

*Child Care and School Immunization Requirements*

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CALIFORNIA  
IMMUNIZATION  
HANDBOOK

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*For Child Care Programs and Schools*

*9<sup>th</sup> Edition • March 2016*

IMM-365 (3/16)

# Introduction

To protect children against serious infections, the California school immunization law requires them to receive immunizations before entry to child care and school. In addition, the law requires child-care facilities and schools to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to public health agencies. Links to the law are located in Appendix D.

The 9<sup>th</sup> edition of the California Immunization Handbook reviews school immunization requirements, staff responsibilities, procedures for evaluating immunization requirements, and reporting obligations. This handbook supersedes all earlier versions of the California Immunization Handbook. You can access an electronic version at California's school immunization website, [www.ShotsforSchool.org](http://www.ShotsforSchool.org).

The California Immunization Registry (CAIR) can help schools meet immunization requirements. We encourage your school to use CAIR. Visit [www.CAIRweb.org](http://www.CAIRweb.org) for more information.

We salute California schools and child-care providers for their conscientious efforts to protect the health of the children they educate.

If you have any questions or would like to order more blue California School Immunization Record cards, please contact your local health department's Immunization Program (visit: [bit.do/immunization](http://bit.do/immunization)), the health office of your school, or your school district.



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[www.ShotsforSchool.org](http://www.ShotsforSchool.org)

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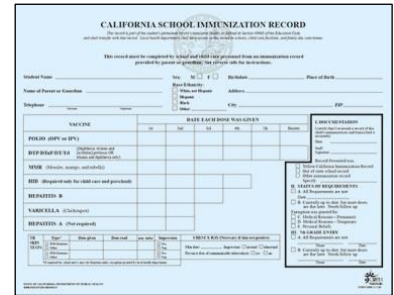
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# Steps In Brief

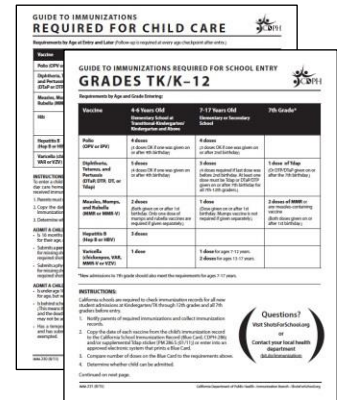
## How to Implement Immunization Requirements

### Child-care\* or school staff must:

1. Obtain each child’s personal immunization record, even if the child may qualify for exemptions from immunization requirements.
2. Complete a [California School Immunization Record](#) (CSIR/Blue Card/CDPH 286) for each child. Many children have their immunization records in the California Immunization Registry (CAIR), which can print out filled Blue Cards. If you are instead completing the Blue Card by hand:
  - Enter the child’s identifying information on the top portion of the card if not already done by the parent.
  - Transfer vaccine dates from the child’s personal immunization record to a Blue Card or into your school’s approved computerized student information system.
  - For 7<sup>th</sup> grade students, record the date of the student’s Tdap on the supplement Tdap sticker. (See page 6 for more information.)



3. Determine if requirements are met.
  - Compare the number of doses on the Blue Card to the [Guide to Immunizations Required for Child Care or Preschool](#) (Appendix B) or [Guide to Immunizations Required for School Entry Grades TK/K-12](#) (Appendix B). Alternatively, staff may wish to reference the tables for [child care](#) and [grades K-12](#) found in Appendix D.
  - Valid personal beliefs exemptions (PBEs) filed before January 1, 2016, remain valid until the student enrolls in the next grade span, typically at kindergarten (or transitional kindergarten) or 7<sup>th</sup> grade. (See page 7 for more details.)
  - For temporary and permanent medical exemptions, see pages 8-10.



4. Complete the Documentation and Status of Requirements box on the Blue Card.
5. Admit only those children who (a) have met all requirements; or (b) are not currently due for any immunizations but have doses due later. (See page 9 for more information on conditional admission.)
6. File the completed Blue Card in the child’s cumulative folder or child-care file. Schools must keep this record on file for every child enrolled.
7. Follow up on those children who were up to date when admitted but have pending doses due. (See page 11 for more information on following up with parents.)
8. Every fall, submit Immunization Assessment Reports for [child care](#), [kindergarten](#) and [7th grade](#) (page 17).

\* For the purposes of this document, child-care facilities are defined to also include family day care homes, nursery schools, day nurseries, preschools, and developmental centers.

# The Basic Procedures

## Obtain the Child’s Personal Immunization Record

Before children under age 18 years may be admitted to any public<sup>1</sup> or private California child-care facility<sup>2</sup> or (elementary or secondary) school<sup>1</sup>, California law<sup>3</sup> requires that an immunization record be presented to staff by the parent or guardian. Usually, this is the child’s personal immunization record given to parents by the doctor or clinic. The personal immunization record must:

- ✓ identify the student by name and date of birth
- ✓ show the date each required vaccine dose was received
- ✓ have the type of vaccine received
- ✓ include the name of the physician or agency who gave the vaccine.

In most cases, it will be a yellow California Immunization Record (Appendix B) or similar form given to parents by their doctors. Records accessed through [CAIR](#) or from other states and countries are also acceptable.

Staff should refer parents without records to their regular doctor; if they have no health care provider, they can be referred to the [local health department](#).

## Complete a Blue Card

In California, the blue [California School Immunization Record](#) card is the record child-care providers and schools must complete and keep on file for every child enrolled. This record card is sometimes referred to by its initials (CSIR), number (CDPH 286), or color (blue). For simplicity, in this Handbook it is called the “Blue Card.” Blue Cards are available free of charge from [local health departments](#) or can be printed with a student’s immunization information from the California Immunization Registry (CAIR). See [www.CAIRweb.org](http://www.CAIRweb.org) for additional information on CAIR.

In completing the Blue Card, the parent may enter the identifying information on the top of the record, but child-care providers or school staff must enter all immunization dates. Staff must record all vaccine dates from the child’s personal immunization record and complete the documentation section. Full dates (month/day/year) are required for MMR given during the month of the 1<sup>st</sup> birthday and Tdap given during the month of the 7<sup>th</sup> birthday. Similarly, full dates should be used for all other vaccine doses, but at a minimum, month and year are required. For transfer students, use the previous school’s Blue Card if it is available.

