Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

INTEROFFICE MEMORANDUM

DATE: August 3, 2010

TO: County Health Department Directors/Administrators

FROM: Shairi R. Turner, M.D., M.P.H.
Deputy Secretary for Health

SUBJECT: Compulsory School Immunizations
Annual Report and Survey – 2010-2011 School Year

ACTION REQUIRED: Review and comply with standards **DUE DATE:** October 31, 2010

Each October, all public and private schools submit reports in compliance with the compulsory school immunization law, indicating the status of their kindergarten and seventh (7th) grade students, pursuant to the requirements of Section 1003.22, *Florida Statutes*, and Section 64D-3.046 (3), *Florida Administrative Code*.

Public School Reporting

The Department of Education (DOE) will electronically submit public school compulsory data for kindergarten and 7th grade, by district, directly to the Department of Health (DOH), Bureau of Immunization (BOI).

Private School Reporting

Private schools with a kindergarten and/or 7th grade will submit DH Form 684 to the local county health department (CHD) by October 1, 2010.

Method

- CHDs should visit the DOE website at floridaschoolchoice.org/Information/PrivateSchoolDirectory/ for a list of private schools. Compare this list with the active list of private schools from the previous year's Compulsory Report.
- CHDs will distribute the DH Form 684 and the instruction page (samples enclosed) to all private schools with a kindergarten and/or 7th grade.
- Each private school will complete and submit a separate DH Form 684 for kindergarten and 7th grade to the local CHD by October 1, 2010.

- CHDs are responsible for tracking these private schools for form accuracy and submission.

- CHDs will summarize the data collected from each DH Form 684 onto the *Kindergarten and Seventh Grade Annual Report of Compliance County Summary (DH Form 685).*

- CHDs will complete DH Form 685 (sample enclosed) based on the data collected.

- Children entering kindergarten who are complete for kindergarten immunization requirements, but have a temporary medical exemption until 7th grade, are "Fully Immunized" (see DH Form 684, Section C).

- Note: Choose DOE "Code 8" to review and document 7th grade status for completion of tetanus-diphtheria-pertussis (Tdap) vaccine.

- CHDs will submit a completed DH Form 685 by October 31, 2010 to Ms. Amy Wilson at the BOI, via email, at Amy_Wilson@doh.state.fl.us, or via fax to (850) 412-5815.

In addition, BOI field staff will conduct a kindergarten and 7th grade validation survey during the winter months. The BOI will notify those schools randomly selected to participate in the validation survey well in advance.

If you have any questions concerning this survey, please contact your BOI field staff consultant (see enclosure), or the BOI assessment and survey analyst, Ms. Amy Wilson, at (850) 245-4444, extension 2395.

SRT/cha/aw
Enclosures
cc: Julia Gill, Ph.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
Bambi J. Lockman
Department of Education
County Health Department Nursing Directors
Bureau of Immunization Field Staff

FLORIDA DEPARTMENT OF HEALTH

KINDERGARTEN AND SEVENTH GRADE ANNUAL REPORT OF COMPLIANCE COUNTY SUMMARY
COMPULSORY IMMUNIZATION - FLORIDA STATUTES 1003.22

County _____

Date _____

County Health Department data summary of private school manual reporting:

Grade	Total Number of:			Number of Students in Each Category:				
				Medical Exemptions				
	Schools	Children Enrolled	Fully Immunized Have DH-680 (Part A)	Temporary DH-680 (Part B)	Permanent DH-680 (Part C)	Religious Exemption DH-681	30-Day Transfer Exemptions	Out of Compliance
Kindergarten								
Seventh								

Send to: Bureau of Immunization
Field Operations
4052 Bald Cypress Way, Bin A-11
Tallahassee, Florida 32399-1719

Report Submitted by: _____
Name

Due Date: October 31, 2010

INSTRUCTIONS FOR COMPLETING DH FORM 684

As required under Section1003.22, *Florida Statutes*, all private schools will complete and submit DH Form 684 to the local county health department (CHD) each year. Those schools having students in both kindergarten and seventh grade will complete two separate forms: one for each grade. Submission deadline to the CHD is October 1, 2010. Each school must retain a copy of the submitted form(s).

TO COMPLETE FORM:

A. Private School Information: Complete all identifying information.

B. Student Information: Check and/or complete the appropriate categories. List only those students with an exemption or who are out of compliance.

- Student's Name
- Student's Grade (Kindergarten or Seventh)
- Medical Exemptions:

  - Temporary Medical Exemption: Children enrolled after presenting DH Form 680 Part B signed by a licensed physician or authorized designee. The expiration date must be recorded and not be out of date.

  - Permanent Medical Exemption: Children enrolled after presenting DH Form 680 Part C, signed by a licensed physician or authorized designee.

- Religious Exemption:

  - Children enrolled after presenting DH Form 681, signed by the parent or guardian.

- 30-Day Transfer Exemption:

  - This exemption, issued by an authorized school official, applies to those children transferring from outside the State of Florida or from one county to another.

- Out of Compliance:

  - Children not meeting immunization requirements set by law. For example, a child with an expired Temporary Medical Exemption, or a child enrolled in school more than 30 days without a valid DH Form 680.

C. Summary Information: Enter the total number of students in each category.

Any questions regarding this form or the requirements of the law should be addressed to the local county health department.

FLORIDA DEPARTMENT OF HEALTH

IMMUNIZATION ANNUAL REPORT OF COMPLIANCE FOR KINDERGARTEN AND SEVENTH GRADE COMPULSORY IMMUNIZATION - FLORIDA STATUTES 1003.22

(A) Private School Information:

______________ **Date**

Name of School ______________________________

Address ______________________

______________ City ______________ County ______ Zip

Name of Principal ______________________

Information of the person completing the form

Name ______________________

Position/Agency ______________________

Phone Number ______________________

(B) Student Information: List students not fully immunized. Indicate type of exemption or out of compliance Exemptions that expired before the date on this form are out of compliance.

Name (Last, First)	Grade	Medical Exemptions: Temporary DH-680 (Part B) List Expiration Date	Medical Exemptions: Permanent DH-680 (Part C)	Religious Exemptions DH-681	30-Day Transfer Exemptions List Enrollment Date	Out of Compliance
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐
	K ☐ or 7th ☐		☐	☐		☐

(C) Summary Information: Provide total number of students in each category.

Grade	Students Enrolled In Grade	Fully Immunized DH-680 (Part A)	Medical Exemptions: Temporary DH-680 (Part B)	Medical Exemptions: Permanent DH-680 (Part C)	Religious Exemptions DH-681	30-Day Transfer Exemptions	Out of Compliance
Kindergarten							
Seventh							

Submit by October 1, 2010 to: County Health Department

DH Form 684, 08/2008 (Obsoletes all previous versions)