

## Mandatory Immunization Reporting – 2016-17 audit guide

The 2016-2017 school year financial and compliance audits of public schools by local educational agencies will continue to include an immunization component for kindergarten and 7th grades that:

1. Do not submit immunization assessment reports in the fall of 2016 or
2. Have conditional admission rates above 25% reported in the fall of 2016.

Schools found to have improperly admitted students that do not meet immunization requirements may be subject to forfeiture of ADA payments for those children.

If these criteria had been applied in the 2014-2015 academic year, up to 567 schools with kindergarteners and 234 schools with 7th grade students would have been audited in California.

To avoid a potential audit or audit finding:

- Submit your school's immunization reports by this year's extended November 15 deadline. (Historically, the deadline is October 15 for kindergarten and November 1 for grade 7 each year.)
- If a child is not up-to-date on immunizations, do not let him/her attend school unless an exemption applies. Ensure that all conditionally admitted students are accurately reported and that proper follow-up procedures are in place. The California Department of Public Health (CDPH) found that most students who were identified as "conditional entrants" were improperly classified (based on a sample of kindergarten immunization records during the 2013-14 school year). These students were behind in their immunizations, and should have been excluded from school until they received the catch up shots that were due *at the time of school entry*. See attached FAQs.

We urge you to adhere to the **"No shots? No records? No school,"** rule and support staff with dedicated and protected time for immunization-related work, including trainings, data entry, and follow up.

See the Education Audit Appeals Panel website at <http://eaap.ca.gov> for additional information on the 2015-2016 audit guide. For information regarding immunization and health checkup requirements, please contact your county office of education or local health department. Additional information, including tools for your staff, is available from CDPH's Shots for School website at [www.ShotsforSchool.org](http://www.ShotsforSchool.org).