

# Immunization Requirements Procedure

## Purpose

This document explains how to identify a child's immunization status and fill out required forms to ensure compliance with Washington Administrative Code #246-100-166.

## Guidance

Every Early Learning child must meet the requirements of the Washington State Immunization law before their entry date into the program (with the exception of those identified under the McKinney-Vento Act, as it relates to homelessness). A child meets the State law by:

- being fully immunized—no other immunizations are needed during the program year.
- having a “Conditional Status” (they have received all the immunizations they can at the time of entry but will need additional immunization during the program year.)
- providing medical verification of having had the particular disease
- having a personal or medical exemption (parent/guardian must obtain a signed Certificate of Exemption from a licensed health care provider, stating which immunizations they are exempt from.)
- belonging to a religious organization that does not allow for any medical care —need exemption form side B—for religious membership filled out. This form does not need a health care provider signature.

## Procedure

If there are any questions about the immunization status of a child, contact your Sr. Health Coordinator. Parents can access their child's CIS card through Washington State Immunization Information System (see link below).

1. Make sure the *Certificate of Immunization Status* (CIS) card is filled out completely and includes:
  - a. child's name
  - b. child's birthdate
  - c. month, day and year of each vaccine received
  - d. parent signature
2. Head Start/Early Head Start only: Upload the CIS card to ChildPlus **annually and when updates occur.**
3. Continue to work with families whose child is “conditional” to see that the child stays on schedule with the needed immunizations.
4. Update the CIS card by handwriting the change, initial and document the date the change was made.
5. Refer to Susceptible List Procedure for children who are exempt, conditional or non-compliant with immunizations.

## Related Documents

Certificate of Immunization Status (CIS) Form – Spanish/English

Certificate of Exemption (COE) Form – Spanish/English

*Susceptible List Procedure*

## Resources

Immunization Manual for Schools, Preschools and Child Care Facilities, Washington Administrative Code #246-100-166 Required Immunization Reporting, [www.doh.wa.gov/Portals/1/Documents/Pubs/348-124\\_ImmunizationSchoolManual.pdf](http://www.doh.wa.gov/Portals/1/Documents/Pubs/348-124_ImmunizationSchoolManual.pdf)

Washington State Immunization Information System, [www.myir.net](http://www.myir.net)