

**INSTRUCTIONS FOR PREPARATION OF THE 2009-2010 SUMMARY REPORT OF IMMUNIZATION  
STATUS OF MISSOURI PUBLIC, PRIVATE AND PAROCHIAL SCHOOL CHILDREN (CD-31)**

**Please note that instructions for completing the *Report of Students in Noncompliance with Missouri School Immunization Law (Imm.P.10)* have been revised.**

**Background:**

Varicella vaccine shall be required for all children starting kindergarten or who were five (5) or six (6) years of age as of and after the beginning of the 2005-2006 school year. If a student has had chickenpox disease, a signed statement from the parent, guardian or licensed doctor of medicine or osteopathy may be accepted as proof of disease.

For children beginning kindergarten during or after the 2003-2004 school year, school immunization requirements must follow the latest ACIP recommended immunization schedules (<http://www.cdc.gov/vaccines/recs/schedules>) and ACIP General Recommendations on Immunization (<http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>). This regulation will not affect students who began attending school in Missouri prior to the 2003-2004 school year.

Satisfactory evidence of immunization consists of a statement, certificate, or record from a physician or other recognized health facility. The statement must include the type of vaccine given and the date of administration. All students shall be required to provide documentation of the month, day and year of vaccine administration.

Students who are not completely immunized may **not** attend school unless they have begun the series and are making satisfactory progress as outlined on the enclosed ACIP-recommended immunization schedules **and** have a current signed **Immunizations In Progress** form (Imm.P.14) on file with the student's immunization record. In progress means that a child has begun the vaccine series and has an appointment for the next dose (i.e., Hep B vaccine series was begun but the child is not yet eligible to receive the next dose in the series. In progress does not apply to the Tdap or Td booster). This appointment must be kept and an updated record provided to the school. If the appointment is **not** kept, the child is no longer in progress and is noncompliant.

Students may be exempted for reasons of religious objection by placing a **Religious Immunization Exemption** form (Imm.P.11A) on file with the student's school immunization record indicating that immunization of the student violates the religious beliefs of the parent or guardian. The parent or guardian must sign this form.

Students may be exempted from immunization for medical reasons by placing a **Medical Immunization Exemption** form (Imm.P.12) on file with the student's school immunization record. A licensed doctor of medicine or doctor of osteopathy must complete and sign this form certifying that either the immunization would seriously endanger the student's health or life or the student has documentation of laboratory evidence of immunity to the disease(s).

Please distribute instructions to all personnel responsible for preparing the *2009-2010 Summary Report of Immunization Status of Missouri Public, Private, and Parochial School Children* (CD-31). The *Summary Report* and instructions are also available on the Department of Health and Senior Services' (DHSS) Web site under the school requirements at <http://www.dhss.mo.gov/Immunizations>. This report must be submitted to the DHSS no later than **October 15, 2009**. One report should be submitted from each public school district (private/parochial schools may submit a report for each school).

For assistance in completing the *Summary Report*, please refer to the attached **Missouri School Immunization Requirements 2009-2010** that outline immunization requirements for each grade. For information on vaccine spacing and minimum intervals, please refer to the ACIP's Recommended Immunization Schedule for Persons Aged 0-6 Years, United States 2009; the Recommended Immunization Schedule for Persons Aged 7-18 Years, United States 2009; or the Catch-up Immunization Schedule for Persons Aged 4 Months – 18 Years Who Start Late or Who Are More Than 1 Month Behind, United States 2009.

### **Instructions for the completion of the *Summary Report (CD-31)*:**

Ensure the name of the school or school system and address on the top portion of the form are correct. If not, make corrections on the label. Complete the form, date it and obtain the necessary signature.

1. For **each grade**, enter the current enrollment.
2. For **each grade** and for **each required immunization** enter the following:
  - The number of students fully immunized according to the rule.
  - The number of students in progress to complete immunization series. (**In progress means student is waiting to complete the series, but is ineligible to receive vaccine due to timeframe between doses**). **Immunizations In Progress form (Imm.P.14) must be on file.**
  - For varicella only, the number of students with proof of disease.
  - The number of students with a **Medical Immunization Exemption** form (Imm.P.12) on file.
  - The number of students with a **Religious Immunization Exemption** form (Imm.P.11A) on file.
  - The number of students who do not have all immunizations required for their grade level, but have an immunization record. Record these students on the *Report of Students in Noncompliance with Missouri School Immunization Law* (Imm.P.10).
  - The number of students who do not have an immunization record. Record these students on the *Report of Students in Noncompliance with Missouri School Immunization Law* (Imm.P.10).

### **Instructions for completing the *Report of Students in Noncompliance with Missouri School Immunization Law (Imm.P.10)*: Please note that instructions for completing the *Report of Students in Noncompliance with Missouri School Immunization Law (Imm.P.10)* have been revised.**

This form is to be used to report those students who have not received all required immunizations AND who do not have the appropriate **Medical** or **Religious Immunization Exemption** or **Immunizations In Progress** form on file. Do **not** include students who are in the process of completing a vaccination series. (Ensure these students have an **Immunizations In Progress** form on file.) Return the Imm.P.10 summary report by **October 15, 2009**, along with the completed CD-31.

1. Enter the identifying information for the school or school system, date, and name of person completing the form in the top portion of the form.
2. Enter the following information for each student in noncompliance:
  - Student ID (Such as school developed ID number)
  - Grade
  - Check the appropriate box(es) under the Immunization(s) Needed Section.
3. Submit a photocopy of the Imm.P.10 with the *Summary Report (CD-31)* to DHSS at the address provided.
4. By **November 15, 2009**, immunization follow-up information for the non-compliant students must be filed with DHSS. Indicate in the Immunization Follow-up column of this form which of the following type(s) of action was taken to enable the student(s) to meet the immunization requirements and remain in school:
  - Required immunization(s) was completed (indicate the type of vaccine and month/day/year vaccine was received).
  - **Immunizations In Progress** form (Imm.P.14) was completed and placed in the student's file.
  - Appropriate **Medical** or **Religious Immunization Exemption** form (Imm.P.11A or Imm.P.12) was completed and placed in the student's file.
  - Student moved from the school district.

After November 15, 2009, students who do not have required immunization(s), appropriate exemption or In Progress form should be excluded from school attendance.

5. Submit a photocopy of the updated Imm.P.10 form to the DHSS address indicated.
6. Continue updating the Imm.P.10 form and send monthly to DHSS until all students are compliant.

A draft letter that you may wish to use for students with incomplete immunization records is enclosed. If you have any questions, please call your Regional Immunization Quality Improvement Representative (see attached map), your local public health agency or the Bureau of Immunization Assessment and Assurance at (573) 751-6124.