

**Student Immunizations
(Administrative Rule)**

Code #453.02AR

Immunization Procedures and Responsibilities

Parental Responsibilities

- The parent(s)/guardian(s) or the student if an adult, shall secure the immunizations required from available medical sources or shall submit the appropriate request for waiver.
- The Wisconsin Immunization Law requires students through grade 12 and children in day-care centers to be immunized according to their age/grade level by the beginning of the school year. Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus, pertussis and Hepatitis B and varicella (chicken pox).
- Students must present written evidence of completed basic and booster immunizations, including the day, month and year. If students are not fully immunized upon admittance to school, they must have received at least one dose of each vaccine required for their age/grade within 30 school days of admission. Immunization records must be signed by the parent(s), guardian(s) or adult student.
- The second dose of DPT/DtaP/DT/Td, polio, measles/mumps/rubella (MMR) and Hepatitis B vaccines must be received within 90 school days of admission. Within 30 school days of admission the following year, students must have received their third and fourth doses of DPT/DtaP/DT/Td, polio, and third dose of Hepatitis B vaccines, if required for their age/grade.
- Students must meet these immunization deadlines and notify their school regarding any additional vaccines they receive.
- Vaccination dates for measles, mumps and rubella must be on or after the first birthday. Parent(s)/guardian(s) are responsible for having their child/children re-vaccinated if the immunization was prior to the child's first birthday. The second MMR vaccination must be received according to age/grade level.
- If a child receives the third dose of DPT/DtaP/DT/Td or polio after the fourth birthday, further doses of these vaccines are not required, but may be recommended.
- Waiver of Immunization Requirements - Waivers shall be submitted by the parent(s)/legal guardian(s)/adult student for the following reasons:

- Health Reasons - Upon certification by a licensed physician that an immunization is or may be unnecessarily detrimental to the health of a student, the requirements for immunization(s) shall be waived by the school.
- Personal or Religious Conviction - Immunization requirements shall be waived by the school upon presentation of a written statement which declares that the student is being raised as an adherent to a religious belief or has a personal conviction which forbids immunizations. This waiver must be signed by a parent, guardian or adult student.

School Responsibilities

- The school's registered nurse or school's designee will inquire for and collect required immunization records.
- The school's registered nurse shall make certain that a list of immunization records is included in each student's cumulative file.
- The school's registered nurse will review records, note any missing and/or incomplete immunizations, unsigned records or needed boosters.
- The school's registered nurse will notify parent(s)/legal guardian(s) or adult student when student immunization records are incomplete of statutory requirements and of deadlines for completion.
- The school's registered nurse shall notify in writing the parent(s)/legal guardian(s) or any adult student who has not submitted either written evidence of immunization or a request for waiver by the 15th and 25th school day after being admitted. Notification shall include instruction for complying with immunization requirement, including a list of missing immunizations, the availability of waivers for reasons of health, religion or personal conviction, an explanation of the penalty for non-compliance, an immunization clinic schedule, a timeline of needed immunizations, and a summary of the immunization law, including a notice that court actions and a forfeiture penalty could result due to non-compliance. An immunization schedule and immunization clinic schedule will also be included with the notification(s).
- If the student is a transfer student and the immunization record has not been received, the school's registered nurse will contact the school from which the student transferred to report the missing immunization record and request the sending of the record.
- The parent(s)/legal guardian(s) of the transfer student or the adult student will be requested to fill out a new immunization record with needed dates or waiver and their signature if immunization records are late in being transferred or do not arrive from the transfer school.

- If a student is not in compliance with the law within 30 school days of admission, the school may exclude the student from school.
 - No student may be excluded from school for more than 10 consecutive school days unless, prior to the 11th consecutive school day of exclusion, the Board provides the student and parent(s), guardian(s) or legal custodian with an additional notice, a hearing and the opportunity to appeal the exclusion.
- Students who are in the process of immunizations in the previous year and have not completed their required immunizations by the beginning of the present school year are to be classified by the school as "behind schedule."
 - The school shall be informed by the parent(s)/legal guardian(s) or adult student of subsequent doses of required immunizations received.
 - The School Board will be informed of these students by the school's registered nurse and the Administration.
- The Board shall develop and implement a plan to encourage compliance with the immunization requirements and submit the plan to the State Department of Health Services annually.

Other Considerations - Histories and Records

- The school's registered nurse shall maintain on file the immunization history of each student and any waiver submitted.
- Immunization histories shall be updated with information from parent(s)/legal guardian(s), the Public Health Department and physicians by the school's registered nurse.
- A current roster shall be maintained by the school's registered nurse, including the name and immunization history of any student in need of immunizations required by law and of any needed boosters required for adequate health coverage, although not required by law. This roster will be reported to the Administration by the school's registered nurse.
 - Parent(s)/guardian(s) will be notified of needed immunizations for their child/children. Additionally, an immunization schedule and immunization clinic schedule will be included with the notification(s).
- The immunization history or record of any student who transfers shall be forwarded to the new school upon request for record transfer.
- The school's registered nurse will be responsible for obtaining the health and immunization records for forwarding with other records to the new school.
- Students graduating from high school or leaving high school shall be presented with the immunization histories prior to departure. Original immunization records shall be stored for a period of five years.

- All suspected cases of diseases covered by the immunization law which occur among students and staff shall be reported immediately by telephone to the Public Health Department. Should one of the diseases covered by the immunization law occur, the school's registered nurse shall identify the student(s) not immunized, notify the parent(s)/legal guardian(s) or adult student of the possible exposure and facilitate disease control activities.
- Should a substantial outbreak of one of the diseases covered by the immunization law occur in school or in the municipality of the school, the Department of Health Services may direct exclusion of any student not immunized. The exclusion shall last until the student is immunized, or until the State Department of Health Services determines that the outbreak has subsided.

Legal Reference: Sections 120.12(16) and 252.024, Wisconsin Statutes
DHS 144.07, Wisconsin Administrative Code

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