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| **Standard Operating Procedure Outline** |
| Category: | **Student Operations** | Department: | **Student Services** |
| Procedure: |  **Immunizations** |
| Author: A. Martin | Version: 1.0 | May 26, 2022 |
| **Operational Objective(s)** |
| * Effectively register a student’s immunization history in PowerSchool

**New student registration:**1. Parent signs in a new student.
2. Options for immunization records:
	1. Student has a current Tennessee immunization record:
		1. Give to the Med-Clerk and/or attendance clerk to annotate immunizations in Skyward *OR*
		2. Med-Clerk annotates immunizations in Skyward and gives to the nurse for review
	2. Student has a current out-of-state immunization record:
		1. Have the parent go to the Health Department or physician to have an out-of-state record transferred to a Tennessee form. Register once a record has been received.
		2. If the student is registered prior to obtaining a TN form, inform the parent that they must provide a form within two weeks, or the student will not be able to attend school.
		3. Once the immunization record is obtained, follow step 2a.
	3. Student does not have an immunization record:
		1. The student should not be registered without an immunization record.
		2. If the parent is unable to obtain an immunization record prior to registering, the student may be registered, and the parent informed that they need to supply a record within one month of the registration date or the student will not be able to attend school.
3. Students who are homeless, immigrants or in foster care are not mandated to provide an immunization record. Please make every attempt to secure one. If there are problems, contact Student Services, 901-752-7900.
4. For students (from 2c) who have been registered without an immunization record:
	1. The Med-Clerk and/or the attendance clerk should keep track of when the immunization is due.
	2. The Med-Clerk and/or attendance clerk should contact the parent to inform them that they need to bring an immunization record, or the student should not come to school. This is an unexcused absence and can be covered by a parent note if the parent desires.
	3. Once the immunization record is received follow step 2a.
5. Students who are on an extended or make-up schedule will have a temporary immunization record.
	1. Section 3a of the TN immunization record will be marked and an expected date of next dose should be listed.
	2. Med-Clerk or attendance clerk should keep track of the date the next dose is due and contact the parent if an updated immunization record is not obtained within one week.
6. Parents may request that their students not receive immunizations. The only reasons are Medical exemption and Religious exemption.
	1. Medical exemptions require documentation from a physician either on the immunization record or a letter or prescription.
	2. Religious exemptions require a form completed by the parent ***([LINK)](https://www.thephysedexpress.com/religious-exemption-letter.html)***
	3. Medical exemptions require a form completed by the parent [***(LINK)***](https://www.thephysedexpress.com/medical-exemption-form.html)
	4. Exemptions are annotated in Skyward, and a copy is sent to Student Services.
7. Once the immunization record or exemption has been annotated in Skyward it is filed in the CUM folder.

**Yearly review of immunizations:**The Lead Nurse and CSH should review each student’s immunization record in Skyward at the beginning of the school year to ensure that all the required immunizations have been completed. All 7th grade students require a tDap booster unless they have an exemption form.1. If all immunizations are current for a student, move on to the next student.
2. If an immunization is missing:
	1. Mark the missing immunization(s) as “Non-compliant”
	2. Once the review of all students has been completed, run a Skyward Report for Non-compliant individuals
	3. Contact the parent by phone to request an updated immunization record. Inform the parent that the student will not be able to attend school if the immunization record is not received in two weeks.
	4. Send a reminder letter home [***(LINK)***](https://www.thephysedexpress.com/notice-of-incomplete-immunization-records.html) to the parents after one week requesting the completed immunization record.
	5. Send a second reminder letter home [***(LINK)***](https://www.thephysedexpress.com/notice-of-incomplete-immunization-records.html) after the first week, giving them one more week.
	6. If the parent does not provide an immunization record within the required time frame, work with administration to have the student sent home until a record can be submitted.
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