1 Home schools are subject to the same immunization record keeping requirements as other schools or child-care facilities (see [California Education Code, Title 2, Sections 33190-48222](#)).

2 Child-care institutions include child-care facilities, child-care centers, day nurseries, nursery schools, family day care homes (also known as family child care homes), or development centers. There is an exemption from immunization requirements for children attending “drop-in” day care centers ([AB 3049, 2002](#)). Parents do not sign a contract with the center for ongoing care, but use these centers on an “ad hoc” basis. Most parents use such centers only 1-2 times, rarely more.

3 [The California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Article 5, Section 6065](#)

Instructions for completing the Blue Card are on the back of the card, and a link is provided in Appendix B. Note, particularly, the instructions for completing the documentation box.

The completed Blue Card is part of the child's mandatory pupil record (cumulative folder for school<sup>1</sup>) or file (for child care<sup>2</sup>). With permission from the California Department of Public Health (CDPH), Immunization Branch, school immunization records may be computerized (see page 16). Only one Blue Card should be in the student's cumulative folder. If there are several, update one to make it complete, and either discard all others or staple all others behind the new Blue Card.

## Procedures for Transfer Students

For children transferring from another school or from out-of-state, the new school must review the student's immunization records to make sure all immunization requirements have been met. For children transferring from another school, a valid record can be any of the following: the Blue Card, another state's school record (provided it includes dates for all immunizations), or the child's personal immunization record.

Education Code Section 49068 requires that schools send cumulative folders within 10 school days following the request from the new school.<sup>3</sup> For foster students, Education Code Section 48853.5 requires that within two business days of the foster child's request for enrollment, the educational liaison for the new school shall contact the school last attended by the foster child to obtain all academic and other records.<sup>4</sup> The educational liaison for the school last attended shall provide all records to the new school within two business days of receiving the request. The law allows up to 30 school days for a cumulative folder from another school or another immunization record to reach your school.<sup>2</sup> When it arrives, you will need to evaluate the student's immunization history to make sure all current requirements are met. For students from out-of-state, follow Basic Procedures (page 2) to complete a new Blue Card. Follow up on any students who were up to date upon admission but still need additional immunization doses.

## Transfers at Child-Care Level

Sometimes child-care facilities and preschools forward Blue Cards when children transfer or move on to kindergarten. The Blue Card may be used in the new center or elementary school.

<sup>1</sup> [The California Code of Regulations, Title 5, Division 1, Chapter 2, Subchapter 2, Article 3, Section 430](#)

<sup>2</sup> [The California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Article 5, Section 6070](#)

<sup>3</sup> [Education Code, Division 4, Part 27, Chapter 6.5, Article 3, Section 49068](#)

<sup>4</sup> [Education Code, Division 4, Part 27, Chapter 5.5, Section 48853.5 \(f\)\(8\)\(C\)](#)

## Admitting Transfer Students Before Cumulative Folders Arrive

When a child transfers from another school, we encourage schools to ask parents to bring to registration their child's personal immunization record from the doctor or clinic rather than waiting for the cumulative folder (containing the immunization record) from the former school. This means that only those children whose parents could not present an adequate record at the time of entry will need to be followed up. Alternatively, transfer students without another immunization record and whose records have not yet been received from the previous school may be admitted and allowed up to 30 school days of attendance while waiting for their school cumulative folder (or other immunization record) to arrive.<sup>1</sup> Your school or district may set a shorter time frame or have no grace period at all. If at the end of the grace period the transfer record has not been received from the forwarding school, you will have to contact the parents. The parents must present their child's personal immunization record to verify immunizations are up to date or the child must be excluded.<sup>1</sup> If the child is found not to have the required immunization doses when the record arrives, the child may be allowed no more than 10 school days to get any required immunization doses that are overdue or else be excluded from attendance.<sup>2</sup>

## Admitting Transfer Students from Another Country

For children entering school from another country, you will need to obtain immunization records from the parents. Do not wait for a record from the previous country. Do not allow any grace period, but refer families without personal records or with foreign records that you cannot understand to their physician or [local health department](#). A list of [foreign vaccine names](#) is included in Appendix B. For transfer students from Mexico, see the [Binational Immunization Resource Tool](#) (Appendix B).

## Admitting Homeless or Foster Transfer Students

The federal [McKinney-Vento Homeless Assistance Act](#) requires schools to enroll new students who are homeless even if their immunization records are missing or unavailable at the time of enrollment. California law requires schools to immediately enroll foster children transferring to their school even if a foster child is unable to produce immunization records normally required for school entry.<sup>3</sup> Once a homeless student or a foster child is enrolled, school staff should work with the foster family or school where the student was transferred from to obtain the student's immunization records quickly.

For foster students, Education Code Section 48853.5 requires that within two business days of the foster child's request for school enrollment, the educational liaison for the new school shall contact the school last attended by the foster child to obtain all academic and other records.<sup>4</sup> The educational liaison for the school last attended shall provide all records to the new school within two business days of receiving the request. The school staff should also work with their local health department to ensure these students receive any vaccinations they need. The law still requires that the school obtain the student's immunization record and ensure that the foster student has met all immunization requirements.

<sup>1</sup> [The California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Article 3, Section 6070\(e\)](#)

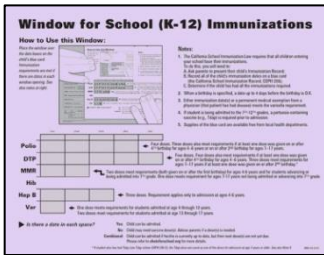
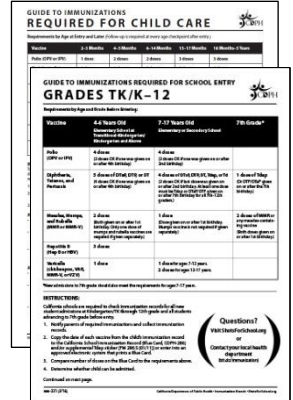
<sup>2</sup> [The California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Article 3, Section 6040](#)

<sup>3</sup> [Health and Safety Code, Division 105, Part 2, Chapter 1, Section 120341 \(b\)](#)

