

Mandatory Immunization Reporting – 2015-2016 audit guide

In accordance with the recent addition of an immunization component to the required financial and compliance audits of local educational agencies, in 2015-2016 California public schools will be audited if they:

- Do not submit immunization assessment reports to the California Department of Public Health (CDPH) in the fall of 2015 **or**
- Report that more than 25% of kindergarteners were conditional entrants in the fall of 2015.

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.

To avoid a potential audit or audit finding:

- Submit your school's immunization reports by October 15 for kindergarten and November 1 for grade 7.
- 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. 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.