

Mission:
To protect, promote & improve the health
of all people in Florida through integrated
state, county & community efforts.



Rick Scott
Governor

John H. Armstrong, MD, FACS
State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

INSTRUCTIONS FOR COMPLETING DH FORM 684

As required under Section 1003.22, *Florida Statutes*, private schools with a kindergarten and/or seventh grade will submit a completed *Immunization Annual Report of Compliance for Kindergarten and Seventh Grade* (DH Form 684) to the local county health department (CHD) each year by October 1. Schools must retain a copy for record-keeping and auditing purposes.

A. Private School Information: Complete all identifying information.

B. Student Information: List only students not fully immunized, indicating grade, exemption type, and if out of compliance. See below for guidance.

- **Temporary Medical Exemption**:** For children presenting a valid *DH Form 680 Part B*, signed by a licensed physician or authorized designee. The expiration date provided must be current (not expired) while on file at the school.
- **Permanent Medical Exemption:** For children presenting a valid *DH Form 680 Part C*, signed by a licensed physician. This category includes children not fully immunized, but for medical reasons cannot receive one or more vaccines. The physician must state, in writing, the medical reasons based upon valid clinical reasoning or evidence, demonstrating the need for a permanent exemption.
- **Religious Exemption:** For children whose parent or legal guardian requests an exemption from immunization due to the family's religious tenets or practices. This type of exemption (*DH Form 681*) is issued by a CHD only.
- **30-Day (Transfer) Exemption**:** For children (a) transferring interstate; (b) transferring intrastate; (c) who are homeless; (d) in the juvenile justice system; or (e) are military children (see Section 1000.36 *Florida Statutes*).
- **Out of Compliance**:** For children not meeting immunization requirements set by law and lack proper documentation of an exemption. This category includes children with an expired Temporary Medical Exemption; children enrolled in a school more than 30 days without a valid DH Form 680 or DH Form 681; children with no immunization record and no 30-Day (Transfer) Exemption.

C. Summary Information: Enter the total number of students in each category, ensuring the totals per grade are equal to the number of students *Fully Immunized*.

Please address any questions regarding this form or the requirements of the law to the **local CHD**.

**The school health nurse or authorized school official is responsible for follow-up of these children, ensuring completion of immunizations and proper documentation.