

# ADMINISTRATIVE REGULATION

## Placentia-Yorba Linda Unified School District

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Students

5141.3 - AR

### IMMUNIZATIONS

#### A. Purpose and Scope

To establish procedures for administering the Board of Education policy for student immunizations.

#### B. General

The Superintendent or designee shall not unconditionally admit any student to a district preschool, elementary school for the first time nor, after January 1, 2016, admit or advance any student to Grade 7 unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases:

1. Measles, mumps, and rubella (MMR)
2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
3. Poliomyelitis (polio)
4. Hepatitis B (Transitional Kindergarten or Kindergarten only)
5. Varicella (chickenpox)
6. Haemophilus influenzae type b (Hib meningitis) (Pre-School only)
7. Any other disease designated by the CDPH

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall enroll the student and continue to implement the student's IEP, and shall not prohibit the student from accessing any special education and related service required by his/her IEP regardless of whether the student is fully immunized.

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show the day, month, and year for each dose given.

1. Immunizations required for school entry can be found in the [CDHP Parents' Guide to Immunizations Required for School Entry](#).

#### C. Forms Used and Additional References

Computerized School Immunization Record

#### D. Procedures

1. The principal/designee shall be responsible for assessing the immunization status of each new and transferring student upon registration for school.
2. Documentation: At the time of registration, parents are required to provide their student's official written immunization record. The written immunization record must include the child's name and birth date, the type and date of each dose of vaccine, and the name of the physician or agency which administered the vaccine.
3. If the parent cannot produce written documentation of immunization as outlined above, or the student is not exempted by law, the student must begin the immunization process before being admitted to class.
4. Upon receiving documentation of immunizations, school personnel shall input the student's immunization status into the student database (AERIES) to document the source of immunization dates (written certification from the Health Agency, a qualified physician, agency, or from previous verified school records), the signing of exemption statements, and the immunization status of the student.

#### E. Exemptions

Exemption from one or more immunization requirements shall be granted under any of the following circumstances:

##### 1. Medical Exemptions

- a. A temporary or permanent medical exemption to one or more of the immunizations may be granted under certain circumstances if a licensed physician (M.D. or D.O) provides a written statement which states:
  - That the physical condition or medical circumstances of the child are such that the required immunization(s) is not indicated
  - Which vaccines are being exempted
  - Whether the medical exemption is permanent or temporary
  - The expiration date, if the exemption is temporary
2. The student's parent/guardian files with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to his/her personal beliefs, in which case the student shall be exempted from the immunization until he/she enrolls in the next applicable grade span requiring immunization (birth to preschool, grades Transitional K/K-6, grades 7-12).When a student transfers to a different school within the district or transfers into the district from another school district in California, his/her personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment.
3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction.

#### F. Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that:

1. The student has not received all the immunizations required for his/her age group, but has commenced receiving doses of all required vaccines and is not due for any other doses at the time of admission.
2. The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses as specified in 17 CCR 6035.

In addition, a transfer student may be conditionally admitted for up to 30 school days while his/her immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered.

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received.

The Superintendent or designee shall immediately enroll McKinney Vento students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that he/she is properly immunized.

#### G. Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section "Exemptions" above.

Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. This notice shall refer the parent/ guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any.

The Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until he/she provides written evidence that he/she has received a dose of each required vaccine due at that time. The student shall also be reported to the attendance clerk and principal.

H. Exclusion Due to Exposure to Disease

If there is good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and his /her documentation of immunization does not show proof of immunization against that disease, that student may be temporarily excluded from the school until the Orange County Department of Health notifies the district in writing that he/she is satisfied that the student is no longer at risk of developing or transmitting the disease.

I. Records

The Superintendent or designee shall record each new entrant's immunizations in the district computerized school immunization section and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law.

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation related to the student's immunization record or exemptions.

J. Audits

If an audit reveals deficiencies in the district's reporting procedures, the Superintendent or designee shall present the Board with a plan to remedy such deficiencies.

K. Reports Required

State, County and District reports as requested

L. Record Retention

1. Computerized Immunization Record
2. Physician statements

M. Responsible Administrative Unit

Executive Director, Instructional Support

N. Approved by:

Richard McAlindin

8/23/16

Dr. Greg Plutko

8/23/16

Responsible Division Head

Date

Superintendent

Date