

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

INTEROFFICE MEMORANDUM

DATE: August 8, 2014
TO: County Health Department Directors/Administrators
FROM: Celeste Philip, M.D., M.P.H. 
Deputy Secretary for Health
SUBJECT: Compulsory School Immunizations
Annual Report and Survey, 2014–2015 School Year

ACTION

REQUIRED: Review and comply with standards

DUE DATE: October 31, 2014

Each October, all public and private schools submit reports in compliance with Section 1003.22, *Florida Statutes*, and Section 64D-3.046, *Florida Administrative Code*, indicating the compulsory immunization status of their kindergarten and seventh grade students.

Public schools will electronically submit their immunization data to the Florida Department of Education (DOE). The DOE will then review the data and submit a compiled report, known as *Survey 2* (or the *Annual Report of Compliance Compulsory Immunization, District Report*), to the Florida Department of Health (DOH) Immunization Section by December 1, 2014.

Private schools are to manually complete and submit a *DH Form 684* (or *Immunization Annual Report of Compliance for Kindergarten and Seventh Grade*) to the local county health department (CHD) by October 1, 2014. Each CHD then submits a *DH Form 685* (or the *Kindergarten and Seventh Grade Annual Report of Compliance County Summary Compulsory Immunization-Florida Statutes 1003.22*), to the DOH Immunization Section by October 31, 2014.

Proper categorization of student immunization status is essential for obtaining accurate school coverage rates. Follow the below steps to ensure data integrity:

- The DOE should categorize fully immunized kindergarten and seventh grade **public** school students as *Total Certificates of Immunization for Survey 2*. This includes students who were issued a Temporary Medical Exemption (TME), but also received all required immunizations.
- CHDs should categorize fully immunized kindergarten and seventh grade **private** school students as *Fully Immunized* on the *DH Form 685*. This includes students who were issued a TME, but also received all required immunizations.
- Report public and private school students who have a 30-Day Transfer Exemption, but who have been enrolled for more than 30 days, as "Out of Compliance."

Florida Department of Health

Division of Disease Control and Health Protection
Bureau of Communicable Diseases • Immunization Section
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www.FloridaHealth.gov

TWITTER: HealthyFLA
FACEBOOK: FLDepartmentofHealth
YOUTUBE: fldoh
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CHD/Private School-specific:

- CHDs will visit the DOE website at www.floridaschoolchoice.org/information/PrivateSchoolDirectory/ for a list of private schools in their county (district), selecting those with a kindergarten and/or seventh grade. Combine this list of private schools with the active list of private schools from the previous year's compulsory report.
- CHDs will open the *DH Form 684* in Microsoft Word, and will enter their name, address, telephone number, fax number, and contact person's name in the box indicated, prior to making copies for private school distribution. **All other formatting must remain.**
- CHDs will distribute a *DH Form 684* and the instruction sheet to the identified private schools. Emailing these forms is cost efficient, and therefore encouraged.
- CHDs will ensure the private schools submit a completed *DH Form 684* by October 1, 2014. CHDs are responsible for tracking form submission.
- CHDs will review each *DH Form 684*, ensuring the combined total of the categories in (C) *Summary Information* is equivalent to the number of *Students Enrolled in Grade*.
- CHDs will compile the data from all *DH Form 684s* onto a *DH Form 685*, ensuring the *Total Number of Children Enrolled* is equivalent to the *Number of Students Enrolled in Each Category*.
- CHDs, including those without private schools in their county, will submit a *DH Form 685* **via email** to Amy.Wilson@flhealth.gov, or **via fax** to 850-922-4195 by October 31, 2014.

For questions concerning this survey, please contact your Immunization Section field staff consultant (see enclosure) or our survey and assessment consultant, Ms. Amy Wilson, at 850-245-4444, extension 2395.

CP/CHA/aw
Enclosures

cc: Anna M. Likos, M.D., M.P.H., Director
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