i>Optional:</i> Schools may send reminder letters to parents of students who are 'In Process' and parents of students who are noncompliant ^d .	90 th day letter-In Process English Spanish Hmong Somali 90 th day letter-Not Compliant English Spanish Hmong Somali
At any time	Educational materials <i>Optional:</i> Schools may send educational materials to students' families.	Tdap Fact Sheet English Spanish Hmong Somali Vaccine recommended at ages 11-12 English Spanish Hmong Somali

Footnotes

^a Schools should send the First Legal Notice by the 15th school day to parents of students who are behind schedule or have no record on file. The first notice 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 Legal Notice should be sent to students who remain noncompliant after the first notice. The second notice 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.