<sup>4</sup> [Education Code, Division 4, Part 27, Chapter 5.5, Section 48853.5 \(f\)\(8\)\(C\)](#)

# Determining if Requirements Are Met

The immunization requirements you must enforce are detailed in the Health and Safety Code Sections 120325-120375 and California Code of Regulations Sections 6000-6075, including Tables 1 and 2 (Appendix D).<sup>1,2</sup> The [Guide to Immunizations Required for Child Care or Preschool](#) and the [Guide to Immunizations Required for School Entry Grades TK/K-12](#) (Appendix B) are also user-friendly resources to the required immunizations. For child-care providers, a pink template “[Windows for Immunizations](#)” (Appendix B) can help you see if requirements for infants and



toddlers are met. Additional copies are available from [local health departments](#) and most Child Care Resource and Referral Agencies. For school staff, a lavender template “[Windows for School Immunizations](#)” (Appendix B) can help you determine if requirements for school-age entrants are met. For transitional kindergarten, entrants need to provide documentation of required kindergarten immunizations prior to admission.

The requirements are explained to parents in the [Parents’ Guide to Immunizations Required for Child Care or Preschool](#) and [Parents’ Guide to Immunizations Required for School Entry](#) (Appendix C). Compare the child’s number of vaccine doses to the requirements, and determine if all requirements are met. Check the timing of doses specified for the 1<sup>st</sup> (MMR), 2<sup>nd</sup> (Polio, DTaP), or 4<sup>th</sup> (Polio, DTaP) birthdays. These doses are only valid for school requirements when given no more than 4 days before the birthday.

Personal beliefs exemptions (PBEs) filed at a California school or child-care facility before January 1, 2016, will remain valid until the student enrolls in the next grade span, typically at kindergarten (or transitional kindergarten) or 7th grade. Requirements can also be met if a parent or guardian submits a medical exemption along with the child’s immunization record showing the child has met all other dosing requirements for age or grade.

In addition, starting January 1, 2016, students will no longer be required to have immunizations for entry if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents or guardians must continue to provide immunization records for these students to their schools, and schools must continue to maintain and report records of immunizations that have been received for these students. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

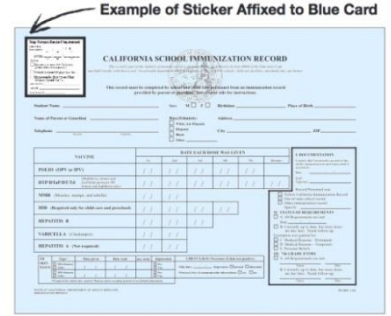
See Appendix A for answers to FAQs on [immunizations](#), [transitional kindergarten](#), the [Tdap requirement](#), [conditional admission](#), the [new law \(SB 277\) effective in 2016](#), and the [up-to-date rate](#).

1 [Health and Safety Code, Division 105, Part 2, Chapter 1, Section 120325-120375](#)  
 2 [The California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000-6075](#)



## 7th Grade Requirement: Tdap and MMR

California law requires that all students entering 7<sup>th</sup> grade have completed a Tdap booster shot and two measles (or MMR) shots.<sup>1</sup> Schools with 7<sup>th</sup> grades must review the child’s personal immunization record and record the immunization dates on the student’s existing Blue Card. The Tdap sticker (PM 286 S [01/11]), when affixed to the student’s Blue Card, documents Tdap vaccine in the student’s cumulative folder. For more details on using the Tdap sticker, see the [Guide for School Staff](#) (Appendix B) and the example shown to the right. The Tdap sticker is available for order from your [local health department](#). If using the California Immunization Registry (CAIR), the “Tdap sticker” will be in the upper left hand corner when printing the Blue Card.



Schools may also find the customizable [School to Parent Letter Template](#) or [Phone Script](#) helpful in notifying parents of the requirement (Appendix B).

## If Requirements Are Met

If all the requirements are met, school staff must complete the Documentation Box on the Blue Card following instructions on the back. Add the Blue Card to the child’s cumulative folder along with any exemption documentation. (Refer to the Exemptions to Requirements section beginning on page 7 for information on valid documentation.)

## If Requirements Are Not Met

If the child does not meet immunization requirements, alert the parents and refer them to their doctor or clinic. You cannot allow the child to attend child care or school unless he/she has met all requirements or is not currently due for any immunizations but has doses due later. To avoid confusion, provide the parent with a written notice indicating what doses the child needs. Sample notices in English and Spanish ([Notice of Immunizations Needed](#) | [Spanish](#), Appendix C) may be copied onto the school’s or center’s letterhead. Other resource materials that may be helpful for parents are the [Parents’ Guide to Immunizations Required for Child Care or Preschool](#) and [Parents’ Guide to Immunizations Required for School Entry](#) (Appendix C).

Depending on the requirement, children may be admitted on condition that they receive the remaining dose(s) when due, according to the schedule shown in [Table 2: Conditional Admission Immunization Schedule](#) (Appendix D) only if the deadlines for next doses have not passed at the time of admission. See Admitting Children “On Condition” (page 9).

**NOTICE OF IMMUNIZATIONS NEEDED**

Dear Parent/Guardian of: \_\_\_\_\_

Our records show that your child needs the following immunization(s) to meet the requirements of the California School Immunization Law, Health and Safety Code Sections 120325-120375:

VACCINE	MISSING DOSE(S) MARKED BELOW:				
POLIO	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3	<input type="checkbox"/> #4	
DTaP (Tdap for 7 years or older)	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3	<input type="checkbox"/> #4	<input type="checkbox"/> #5
MMR	<input type="checkbox"/> #1	<input type="checkbox"/> #2			
Hib ( Hib con/preschool only)	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3	<input type="checkbox"/> #4	
HEPATITIS B	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3		
VARICELLA (chickenpox)	<input type="checkbox"/> #1	<input type="checkbox"/> #2			
Tdap (for 7 <sup>th</sup> -12 <sup>th</sup> grade)	<input type="checkbox"/> #1				

**YOU NEED TO DO ONE OR MORE OF THE FOLLOWING IMMEDIATELY:**

- If your child has already received all of these immunizations marked above, bring us the immunization record so that we can update our files. Your child's record must include a date for the immunizations checked above and the doctor's signature or stamp.
- If your child has not already received all of the immunizations marked above, bring this form along with your child's immunization record to your doctor or local health department to get the immunization(s) marked above. Bring us your child's updated immunization record after every immunization visit until all of the required immunizations have been received.
- If any of these immunizations are against your personal beliefs, please visit [www.shotsforschool.org](http://www.shotsforschool.org) for information on requesting an exemption.
- If any of these immunizations were not given to your child because of medical reasons, please bring us a letter signed by your doctor (licensed physician).

