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**INTEROFFICE MEMORANDUM**

**DATE:** July 29, 2002  
**TO:** County Health Department Directors/Administrators  
**FROM:** Bonita J. Sorensen, M.D., M.B.A.  
Deputy State Health Officer  
**SUBJECT:** Compulsory School Immunizations  
Annual Reports and Surveys – 2002/03 School Year

**ACTION**

**REQUIRED:** Review and comply with standards.

**DUE DATE:** 10/30/02

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In October of each year, all public and private schools submit reports in compliance with the compulsory school immunization law indicating the status of their kindergarten and seventh grade students pursuant with the requirements of Chapter 232.032 (7), Florida Statutes, and Chapter 64D-3.011 (3), Florida Administrative Code.

**Public School Reporting**

Electronic reporting

Electronic reporting is accepted by the Department of Health from public school districts that achieved a standard of less than five percent variance between the electronic and manual reporting over a three-year period. These school districts have adequately resolved and updated immunization data (i.e., Temporary Medical Exemptions) into their electronic data base.

- The list of school districts approved for electronic only reporting of kindergarten or seventh grade compliance will be updated annually until all school districts are reporting data electronically (Attachments 1 and 2).
- These school districts do not need to submit the Department of Health, Immunization Annual Report of Compliance for Kindergarten and Seventh Grade, Form 684, to the county health department.

Manual reporting

County health departments are responsible for collecting Form 684, by October 1, 2002, from public school districts with a kindergarten and/or seventh grade not included on the attached lists and not approved for electronic only reporting.

**Private School Reporting**

Private schools with a kindergarten and/or seventh grade are required to submit Form 684 to the county health department by October 1, 2002.

## Method

County health departments should distribute supplies of Form 684, sample attached, to public and private schools with kindergartens and/or seventh grade.

- Do not send Form 684 to the public school districts accepted for electronic only kindergarten and seventh grade reporting (Attachments 1 and 2).
- All private schools with kindergarten and/or seventh grade should be provided with Form 684 for manual reporting to the county health department.
- A separate Form 684 must be completed for kindergarten and/or seventh grade and is due in the county health departments by October 1.
- The county health departments will summarize the data from the Form 684s on Kindergarten and Seventh Grade Annual Report of Compliance County Summary, Department of Health, Form 685, sample attached, and submit it to the Bureau of Immunization by October 30, 2002.
- County health departments should complete a separate Form 685, sample attached, for each grade—one for kindergarten and one for seventh grade.
- The completed form is due October 30 and may be submitted through e-mail to [Frances\\_Dennard@doh.state.fl.us](mailto:Frances_Dennard@doh.state.fl.us) or by U.S. Mail to:

Bureau of Immunization  
Bin A11  
4052 Bald Cypress Way  
Tallahassee, Florida 32399-1719

In addition, immunization field staff will be conducting kindergarten and seventh grade validation surveys during the winter months. A survey protocol has been prepared and randomly selected schools will be notified well in advance of this audit.

If you have any questions concerning this information, please contact your immunization field staff, list attached, or Frances Dennard at (850) 245-4342 or SunCom 205-4342.

ARN/cha/fhd  
Attachments

cc: Annie R. Neasman, R.N., M.S.  
Deputy Secretary for Health  
Landis K. Crockett, M.D., M.P.H., Director  
Division of Disease Control  
Annette Phelps, A.R.N.P., M.S.N., Director  
Division of Family Health Services  
Charles H. Alexander, Chief  
Bureau of Immunization  
Mary Jo Butler  
Department of Education (without Attachment Form 685)  
County Health Department Nursing Directors  
Bureau of Immunization Field Staff

**PUBLIC SCHOOL DISTRICTS (COUNTIES)  
ACCEPTED FOR ELECTRONIC REPORTING FOR KINDERGARTEN**

The fifty-five public school districts (counties) listed below have consistently achieved a standard of less than five percent variance in their electronic data and manual reporting for kindergarten during the years of dual reporting. Their electronic data is acceptable and they are exempted from submitting Form 684 for public school kindergarten for the school year 2002/03.

Alachua	Baker
Bay	Calhoun
Citrus	Clay
Collier	Columbia
Dade	DeSoto
Dixie	Duval
Escambia	Flagler
Gilchrist	Glades
Gulf	Hardee
Hendry	Hernando
Highlands	Hillsborough
Holmes	Indian River
Jackson	Jefferson
Lafayette	Lake
Lee	Levy
Madison	Manatee
Marion	Martin
Nassau	Okaloosa
Okeechobee	Orange
Osceola	Palm Beach
Pasco	Pinellas
Polk	Putnam
Saint Johns	Saint Lucie
Santa Rosa	Sarasota
Seminole	Sumter
Suwannee	Taylor
Volusia	Wakulla
Washington	

**PUBLIC SCHOOL DISTRICTS (COUNTIES)  
ACCEPTED FOR ELECTRONIC REPORTING FOR SEVENTH GRADE**

The forty-four public school districts (counties) listed below have consistently achieved a standard of less than five percent variance in their electronic data and manual reporting for seventh grade during the years of dual reporting. Their electronic data is acceptable and they are exempted from submitting Form 684 for public school seventh grade for the school year 2002/03.

Alachua	Baker
Bradford	Brevard
Calhoun	Charlotte
Citrus	Clay
Collier	Dade
Desoto	Duval
Escambia	Flagler
Gilchrist	Gulf
Hardee	Highlands
Hillsborough	Holmes
Indian River	Lee
Levy	Madison
Manatee	Marion
Martin	Okaloosa
Okeechobee	Orange
Palm Beach	Pasco
Pinellas	Polk
Saint Johns	Saint Lucie
Santa Rosa	Sarasota
Seminole	Sumter
Taylor	Volusia
Wakulla	Washington