

## **PROCEDURE – STUDENT IMMUNIZATION AND LIFE-THREATENING CONDITIONS**

**3413P**

Immediately upon enrollment in the district, the student's parent/guardian must provide proof of the required immunizations as specified by the Washington Department of Health (DOH), and/or proof of an exemptions with a completed Certificate of Exemption (COE) form approved by the DOH. The student cannot start attending school until the completed Certificate of Immunization Status (CIS) and/or COE is on file at the school or the Conditional Status conditions have been met. Students experiencing homelessness as defined by state and federal law who have not provided the required documentation will be allowed to enroll, attend classes, and participate fully, despite being out of compliance with immunization requirements.

The CIS and/or COE will be a part of the student's permanent record. The district will provide access to immunization records of each student enrolled to agents of the state or local health department. The district will return the CIS and/or COE or a legible copy to the parent/guardian if the child is withdrawn or transferred from the district. The district may not withhold the CIS and/or COE for any reasons, including nonpayment of school fees.

### **Certificate of Immunization**

The immunization status of all students must be documented on a completed CIS form.

All immunization information documented on a CIS by new enrollees starting school on or after August 1, 2020 must be medically verified. A CIS printed from the Washington Immunization Information System (IIS) with immunization information prepopulated is considered medically verified by the IIS. A hardcopy CIS completed by the parent/guardian must be verified as accurate by either a health care provider signature or by a school administrator, school nurse or designee's signature after verifying that the information on the CIS is accurate when compared to medical immunization records attached to the CIS.

For currently enrolled students all new immunization documentation submitted on or after August 1, 2020 must be on a medical immunization record. School staff may use the information on the medical immunization record to update the student's existing CIS on file.

### **Conditional Immunization Status Attendance**

If by a student's first day of attendance the student does not have documentation of all of the required immunizations the student may be permitted to start school in a temporary "conditional status" provided that the student has received all of the immunizations that the student is eligible to receive and is waiting for the recommended date of the next vaccine dose according to the national immunization catch-up schedule. The parent/guardian must sign the CIS

acknowledging the conditional status rules and timelines that follow. Once the next dose comes due the student can remain in conditional status for thirty (30) calendar days to have time to turn in the required documentation. If additional vaccines are needed conditional status continues in a similar manner until all of the vaccine series are complete. If the thirty (30) calendar day period expires and documentation has not been given to the school the student will be excluded from further attendance. Valid documentation includes a completed CIS form, a completed COE form, or both.

### **Children of Military Families**

The parent/guardian of a student who is a child of a military family must provide proof of required immunizations with a completed CIS and/or a completed COE on or before the first day of attendance. If such a student is missing any required immunizations, the student will be allowed to enroll, attend classes, and participate fully, but must obtain any missing required immunizations within thirty (30) calendar days of the first day of attendance. Following the expiration of this period, students will be subject to exclusion if they are out of compliance with immunization requirements.

### **Exemptions from Immunization**

Any and all exemptions will be processed and recorded on a COE form approved by the DOH. All exemptions requested on a COE must be signed by the parent/guardian. Additionally, with the exception of a religious membership, all COE forms presented on or after July 22, 2011, must also have the signature of a health care practitioner (HCP) attesting that the HCP has given the parent/guardian information about the benefits and risks of immunization. The form may be signed by the HCP at any time prior to the enrollment of the child in a school. When such signature from the HCP is required, the district shall accept either a photocopy of the signed COE form or a letter from the HCP referencing the child's name in lieu of the original COE form. Such a letter should be attached to the COE signed by the parent/guardian. Only an HCP who is a physician (MD), osteopath (DO), naturopath (ND), physician assistant (PA), or advanced registered nurse practitioner (ARNP) licensed in Washington State may sign the COE.

The district will grant medical exemptions from one or more of the required immunizations if the HCP indicates on the COE that in the HCP's opinion the vaccine is not advisable for the student. If the HCP indicates the medical exemption is temporary an expiration date must be documented on the COE. When a temporary medical exemption expires the student can attend school in "conditional status" for thirty (30) calendar days to obtain the missing immunization or another exemption. If the thirty (30) calendar day period expires and documentation has not been given to the school, the student will be excluded from further attendance. Valid documentation includes a completed CIS form, a completed COE form, or both.

The district will grant religious exemptions from one or more of the required immunizations if the parent/guardian completes the religious exemption section of the COE.

The district will grant religious membership exemptions from one or more of the required immunizations if the parent/guardian completes the religious membership section of the COE and signs affirming that they (parent/guardian) are a member in a religious body or church with beliefs or teachings that preclude a child from receiving medical treatment from an HCP. The HCP signature is not required for a religious membership exemption.

The district will grant personal/philosophical exemptions from one or more of the required immunizations, except measles, mumps or rubella, if the parent/guardian completes the personal/philosophical exemption section on the COE. The district will not grant an exemption for philosophical or personal reasons from the measles, mumps, or rubella immunization requirements.

### **Exclusion from School**

The school principal will exclude students who are out of compliance with immunization requirements from further attendance as required by state law. When excluding students, the school will provide written notice to the parent/guardian. The notice must be delivered in person or by certified mail and must be provided in the parent's/guardian's native language if feasible. The notice must contain:

1. An order excluding the student from school, effective immediately upon receipt of the notice;
2. A copy of the applicable laws and rules, including the applicable provisions of Chapter 28A.210 RCW, Chapter 246-105 WAC, Chapter 392-182 WAC, and Chapter 392-380 WAC;
3. Information regarding immunization services available through local health or other public agencies;
4. The rights of the parent/guardian and the student to a hearing and a description of the hearing process; and
5. An explanation that the exclusion continues until either a completed CIS form and/or a completed COE form is turned in to the school, or until a hearing officer determines that the student is no longer excluded from school.

### **List of Students Not Fully Immunized**

The district will keep or be able to produce within twenty-four hours a current list of students who are not fully immunized. This list must be transmitted to the local health department upon request. The local health officer may use this list for easy identification of students to be excluded from school temporarily during a disease outbreak.

Implemented: December 3, 2007

Amended:                      September 29, 2010  
   August 1, 2016  
   July 9, 2020