According to state law, we cannot allow your child to attend school unless we receive evidence that the above requirements are met by this date: \_\_\_\_\_

If you have any questions or require additional information, please call: \_\_\_\_\_

Sincerely,

MM-11/01/10

<sup>1</sup> The California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Article 2, Section 6020

## If an Unmet Requirement is Found After Admission

If, after a child is admitted, he or she is discovered to lack one or more immunizations, the parent must be notified. In this circumstance, state regulations<sup>1</sup> allow no more than 10 school days to present a record of the immunization after the parent has been notified. The school or child-care provider can set an earlier deadline. After 10 school days, the child must be excluded from further attendance if he or she has not come into compliance with the requirements.

<sup>1</sup> [The California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Article 3, Section 6040](#)

## Exemptions to Requirements

### Personal Beliefs Exemptions (PBE)

Starting in 2016, a new law enacted by Senate Bill 277<sup>1</sup> eliminates the option of PBEs. Parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a PBE to a currently-required vaccine.

However, valid PBEs filed at a California school or child-care facility before January 1, 2016 will remain valid until the student enrolls in the next grade span, typically at kindergarten (or transitional kindergarten) or 7th grade.

A PBE filed before 2016 at:

- A child-care facility will remain valid until the child first enters the span between transitional kindergarten/kindergarten through 6<sup>th</sup> grade.
- Entry to any grade from transitional kindergarten/kindergarten through 6<sup>th</sup> grade will remain valid until the child completes 6<sup>th</sup> grade.
- Entry to any grade from 7<sup>th</sup> through 12<sup>th</sup> will remain valid through 12<sup>th</sup> grade.

PBEs filed in 2014 and 2015 are only valid when signed by both an authorized health care practitioner and a parent/guardian no more than 6 months prior to the child's first entry into school or child care or a new grade span (if "religious beliefs" box is checked, then practitioner signature is not required). Therefore, PBEs filed in 2015 are **invalid** for children first entering child care or school in the fall of 2016.

Criteria for a valid PBE:

Filed before 2014:

- ✓ Personal Beliefs Affidavit on back of Blue Card, or similar PBE affidavit (including Tdap PBE form CDPH 8261), signed and dated by parent/guardian.
- ✓ Accompanying immunization record for doses received

Filed in 2014 or 2015: Completed PBE form (CDPH 8262), including:

- ✓ Student's name and date of birth
- ✓ Parent/guardian's name and address
- ✓ Section A.: Signature of an authorized health care practitioner licensed or credentialed in California and date of signing (not required if exemption was based on religious beliefs)
- ✓ Section B.I.: Checkmark to indicate either *receipt of information* from practitioner or *religious beliefs*
  - Signature of parent/guardian and date of signing
- ✓ Section B.II.: Checkmark(s) to indicate which vaccines are being exempted

- Signature of parent/guardian and date of signing
- ✓ Accompanying immunization record for doses received

PBEs may be transferred between child-care facilities and schools in California, both within and across school districts. However, if the PBE documentation is no longer available, students must meet immunization requirements based on their age or grade. Alternatively, school children can also be enrolled in a home-based private school or an independent study program and do not receive classroom-based instruction.

Additionally, if the child is required to receive vaccines not specified in the PBE filed before 2016, the child must receive those vaccines before entering or meet the conditional admission requirements.

Children with a PBE filed before 2016 who enter a new grade span (transitional kindergarten/ kindergarten or 7<sup>th</sup> grade) will have to meet all [age and grade immunization requirements for admission into primary or secondary school](#).

Therefore, in order to begin 7<sup>th</sup> grade, children who had a PBE filed before 2016 upon entry between kindergarten and 6<sup>th</sup> grade need to meet all [requirements for children 7-17 years old](#) (e.g., polio, MMR, chickenpox and primary series for diphtheria, tetanus, and pertussis), including the 7<sup>th</sup> grade requirements for Tdap and 2 doses of measles (or MMR) vaccine.

For more information on SB 277, see our online [Frequently Asked Questions](#) or visit [www.ShotsforSchool.org](http://www.ShotsforSchool.org).

## Medical Exemptions

A temporary or permanent medical exemption to one or more of the immunizations may be granted under certain circumstances if a licensed physician (M.D. or D.O.) provides a written statement which states:

- That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated.
- Which vaccines are being exempted.
- Whether the medical exemption is permanent or temporary.
- The expiration date, if the exemption is temporary.

This is also discussed at [www.ShotsforSchool.org](http://www.ShotsforSchool.org) under [exemptions](#). The physician's written statement must be added to the student's cumulative folder along with the Blue Card.

Students with temporary medical exemptions (page 10) must be tracked to confirm that either

- they have received exempted doses before the exemption expires or that
- a temporary exemption has been extended by a licensed physician.

<sup>1</sup> [SB 277 \(Pan\), Chapter 35, Statutes of 2015](#)

# Admitting Children “On Condition”

In limited circumstances, some children who have not received one or more of the required immunizations may attend child care or school while they catch up on these immunizations. If children currently are up to date (next doses are not yet due), they may be admitted on the condition that they will receive still-needed doses as they become due in the future. The school or child-care provider must follow up (see *Following Up with Parents*, page 11) by notifying parents, checking documentation that the needed immunizations were received (usually by reviewing the child’s updated personal immunization record), and adding the new dates to the Blue Card.

[California Code of Regulations \(CCR\) Section 6070 \(f\)](#) states that “(t)he governing authority shall see that the immunization record of each pupil admitted conditionally is reviewed every 30 days until that pupil has received all the required immunizations. Any immunizations received subsequent to conditional admission shall be entered in the pupil's immunization record.”

If a child has NOT received all immunization doses which are currently due, the child must NOT be admitted until all doses currently due are received, and documentation is provided. [Table 2, Section 6035](#) shows the intervals when doses are due. If a child has not received any dose of a required vaccine, a first dose MUST be received prior to admission.

