

## SCHOOL REPORT TO LOCAL HEALTH DEPARTMENT, 2021-2022

Wisconsin Stat. § 252.04 requires that all students through grade 12 must present written evidence of being in compliance with the student immunization law by receiving the required number of vaccinations, being in the process of receiving the required number of vaccinations, or by having a signed waiver (see instructions and compliance definitions on the next page). Each year schools must report to the local health department the aggregate compliance total, by school, on or before the 40<sup>th</sup> school day.

### INSTRUCTIONS

Complete a separate F-04002 for each school. Report results for only one school (one DPI School Code) per form. Submit the data on this form (F-04002) to the online REDCap survey:

<https://redcap.wisconsin.gov/surveys/?s=8NWY7WYFJT>

### SECTION A

Fill out the information for this school, including the LEA and school code. Click to search for DPI codes for [public schools](#) and [private schools](#). See page 4 for more information.

### SECTION B AND C

List the number of students that fall into each category for the students enrolled in Kindergarten in Column A, and then for total number of all students (including 3K or early childhood, 4K, Kindergarten through the highest grade) enrolled in Column B. For each vaccination, list students in one category only. Put zero "0" if no students meet a category description.) Definitions of each category are on pages 3 and 4.

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**Section A:** Complete the contact information for this school including the DPI LEA (District) Code, DPI School Code, and the grades that are enrolled at this school.

At this school, we have students enrolled in the following grades:

Starting with Grade \_\_\_\_\_ To \_\_\_\_\_

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DPI LEA (District) Code (4-digit number)

DPI School Code (4-digit number)

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Name of School

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Address, City, Zip

County

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Name of Person completing form (Print)

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Email address of person completing form

Telephone number (include area code)

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**A1: Self-Reported Total School Enrollment:**

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**A2: Self-Reported Kindergarten Enrollment:**

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**A3: Self-Reported Enrollment Grade 6 and above:**

**Section B:** list the number of students that fall into each category for each vaccine. **Section 1-5 rows a-g for each vaccine must equal the sum** must equal the total enrollment for all the grade(s) in that column. Section 6 rows a-g should total to your enrollment for students in Grade 6 or higher.

	Kindergarten Students <sup>1</sup>	All students <sup>2</sup>
<b>1. DTaP/DTP/DT/Td</b>	4 doses required	4 doses required
1a. Meets minimum requirements		
1b. In process		
1c. Behind schedule		
1d. Health waiver		
1e. Religious waiver		
1f. Personal conviction waiver		
1g. No record		
<b>2. Polio</b>	4 doses required	4 doses required
2a. Meets minimum requirements		
2b. In process		
2c. Behind schedule		
2d. Health waiver		
2e. Religious waiver		
2f. Personal conviction waiver		
2g. No record		
<b>3. Hepatitis B</b>	3 doses required	3 doses required
3a. Meets minimum requirements		
3b. In process		
3c. Behind schedule		
3d. Health waiver		
3e. Religious waiver		
3f. Personal conviction waiver		
3g. No record		
<b>4. MMR</b>	2 doses required	2 doses required
4a. Meets minimum requirements		
4b. In process		
4c. Behind schedule		
4d. Health waiver		
4e. Religious waiver		
4f. Personal conviction waiver		
4g. No record		
<b>5. Varicella</b>	2 doses required	2 doses required
5a. Meets minimum requirements		
5b. In process		
5c. Behind schedule		
5d. Health waiver		
5e. Religious waiver		
5f. Personal conviction waiver		
5g. No record		
<b>6. Tdap (6<sup>th</sup> grade through 12<sup>th</sup> grade)</b>		1 dose <sup>3</sup> required
6a. Meets minimum requirements		

6b. In process		
6c. Behind schedule		
6d. Health waiver		
6e. Religious waiver		
6f. Personal conviction waiver		
6g. No record		

1. Put zeros if there are no kindergarten students at this school
2. Including 3K or early childhood, 4K, and kindergarten through the highest grade)
3. **All** students below grade 6 are not assessed for Tdap and are considered to have met minimum requirements. Put zeros if there are no Grade 6 or higher at this school

**Section C:** list the number of students that fall into each category. Definitions of each category 8-13 are found on the next page. **Row 13 must equal the sum of categories 7 through 12.**

	<b>Kindergarten Students</b>	<b>All students<sup>1</sup></b>
7. Students meeting all minimum requirements:		
8. Students who are in process <sup>2</sup> :		
9. Students who are behind schedule <sup>2</sup> :		
10. Students with no record:		
11. Students with any waiver:		
12. Students who have received no immunizations and have a waiver for all vaccines:		
13. Students enrolled:		

1. Including 3K or early childhood, 4K, and kindergarten through the highest grade)
2. For at least one vaccine

**Section D:** list the number of students that fall into each category. Students may fall into more than one category, for example, having a medical waiver for MMR and a personal conviction waiver for DTaP.