Examples of children who may attend child care or school under conditional admission include the following:

- **Children younger than 18 months who have met all the requirements for admission** are required to receive additional vaccine doses as they become older (see [Table 1, Section 6020](#)). These children may be conditionally admitted but must complete the remaining doses when they become due ([Table 1, Section 6020](#)). The child-care facility must notify the parent or guardian of the date by which the pupil must complete the remaining doses.
- **Children who are NOT CURRENTLY DUE for any immunizations at the time of admission but have doses due later.** These children may be conditionally admitted but must complete the remaining doses in accordance with [Table 2, Section 6035](#). The child-care facility or school must notify the parent or guardian of the date by which the pupil must complete all the required immunizations in accordance with [Table 2](#).
- **Children admitted with a temporary medical exemption** to one or more immunization(s) as documented by a licensed physician (M.D. or D.O.) prior to admission. To attend child care or school, these children must receive all vaccines except those listed in the exemption. The physician documentation must include the date by which the exemption expires. Once this expiration date has occurred, the child may continue in attendance only after the school or child care receives documentation of receipt of the temporarily exempted vaccines.

## Establishing Deadlines for the Next Dose

Most of the vaccines given to children require a series of several doses. Certain time intervals must elapse between doses. You do not need to consider intervals between doses that have already been received. Only the interval for the next needed immunization(s) should be taken into consideration.

In [Table 2: Conditional Admission Immunization Schedule](#) (Appendix D), time intervals are given for the next dose of the vaccine series. The child should not receive the next dose until the first day of the time interval. The last day of the interval is the deadline. Up until that deadline, the child may be admitted “on condition” that all remaining doses are received by their deadlines. If the next and remaining doses are not received by the deadline, the child must be excluded.

When you admit a child conditionally, the parent must be advised of the time interval and encouraged to have their child receive the next dose at the beginning of the time interval. Here is an example based on the intervals shown in [Table 2](#) (Appendix D):

- A 5 year old student needs the 3<sup>rd</sup> dose in the hepatitis B series. The child received the 2<sup>nd</sup> dose of Hep B on 8/1 and the first dose on 5/15.
- The table shows the time interval is 2-6 months after the 2<sup>nd</sup> dose. This means the 3<sup>rd</sup> dose can be given as soon as two months after the 2<sup>nd</sup> dose, or 10/1 in this example. The 3<sup>rd</sup> dose must also be given no earlier than 4 months after the 1<sup>st</sup> dose or on or after 9/15. Let the parent know that the student can receive the vaccine on 10/1 or later. However, the maximum time allowed is six months, or 2/1.
- Recommend that the student get the dose on 10/1 or shortly thereafter.
- Use the six-month deadline date as your deadline. Advise parents that their child will be excluded the day after the deadline date, 2/2 in this example, unless they provide documentation that the 3<sup>rd</sup> dose was received.

## Child Care: Children Younger Than Age 18 Months

Children younger than age 18 months may still be in the process of completing their basic immunization series. The child-care provider must follow up on each of these children until all shots are finished. If they currently are up to date, they can be admitted “on condition” that they receive the next shots due as they age into new requirements, as shown in [Guide to Immunizations Required for Child Care or Preschool](#) (Appendix B).

## Temporary Medical Exemptions

A child whose physician decides to postpone one or more immunizations because of a physical condition or medical circumstance may be admitted “on condition” that the needed dose(s) be obtained after the exemption expires. The physician must indicate in writing which immunization(s) must be postponed and when the child can be immunized. See [exemptions](#) on [www.ShotsforSchool.org](http://www.ShotsforSchool.org) for additional information. (See page 8 for more information on medical exemptions.)

# Following Up with Parents

It is the responsibility of school and child-care staff to follow up on all children admitted while still needing required immunizations in the future. Schools also need to follow up on transfer students when awaiting arrival of records from prior schools. This means that each child-care center or school must develop a follow-up system for these children and employ it consistently.

The first key to success is being very clear with parents or guardians that you must enforce the law and the basic rule of, “**No shots? No records? No school.**” (See poster available in [English](#) and [Spanish](#).)

## Your follow-up system should include:

1. Keeping lists of unimmunized (exempt or conditional entrant) children to refer to in case of disease outbreak.
2. Reviewing your records monthly (see Systems 1-4 on the following pages).
3. Helping other schools by making sure you forward cumulative folders to the new schools in a timely manner. [Education Code Section 49068](#) requires schools send cumulative folders within 10 school days following the request from the new school. For foster students, [Education Code Section 48853.5 \(f\)\(8\)\(C\)](#) requires the educational liaison for the new school to contact the foster child’s school last attended within two business days of the foster child’s request for enrollment to obtain all records. The educational liaison for the school last attended shall provide all records to the new school within two business days of receiving the request.
4. Using the shortest interval to complete immunizations is encouraged but not required (see [Table 2](#), Appendix D). For example, when a conditionally admitted child is in the 6- to 12-month interval between doses of DTaP, target the 6 months date for receiving the next dose rather than using the maximum 12 months. Notify parents of when the next dose is due, but also caution not to get the dose before the minimum interval is reached.

5. Keeping in contact with the parents. Provide parents with the [Parents’ Guide to Immunizations Required for Child Care or Preschool](#) or [Parents’ Guide to Immunizations Required for School Entry](#) (Appendix C). If immunizations are needed, parents should be sent a [Notice of Immunizations Needed](#) | [Spanish](#) (Appendix B) letter at the beginning of the month in which shots or records are due. Encourage parents to have their child receive the next dose during the beginning of the time interval. The exclusion date is the day after the deadline date and must be noted on the letter. Students may continue in attendance only if they provide documentation, no more than 10 school days after your notification, of having received the doses that are due. If the parent does not come in with a record from a health care practitioner, the law requires that the child (unless exempt) be excluded from further school/child care attendance until proof of adequate immunization is presented.

NOTICE OF IMMUNIZATIONS NEEDED				
Dear Parent/Guardian of: _____				
Our records show that your child needs the following immunization(s) to meet the requirements of the California School Immunization Law, Health and Safety Code Sections 120325-120375.				
VACCINE	MISSING DOSE(S) MARKED BELOW:			
POLO	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3	<input type="checkbox"/> #4
DTaP (Tdap or Td if age 7 years or older)	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3	<input type="checkbox"/> #4
MMR	<input type="checkbox"/> #1	<input type="checkbox"/> #2		
Hb (child care/preschool only)	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3	<input type="checkbox"/> #4
HEPATITIS B	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3	
VARICELLA (chickenpox)	<input type="checkbox"/> #1	<input type="checkbox"/> #2		
Tdap (for 7 <sup>th</sup> -12 <sup>th</sup> grade)	<input type="checkbox"/> #1			
<b>YOU NEED TO DO ONE OR MORE OF THE FOLLOWING IMMEDIATELY:</b>				
1. If your child has already received all of these immunizations marked above, bring us the immunization record so that we can update our files. Your child's record must include a date for the immunizations checked above and the doctor's signature or stamp.				
2. If your child has not already received all of the immunizations marked above, bring this form along with your child's immunization record to your doctor or local health department to get the immunization(s) marked above. Bring us your child's updated immunization record after every immunization visit until all of the required immunizations have been received.				
3. If any of these immunizations are against your personal beliefs, please visit <a href="http://www.stopschool.org">www.stopschool.org</a> for information on requesting an exemption.				
4. If any of these immunizations were not given to your child because of medical reasons, please bring us a letter signed by your doctor (licensed physician).				
According to state law, we cannot allow your child to attend school unless we receive evidence that the above requirements are met by this date: _____				
If you have any questions or require additional information, please call _____.				
Sincerely,				
MS-114(12/15)				

6. Exclude children who do not meet requirements by the exclusion date. Almost all parents

comply with requirements when they know their child must be excluded. If you need to exclude a child, usually the student’s family quickly comes into compliance with the requirements, and the child is back in school as a result. However, the Notice of Immunizations Needed and documentation of your follow-up efforts will provide the information you need for due process.

## Follow-Up Systems

Described below are four systems currently in use in various California child-care facilities and schools. Choose whichever system is best for you.

### System 1 – Blue Card Folder

- Keep a separate file of the Blue Cards of children needing follow up. For schools, however, because the Blue Card is part of the child’s permanent scholastic record, make sure that it is transferred with the cumulative folder if the child changes schools.
- Clip a note with the due date onto the Blue Card.
- At the beginning of each month, call or send parents a letter (see [Notice of Immunizations Needed](#) | [Spanish](#), Appendix B) and the [Parents’ Guide to Immunizations Required for Child Care or Preschool](#) or [Parents’ Guide to Immunizations Required for School Entry](#) (Appendix C) to remind them that shots are due and of the deadline date. Encourage parents to have their child receive the next dose at the beginning of the time interval. Note that the child must be excluded on the day after your deadline date if not immunized.
- Enter immunization dates on the Blue Card when the doctor or clinic record is presented by parents to verify the child’s immunization status.
- Repeat the steps above if additional immunizations will be needed in the future, until all requirements are met.
- Exclude students who do not provide evidence of up-to-date immunizations by the exclusion date.
- If a school or child-care facility later discovers that a conditionally admitted student has not complied in meeting the conditional admission requirements and previously had not been appropriately notified, the school or child care may allow up to 10 school days after notification to receive all vaccines currently due and provide documentation of these doses before excluding the student.
- When no more vaccine doses are needed, remove the Blue Card from the follow-up file, and return it to the student’s cumulative folder or the child-care file for that child.
- When waiting for another school to send a cumulative folder and immunization record or Blue Card, include in the follow-up file a blank Blue Card with a note with the child’s name attached to it. Identify on the note the deadline date for receipt of the record from the prior



**NOTICE OF IMMUNIZATIONS NEEDED**

Dear Parent/Guardian of \_\_\_\_\_

Our records show that your child needs the following immunizations to meet the requirements of the California School Immunization Law, Health and Safety Code Sections 120225-120275:

<b>VACCINE</b>	<b>REMAINING DOSES REMAINING BELOW:</b>
POLIO	<input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4
DTaP (DTap or TdTap 7 years or older)	<input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5
MMR	<input type="checkbox"/> #1 <input type="checkbox"/> #2
Hib (only one preschool only)	<input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4
HEPATITIS B	<input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3
VARICELLA (chickenpox)	<input type="checkbox"/> #1 <input type="checkbox"/> #2
Tdap for 7 <sup>th</sup> -12 <sup>th</sup> grade	<input type="checkbox"/> #1

**YOU NEED TO DO ONE OR MORE OF THE FOLLOWING IMMEDIATELY:**

1. If your child has already received all of these immunizations marked above, bring us the immunization record so that we can update our files. Your child's record must include a date for the immunizations checked above and the doctor's signature or stamp.
2. If your child hasn't already received all of the immunizations marked above, bring this form along with your child's immunization record to your doctor or local health department to get the immunizations marked above. Bring us your child's updated immunization record after every immunization visit until all of the required immunizations have been received.
3. If any of these immunizations are against your parent's beliefs, please visit [www.dhs.ca.gov/ohc/school](http://www.dhs.ca.gov/ohc/school) for information on requesting an exemption.
4. If any of these immunizations were not given to your child because of medical reasons, please bring us a letter signed by your doctor (signed exemption).

According to state law, we cannot allow your child to attend school unless we receive evidence that the above requirements are met by this date: \_\_\_\_\_

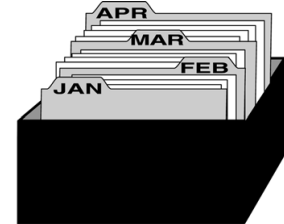
If you have any questions or require additional information, please call: \_\_\_\_\_

Sincerely,

9/14/13/15

school (within the student's first 30 school days at your school). When the cumulative folder arrives from the sending school, review the Blue Card to make sure all required immunizations have been received. Below the Documentation Box, indicate this review was done. If the transfer student is from out-of-state, complete a new Blue Card. (Note: When students leave your school, forward the cumulative folder with the Blue Card to the new school in a timely manner.)