	<b>Kindergarten Students</b>	<b>All students<sup>1</sup></b>
14. At least one <b>medical</b> waiver:		
15. At least one <b>religious</b> waiver:		
16. At least one <b>personal</b> conviction exemption:		

1. Including 3K or early childhood, 4K, and kindergarten through the highest grade)

## Instructions and Compliance Definitions for School Report to Local Health Departments

### Section A: Identification of School

Each School Report to Local Health Department should include the aggregate results for only one school. Each school has a unique identification number assigned by DPI. That unique identification number is represented by two codes: the LEA code (which is also the district code) and the DPI school code. Therefore, each School Report to Local Health Department should include results for only one LEA code-school code combination. In Section A, please report both the DPI LEA (district) code and the DPI school code for this school. Please note that both codes are each 4 digits long, including leading zeros. You can search for your school's codes using the following links.

Public schools: <https://apps4.dpi.wi.gov/SchoolDirectory/Search/PublicSchoolsSearch>

Private schools: <https://apps4.dpi.wi.gov/SchoolDirectory/Search/PrivateSchoolsSearch>

In the "search text" field, type all or part of the name of your school. Private school search results will immediately include the LEA (district) code and the school code. These are the codes that should be entered in Section A.

When public schools search for their name, they will immediately see the school code. However, to view the LEA (district) code, public schools will need to click on the name of the school.

### Section B: Compliance Definitions

#### Required vaccines and number of doses:

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs) <sup>1</sup>	4 DTaP/DTP/DT <sup>2</sup>		3 Polio	3 Hepatitis B <sup>6</sup>	1 MMR <sup>7</sup>	1 Varicella <sup>8</sup>
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td <sup>2,3</sup>		4 Polio <sup>5</sup>	3 Hepatitis B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella <sup>8</sup>
Grades 6 through 12	4 DTaP/DTP/DT/Td <sup>2</sup>	1 Tdap <sup>4</sup>	4 Polio <sup>5</sup>	3 Hepatitis B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella <sup>8</sup>

1. Children  $\geq 5$  years of age who are enrolled in a Pre-K class should be assessed using the immunization requirements for K through Grade 5 which would normally correspond to the individual's age.
2. D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students **Pre-K through Grade 12**: Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
3. DTaP/DTP/DT vaccine for children **entering Kindergarten**: Each student must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
4. Tdap is an adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within 5 years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required. Schools with only Grades 5 and below, should enter zeros in these cells.
5. Polio vaccine for students entering Kindergarten **through Grade 12**: Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is a measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable). Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable.
8. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

<b>Section B Cont'd: Compliance Definitions</b>	
<b>Meets minimum requirements</b>	A student is considered "meets minimum requirements" with a vaccine if the student has the required number of doses, as listed above.
<b>No record</b>	A student is considered to have "no record" if the student falls into <u>one</u> of the following categories: <ul style="list-style-type: none"> <li>• The student does not have an immunization record on file, OR</li> <li>• The student is a transfer student and the record has not yet been received from the previous school, OR</li> <li>• The student has a record but the record has inappropriate information, such as "all vaccines received," "child up to date" or "record at doctor's office."</li> </ul>
<b>In process</b>	A student is considered "in process" if the student does not have the required number of doses, but is working towards meeting the number of doses. To be considered "in process," the student must provide the immunization dates demonstrating receipt of the first doses of required vaccines within 30 school days of admission. A student cannot be considered "in process" if the missing vaccine is a single-dose vaccine requirement (i.e., Tdap); this student would be "behind schedule."
<b>Behind schedule</b>	A student is considered "behind schedule" if the student has an immunization record, but <u>all</u> of the following conditions are met: <ul style="list-style-type: none"> <li>• The student is not "meets minimum requirements" with vaccine, AND</li> <li>• The student is <u>not</u> "in process", AND</li> <li>• The student does <u>not</u> have a waiver for the vaccine.</li> </ul>
<b>Waivers—Health, Religious, or Personal Conviction</b>	A student can have a waiver for one or more vaccines. There are three types of waivers: health, religious, and personal conviction.
<b>No Immunizations</b>	A student is counted in this section if he/she received no doses of immunizations AND he/she has a waiver for all vaccines.