## System 2 – Index Card File



- A card file requires 3”x 5” index cards, a box to hold them, and a set of month index cards (January-December).
- For a child needing future immunizations, enter his or her name on an index card and list all doses which will be needed. Using the [Guide to Immunizations Required for Child Care or Preschool](#) or [Guide to Immunizations Required for School Entry Grades TK/K-12](#) (Appendix B), determine the first day of the time interval when the next dose is first due and note the due date on the upper right-hand corner of the follow-up card.
- For a child whose immunization record is in transit from another school, enter the child's name and the 30-school day deadline date in the upper right-hand corner of the follow-up card.
- File each follow-up card by the month the immunization or transfer record is due.
- At the beginning of each month, call or send parents a letter (see [Notice of Immunizations Needed | Spanish](#), Appendix B) to remind them that shots are due and of the deadline date. Encourage parents to have their child receive the next dose at the beginning of the time interval. Note the exclusion date as the day after the deadline date. Be sure to document on the index card the date the notice was sent.
- Enter immunization dates on the Blue Card when the doctor or clinic record is presented by parents to verify the child's immunization status.
- Repeat the steps above if additional immunizations will be needed in the future until all requirements are met.
- Exclude children who do not provide evidence of up-to-date immunizations by the exclusion date.
- When no more immunizations are needed, remove the card from the file box.

## System 3 – Calendar

A calendar system may work well in a family child-care home or in a small school or center. Use a calendar with large spaces for each day to note the name of the child on the first day of the time interval an immunization is first due. To preserve confidentiality, the calendar should not be hung where it is visible to parents or the public.



Child-care facilities and schools may also choose to set reminders within their electronic or Internet-based calendars such as Microsoft Outlook Calendar.

## **System 4 – Computerized Student Information Systems**

Schools with computerized student information systems (see page 16) can run reports or create lists of students due for immunizations. Capabilities will vary according to the system being used. Contact your system administrator for details.

# Transferring and Storing Immunization Records

For school children, the Blue Card is part of the mandatory permanent pupil record as defined in [Section 430, Title 5, California Code of Regulations](#).<sup>1</sup> Whenever a student leaves your school, you will need to send the Blue Card in the cumulative folder to the new school.<sup>2</sup> The sending district or school also must make and retain permanently a copy of the mandatory permanent record including the Blue Card.<sup>3</sup> (Information about computerizing school immunization records is in a later section of this manual on page 16).

When the student graduates from high school or terminates schooling earlier, the Blue Card must be kept with the student's mandatory permanent record in perpetuity.<sup>4</sup> It can be archived, computerized, or microfilmed with the scholastic record, depending on the procedure for record retention used by the school.

For child-care providers and facilities, the Blue Card or a copy of it must be kept with the child's file during the period of enrollment and for three years after the child leaves your care, as required by the California Department of Social Services.

<sup>1</sup> [The California Code of Regulations, Title 5, Division 1, Chapter 2, Subchapter 2, Article 3, Section 430](#)

<sup>2</sup> [The California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Article 3, Section 6070\(d\)](#)

<sup>3</sup> [The California Code of Regulations, Title 5, Division 1, Chapter 2, Subchapter 2, Article 3, Section 438\(a\)](#)

<sup>4</sup> [The California Code of Regulations, Title 5, Division 1, Chapter 2, Subchapter 2, Article 3, Section 437](#)

# Computerizing School Immunization Records

With permission from the Immunization Branch, schools, school districts, or Head Start programs may computerize their immunization record-keeping systems. Please request in a letter permission to computerize and, if needed, printer-ready supplies of the California School Immunization Record (Blue Card). Send requests to [ImmunizationBranch@cdph.ca.gov](mailto:ImmunizationBranch@cdph.ca.gov) or Immunization Branch, California Department of Public Health, 850 Marina Bay Pkwy, Richmond, CA 94804.

In the request, please indicate that you can meet the following requirements. Requests and school systems will be reviewed by CDPH Immunization Branch staff to verify that requirements are met:

1. At least the following information must be included in the computer record:
  - a. Personal identification of the child;
  - b. Child's birthday (month, day, year);
  - c. Full date that each required vaccine dose was received (month, day, year for each dose is preferred).
2. A back-up electronic or manual copy of all records must be maintained in case the original version is inadvertently lost or destroyed.
3. A complete hard copy of the Blue Card must be included in the mandatory cumulative folders of all students transferring from your school to another school in California. That copy must be either a computer-formatted Blue Card version or a manually filled out Blue Card.
4. For pupils admitted before January 1, 2014, a hard copy of the Blue Card must be kept on file for children with Personal Beliefs Exemptions (PBEs) to the immunization requirements. The PBE affidavit on the back of the Blue Card (version PM 286), or similar PBE affidavit, must be signed by the parent or guardian. For pupils who advanced or were admitted to the 7<sup>th</sup> grade with a PBE to Tdap from July 1, 2011 through December 31, 2013, the Tdap PBE form (CDPH 8261), or similar PBE affidavit, must be kept on file. For PBEs filed in 2014 and 2015, the PBE form (CDPH 8262) must be kept on file.
5. For children with medical exemptions to the requirements, the physician's written statement regarding the exemption(s) must be kept on file.
6. Hard copies of the Blue Cards or other comparable printouts of each child's immunization record (i.e., birthdate, all immunization dates) must be made available to health department personnel as needed for auditing purposes. [Health and Safety Code Section 120375\(c\)-\(d\)](#) grants local health departments access to these records.

Schools may order Blue Cards from their [local health department](#). A pdf fill-in version is also available online at: [www.cdph.ca.gov/pubsforms/forms/CtrlForms/cdph286.pdf](http://www.cdph.ca.gov/pubsforms/forms/CtrlForms/cdph286.pdf). (Requires Adobe Acrobat Reader, which can be downloaded for free at [www.adobe.com](http://www.adobe.com).) Information entered into the pdf form cannot be saved. Once the data is entered, please print the front and back of the form.

# Annual Reports and Special Surveys

## Annual Immunization Reports

All child-care facilities, schools with kindergartens, and schools with 7<sup>th</sup> grades in California are required to report the immunization status of children admitted each fall. Instructions and deadlines for completing the annual immunization report can be found for [child care](#), [kindergarten](#) and [7<sup>th</sup> grades](#) online at [www.ShotsforSchool.org](http://www.ShotsforSchool.org) or the [School and Child Care Immunization Assessment Reporting page](#) on the CDPH website. There are also assessment worksheets for [child care](#) and [kindergarten](#) to help you with the reporting process (Appendix B).

## Special On-Site Surveys

Each year, usually in the spring, CDPH and local health department staff visit a random sample of schools and child-care facilities to check understanding of and compliance with immunization requirements and effectiveness of follow up. Other visits may be made or reports may be required if disease outbreaks or other problems relating to immunizations occur. [Health and Safety Code Section 120375\(c\)-\(d\)](#) grants local health departments access to child-care or school immunization records.

# Disease Reporting Requirements

## Reporting Communicable Diseases

Appendix D lists diseases that must be reported by school or child-care personnel to the local health department according to the [California Code of Regulations Sections 2500, 2593, 2641-2643, and 2800-2812](#). Note that some of these diseases must be reported immediately by phone. CDPH specifically requests that schools and child-care providers report all cases of measles, any rumors of measles, and any illness with both rash and fever to the health department by telephone. Please do not wait until the child returns to child care or school before making the telephone report.

## Tuberculosis (TB) Screening Requirements

Tuberculosis (TB) screening is not part of the California school immunization law. If you have questions regarding TB or TB screening requirements, please contact your local health department's TB control program. For child-care providers, please check with your local child-care licensing agency.

# Useful Websites

## **California State Information:**

California Department of Public Health, Immunization Branch, Shots for School:  
[www.ShotsforSchool.org](http://www.ShotsforSchool.org)

The California Immunization Registry (CAIR)  
<http://cairweb.org/>

California Department of Public Health, Immunization Branch  
<http://www.cdph.ca.gov/programs/immunize/>

California State Laws  
<http://leginfo.legislature.ca.gov/>

California Code of Regulations  
<https://govt.westlaw.com/calregs/>

## **School Information:**

California Department of Education  
[www.cde.ca.gov](http://www.cde.ca.gov)

## **Child Care Information:**

California Department of Social Services, Community Care Licensing Division  
[www.cclcd.ca.gov/](http://www.cclcd.ca.gov/)

California Child Care Resource & Referral Network  
[www.rnetwork.org](http://www.rnetwork.org)

## **General Immunization Information:**

Center for Disease Control and Prevention, Vaccines  
<http://www.cdc.gov/vaccines/>

American Academy of Pediatrics (AAP)  
<https://www.aap.org/en-us/Pages/Default.aspx>

Immunization Action Coalition  
[www.immunize.org](http://www.immunize.org)

Vaccine Adverse Event Reporting System (VAERS)  
<https://vaers.hhs.gov/>

## **College Information:**

American College Health Association (ACHA)  
<http://www.acha.org/>

## **Contact Information for Local Health Departments:**

<http://www.cdph.ca.gov/programs/immunize/Pages/CaliforniaLocalHealthDepartments.aspx>

# Appendix A:

## Frequently Asked Questions

[Immunizations Frequently Asked Questions](#) | [Spanish](#)

[Transitional Kindergarten Frequently Asked Questions](#) | [Spanish](#)

Tdap Requirement Frequently Asked Questions

[For Parents](#) | [Spanish](#)

[For Schools and Providers](#)

[Frequently Asked Questions on the New Law \(SB 277\) Effective in 2016](#) | [Spanish](#) | [Russian](#)

[Conditional Admission Frequently Asked Questions](#)

[Up-to-Date Rate Frequently Asked Questions](#)

# Appendix B:

## Samples and Materials to Help You Implement the Law

[Sample California Immunization Record](#)

[California School Immunization Record](#)

[Guide to Immunizations Required for Child Care or Preschool](#)

[Guide to Immunizations Required for School Entry Grades TK/K-12](#)

Windows for Immunizations

[Child Care](#) | [Spanish](#)

[K-12](#)

[Template \*Notice of Immunizations Needed\* Letter for Schools](#) | [Spanish](#)

Tdap Materials

[Tdap Requirement Sticker Guide for School Staff](#)

[Tdap Requirement Suggested Checklist for Schools](#)

[Template School to Parent Letter for Tdap](#) requesting immunization record

[Phone Script from School to Parent for Tdap](#) requesting immunization record

[Clinicians: Keep it Clear for Schools](#)

[Template \*Recall of Patients Who Have Not Received Tdap\* Letter for Providers](#)

[Binational Immunization Resource Tool \(Mexico/USA\)](#)

[California Immunization Registry \(CAIR\) Information for Schools and Child Care](#)

[CAIR training videos for schools](#)

Immunization Assessment Worksheets

[Child Care](#)

[Kindergarten](#) (also available in [Excel format](#))

[Names of Vaccines Used in U.S. and Foreign Markets](#)

[Vaccine Acronyms and Abbreviations](#)

[“No Shots? No Records? No School.” poster](#) | [Spanish](#)



# Appendix C:

## Samples and Materials for Parents and Students

[Parents' Guide to Immunizations Required for Child Care or Preschool](#) | Spanish

[Parents' Guide to Immunizations Required for School Entry](#) | Spanish

[Recommended Immunizations Brochure for Parents of Young Children](#) | Spanish

[Vaccine Recommendations for 11- and 12-year-olds](#) | Spanish

[Ready for 7th Grade card](#)

[Ready for 7th Grade flyer](#)

[Vaccine Safety: Answers to Parents' Top Questions](#) | Spanish

# Appendix D:

## California Law and Regulations

### California Health and Safety Code

[Educational and Child Care Facility Immunization Requirements](#), Division 105, Part 2,

Chapter 1

[Immunization of College-Age Students](#), Division 105, Part 2, Chapter 1.5

[Meningococcal Immunization](#), Division 105, Part 2, Chapter 1.7

[Administration of Child Day Care Licensing](#), Division 2, Chapter 3.4, Article 2 (see §1596.813)

[Day Care Centers Administration](#), Division 2, Chapter 3.5, Article 3 (see §1597.05)

[Family Day Care Homes](#), Division 2, Chapter 3.6 (see §1597.541)

### [California Code of Regulations Title 17, Division 1, Chapter 4, Subchapter 8](#)

[Table 1: Child Care Immunization Requirements](#)

[Table 1: K-12 Immunization Requirements](#)

[Table 2: Conditional Admission Immunization Schedule](#)

### [Reportable Diseases and Conditions](#)